

## TERMS OF REFERENCE

### English Expert to undertake Thematic Learning Review of UNDP-GEF Ecosystems and Biodiversity Team's Portfolio of Projects on Protected Areas

<b>Type of Contract:</b>	Individual Contract
<b>Location:</b>	Home based with mission travel
<b>Category</b>	Sustainable Development
<b>Languages Required:</b>	English
<b>Starting Date</b>	November 27, 2017
<b>Duration of Initial Contract:</b>	68 days through 31 July 2018
<b>Supervisor:</b>	Head of Ecosystems and Biodiversity

#### Background:

Within UNDP's Bureau for Policy and Programme Support (BPPS), the Ecosystems and Biodiversity (EBD) cluster under the Global Environmental Finance unit is engaged in supporting developing countries to access finance from the Global Environment Facility (GEF) and other sources on issues relating to biodiversity and the sustainable management of forests, crop and rangelands. The EBD cluster additionally provides support through global projects on related policy, finance and capacity development.

The EBD portfolio includes national projects in over 120 countries, with oversight and technical support provided by a Senior Technical Advisor (STA) and Regional Technical Advisors (RTAs), as well as global initiatives coordinated through the UNDP-GEF unit providing policy (BES-Net), capacity (NBSAP Forum) and finance (BIOFIN) support to countries. Teams work out of different locations and regions, requiring both staff and consultants to be flexible in order to produce results.

As an implementing agency of the Global Environment Facility (GEF), UNDP oversees a portfolio of projects in the Focal Areas of biodiversity, climate change, international waters, ozone-depleting substance phase-out, land degradation, and persistent organic pollutants. These are implemented through UNDP's network of more than 130 Country Offices located in developing countries, as well as numerous UN and other agency partners.

UNDP's work in Ecosystems and Biodiversity (EBD) has as an overall strategic objective to maintain and enhance the goods and services provided by biodiversity and ecosystems in order to secure livelihoods, food, water and health, enhance resilience, conserve threatened species and their habitats, and increase carbon storage and sequestration. The value of all UNDP-managed biodiversity and ecosystems projects currently in planning or under implementation is US\$1.6 billion, with UNDP supporting 132 countries to access GEF and other vertical funds' grant finance. Through this project portfolio UNDP provides support to work in three programming areas: (i) Integrating biodiversity and ecosystem management into development planning and production sector activities; (ii) Unlocking the potential of protected areas, including indigenous and community-conserved areas to contribute towards sustainable development; and (iii) Managing and rehabilitating ecosystems for climate change adaptation and mitigation.

The UNDP Global Environmental Finance (UNDP-GEF) Unit is seeking the services of two international consultants to work as part of a team that will prepare a Thematic Learning Review. This review will be based on EBD protected area projects monitoring and evaluation reports. Most of these reports have been already prepared, and nine (9) will need to be prepared by the team. One consultant will serve as the overall Team Leader, who will take overall responsibility for the finalization of the Thematic Learning Review report that will be widely disseminated to support future project/programme design and implementation by UNDP and beyond.

#### Scope of work:

The Thematic Learning Review, which will be coordinated by the Team Leader, will focus on a collection of approximately 120 GEF-financed protected area projects under the GEF-3, -4 and -5 funding cycles. Nine monitoring and evaluation reports will also need to be prepared by the team, following standard UNDP-GEF guidance on conducting mid-term reviews and terminal evaluations. The Thematic Learning Review report must be ready for publication in September 2018, and to be launched in November 2018 at the CBD COP 14 in Egypt.

The Thematic Learning Review will be based on a review framework developed and agreed to at the beginning of the assignment. The report will include an in-depth exploration of themes (to be identified by the team) that advance understanding of solutions that have worked or not worked within the UNDP-GEF EBD protected areas portfolio of projects, so as to improve the design and implementation of ongoing and/or future projects.

**Tasks and Responsibilities:**

- Prepare two (2) project evaluation reports, following UNDP-GEF guidance. These reports will be cleared by and payment approved by the relevant RTA and with input from the UNDP Country Office concerned. Additional quality assurance support will be provided by the UNDP-GEF Directorate as needed.
- Prepare input from the two project reports to the TLR in line with the TLR framework. The Team Leader will review the outputs related to the Thematic Learning Review.

**Expected outputs and deliverables:**

The total contract duration will be 68 days through 31 July 2018 according to the following plan:

- Contribute to development of Thematic Learning Review framework, review questions, Thematic Learning Review report structure and detailed timeline by July 2018;
- Prepare two (2) evaluation reports, following UNDP-GEF guidance, and use these reports as input to the Thematic Review in line with the TLR framework. Each report will take approximately 30 days, including mission travels, and 8 days allocated for supporting the Thematic Learning Review by July 2018 (the expected dates for the eight evaluations are shown in Table 1 and will be confirmed in consultations with the relevant CO and the project team);
- Provide feedback on draft full Thematic Learning Review report by July 2018.

**Table 1 Expected Timeline for Evaluations**

TLR Team Member	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Team Member					4393 Mongolia // TE		4855 Kazakhstan // TE	

**Payment schedule:**

- Contribute to development of Thematic Learning Review framework, review questions, Thematic Learning Review report structure and detailed timeline by 31 July 2018 - 10%;
- Undertake and prepare two (2) monitoring and/or evaluation reports each, following UNDP-GEF guidance, and use these reports as input to the Thematic Review:
  - Evaluation work plan and framework for the two evaluation exercises: by 31 December 2017 - 10%
  - Delivery and approval of first finalized report (4393 Mongolia): by 31 March 2018 - 40%
  - Delivery and approval of second finalized report (4855 Kazakhstan): by 31 May 2018 - 40%

**Information on Working Arrangements:**

- The consultant will work from home with mission travel;
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- All templates and reports will be provided by UNDP;
- The Consultant will be responsible for providing his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;
- Consultant will be supervised by the UNDP-GEF Head of EBD team based in New York, USA;
- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
- Payments will be made upon submission of a certification of payment form, and acceptance and confirmation by the Supervisor on days worked and outputs delivered.

#### **Travel:**

- Two (2) missions will be required. The exact duration of the mission will vary for each project;
- Mission travel must be approved in advance and in writing by the UNDP-GEF Head of EBD;
- Consultant will liaise with the corresponding Country Offices to set up stakeholder interviews, arrange field visits, coordinate with the government, etc. Country offices will likely contract in-country national consultant(s) to support the team members while in-country;
- The [Advanced and Basic Security in the Field II courses](#) successfully completed prior to commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the [UN Medical Director](#);
- Consultant is required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>;
- Consultant is responsible for obtaining any visas and security clearances needed in connection with travel with the necessary support from UNDP;
- The consultant will be responsible for making his/her own mission travel arrangements (including travel claims) in line with [UNDP travel policies](#);
- All related travel expenses will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents. Costs for airfares, terminal expenses, and living allowances should not be included in the financial proposal.

#### **Competencies:**

##### **Corporate Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

##### **Technical Competencies:**

- Demonstrated ability to coordinate processes to collate information and facilitate discussion and analysis of material;
- Technical competencies in undertaking complex evaluations which involve multiple countries and variety of stakeholders;
- Demonstrated strong research and analytical skills.

##### **Communications:**

- Excellent writing skills in English;
- Demonstrated knowledge of UN terms, language and style;
- Excellent communication skills and experience in conducting structured interviews with a variety of stakeholders.

**Professionalism:**

- Demonstrated ability to meet deadlines and work under pressure;
- Demonstrated excellent organizational skills.

**Required skills and experience:****Education:**

- Master's degree or higher in a discipline relevant to natural resources management, biological sciences, forestry, agriculture, agro-economics, geography, climate sciences, international development, public policy, social sciences, economics, public administration, finance or other closely related fields.

**Experience:**

- At least 5 years of working experience in Biodiversity and/or Marine and coastal ecosystems;
- Experience working with international institutions, civil societies and/or governmental authorities, and experience working with and in developing countries;
- At least 5 years of work experience in one or more of the following UNDP locations: Africa, Eastern Europe & CIS, Asia & Pacific, and/or global;
- At least 5 years of relevant experience in Monitoring and evaluation/ knowledge management, including at least 2 years' experience in GEF work in: Project and programme design and development, Project and programme management and implementation, and/or Monitoring and evaluation/ knowledge.

**Language:**

- Proficient in written and spoken English.