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|  **Terms of reference**  |   |

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| GENERAL INFORMATION  |
| **Title:** **National Expert on Project Design & Evaluation for Biodiversity Conservation Area** **Project Name:**  Various Natural Resource Management (NRM) Projects **Duty Station:** Home Based **Expected Places of Travel (if applicable):** N/A**Duration of Assignment:** 100 working days **REQUIRED DOCUMENT FROM HIRING UNIT**

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|  | TERMS OF REFERENCE |
| 5 | **CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select :** 1. Junior Consultant
2. Support Consultant
3. Support Specialist
4. Senior Specialist
5. Expert/ Advisor

**CATEGORY OF INTERNATIONAL CONSULTANT, please select :**1. Junior Specialist
2. Specialist
3. Senior Specialist
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| X | APPROVED e-requisition  |

**REQUIRED DOCUMENTATION FROM CONSULTANT**

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| X | P11 |
| X | Copy of education certificate |
| X  | Completed financial proposal  |
| X | Completed technical proposal  |

***Need for presence of IC consultant in office: N/A (Virtual meeting will be required)****☐* partial (at least three days for presentation and consultation)*☐* intermittent (explain)*☐* full time/office based (needs justification from the Requesting Unit)***P*rovision of Support Services:***Office space*: ☐Yes X No*Equipment (laptop* etc): *☐*Yes X No*Secretarial Services* ☐Yes X NoIf yes has been checked, indicate here who will be responsible for providing the support services: N/A |

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| 1. **BACKGROUND**
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| The significance of wildlife and biodiversity in sustaining the well-being, safety, and resilience of all societies has increasingly gained global attention. One million animal and plant species are at risk of extinction in the coming decades. Billions of families and communities who depend on wildlife and nature for food, water, and their livelihoods are also at risk, as well as the economies globally. In order to achieve the Sustainable Development Goals, the current trend should be reversed, and nature should be placed at the heart of development. The Global Environment Facility (GEF) Trust Fund was established on the eve of the 1992 Rio Earth Summit, to help tackle globally the most pressing environmental problems. Today, the GEF is the world’s largest public funder of environmental projects, and the financial mechanism for the UN Rio Conventions and other multilateral agreements, including the Conventions on Biological Diversity (CBD). In the context of Biodiversity, The GEF provides financial resources for developing countries and countries with economies in transition to implement the CBD. The goal of the GEF’s biodiversity strategy is to maintain globally significant biodiversity in landscapes and seascapes, by focusing on three main objectives: 1) Mainstream biodiversity across sectors as well as landscapes and seascapes; 2) Address direct drivers to protect habitats and species; and 3) further develop biodiversity policy and institutional frameworks.United Nations Development Programme Country Office (UNDP-CO) Indonesia is a pioneer implementing agency of GEF since the programme first cycle was implemented in Indonesia. More specifically, given the high-valued biodiversity in the Indonesian tropical forest, UNDP has been a development partner for the Ministry of Environment and Forestry, working together with wide range of government institutions, non-government organization, academia, and various community-based organization in tackling various challenges in finding the right balance of human-nature interface, in an attempt to conserve biodiversity without costing the surrounding community.Within the Indonesian long-term national development framework, forest resources are placed as a natural capital for development, to support the sustainability of economic functions, social functions, and ecological functions. This is indeed in line with the nature-based solutions as defined by the IUCN as “*actions to protect, sustainably manage, and restore natural or modified ecosystems, that address societal challenges effectively and adaptively, simultaneously providing human well-being and biodiversity benefits*”.Under the GEF support, by working together with Ministry of Environment and Forestry, UNDP CO Indonesia currently is managing several projects under biodiversity portfolio, including GEF-5 Project entitled: ‘Transforming Effectiveness of Biodiversity Conservation in Sumatran Priority Landscapes’, shortened as the Sumatran TIGER Project. The objective of the project is to enhance biodiversity conservation in priority landscapes in Sumatra through adoption of good management practices in protected areas and adjacent production landscapes, using tiger recovery as a key indicator of success. Across Sumatra, the principal threat to biodiversity is habitat loss and forest degradation, with forest cover shrinking from 25.3m hectares in 1985 to 12.8m hectares in 2009, with clearance driven by commercial oil palm and timber fibre plantations, followed by subsistence agriculture, while the main driver of forest degradation has been commercial logging. In addition, the wildlife trade is a significant pressure on species, with an estimated fifty Sumatran tigers poached annually between 1998 and 2002.The main barriers to achieving this vision are weak natural resource governance and limited protected area management capacity, poor inter-agency coordination for wildlife and forest conservation outside of the PAs, and inadequate financial planning and management for protected areas. To achieve the objective, project develops strategies through three components, namely: 1) Increased effectiveness of key protected area management institutions; 2). Inter-sectoral coordination systems developed for priority landscapes; and 3) Sustainable financing for biodiversity management.Given that biodiversity is increasingly threatened by illegal wildlife trade, Ministry of Environment and Forestry is currently also implementing UNDP GEF-6 Project, entitled ‘Combatting Illegal and Unsustainable Trade in Endangered Species in Indonesia’. This project aims to support the Indonesian government to effectively address unsustainable wildlife trade and to combat illegal wildlife trade. This project seeks to reduce the volume of unsustainable wildlife trade and the rate of loss of globally significant biodiversity in Indonesia and East and South-East Asia. The value of the illegal trade in Indonesia alone is estimated at up to US$ 1 billion per year. Factoring in the unsustainable legal trade, the value rockets, representing an enormous economic, environmental, and social loss. This trade has already caused the decline and local extinction of many species across SE Asia. Much of the trade is highly organized, benefits a relatively small criminal fraternity, whilst depriving developing economies of billions of dollars in lost revenues and development opportunities. Within SE Asia, a significant amount of this trade starts from Indonesia, one of the world’s top 10 ‘megadiverse’ countries and the largest supplier of wildlife products in Asia, both ‘legal’ and illegal. In addition to the two projects as mentioned above, in order to ensure even wider-scale biodiversity impact of previous and current project, MoEF is currently working with UNDP in preparing a project proposed under GEF-7, entitled: ‘Catalyzing Optimum Management of Natural Heritage for Sustainability of Ecosystem, Resources and Viability of Endangered Wildlife Species (CONSERVE)’. The project objective is to strengthen management of multiple use landscapes to enhance biodiversity conservation, generate sustainable land-use and livelihood practices and address illegal wildlife trade, by addressing the negative impacts of unsustainable public and private sector-led development practices. The proposed project is complementing to earlier UNDP/GEF Project working in Protected Areas as mentioned earlier, in that the project also seeks to support areas not recognized as protected areas (PAs), under the scheme of other area-based conservation measures (OECMs) that is nationally adapted as Essential Ecosystem Area (KEE).In order to support the implementation of the two full-sized project and prepare for initial implementation of the new proposed project (expected to be fully implemented by end of 2020), and given the strong interconnectedness between the three aforementioned projects, a qualified expert with strong natural resource management (NRM) background and preferably with experience on GEF-based project management is deemed necessary to ensure compliance with GEF policy and standard.This includes supporting the project monitoring and reporting to GEF, where the implementation progress of projects should be reported through a web-based reporting system called Project Implementation Report (PIR). The **National** **Expert on Project Design & Evaluation for Biodiversity Conservation Area** (the Expert) will work under supervision of Programme Manager for NRM Cluster of Environment Unit, UNDP CO Indonesia. In general, the expert will: 1) provide technical input on for Project Reporting to GEF for the respective projects; 2) provide technical support and preparing various documents needed to initiate project implementation for CONSERVE project; 3) provide technical input for project reporting under ATLAS Platform (including but not limited to: Quality Assurance, Risk Log, input to ROAR) related to respective projects; and 4) develop knowledge products to showcase project progress and success. |

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| 1. **SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES**
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| **Scope of Work**The **Expert** will work closely with the NRM team at UNDP CO Indonesia (Environment Unit) and Project Managers of several on-going projects under NRM cluster, and other relevant project partners with the specific tasks to:* Provide technical expertise on project design and evaluation plan for preparation of the new GEF-7 CONSERVE project implementation.
* Review and assess project risk log through project report review and interview with relevant partners and project team.
* Consolidate project key results as reference to develop achievement evidence of the projects and relevant knowledge products.
* Provide recommendations on identified/updated project risk with clear management response.
* Based on project design and monitoring results, develop ToRs to engage third party and/or technical experts for effective implementation of the project and achievement of its objectives.
* Review and ensure quality of the CONSERVE project inception meeting report and consistency of the report narrative with available evidence (CIWT & Sumatran Tiger projects).
* Translate project report documents and/or develop brief reports which are required by donor and Government Implementing Partners (in Bahasa and English as relevant).
* Lead desk-research and provide assessment to the NRM programme related outcomes as reference for annual programme and project reporting.
* Participate in virtual programme and project meeting as relevant.
* Prepare briefing notes and/or talking points for project meeting/workshops to be attended by Senior Management.
* Participate in selection of on-going project partners (individual consultant, consulting company, and other institutions according to UNDP policies and procedures).

**Expected Outputs and deliverables**

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| **Deliverables/ Outputs** | **Estimated number of working days**  | **Completion deadline** | **Review and Approvals Required**  |
| First payment will be made upon submission and approval by UNDP of following outputs: 1. Analytical Report on NRM Thematic Area: Protected Areas and Wildlife Conservation
2. Technical inputs to the CONSERVE project design as response to the UNDP technical clearance & the GEF review results
3. Technical inputs on the CONSERVE full size project’s key procurement plan
4. Translated technical materials related to the CONSERVE project
 | 15 wds | 30 Oct 2020 | Project Manager for NRM Cluster, Environment Unit, UNDP Indonesia & relevant National Project Managers |
| Second payment will be made upon submission and approval by UNDP of following outputs: 1. Technically reviewed of Project Milestone & Report: for 2021 project management plan (TIGER) and for MTR preparation (CIWT)
2. ~~Term of References (ToRs) for contracting CONSERVE project partners~~ Technical input and review for contract amendment process of NGO partners for TIGER Project
3. Talking points/briefing notes for project board meeting
4. Outline for Analytical Report on NRM Thematic Area: Strengthening Community Livelihood & Gender Equality
 | 20 wds | 30 Dec 2020 |
| 3rd payment will be made upon submission and approval by UNDP of following outputs:1. Updated project risk and its management responses for TIGER & CIWT Projects
2. ToRs developed for contracting/ recruiting consultants for CIWT and TIGER projects
3. Knowledge product development and dissemination plan for TIGER/CIWT
4. Compilation of project achievement evidence according to available reports
5. Technical inputs and review results on CIWT and TIGER project annual reports 2020 and its quality assurance
 | 20 wds | 31 Jan 2021 |
| Fourth Payment will be made upon submission and approval by UNDP of following outputs: 1. Knowledge products for TIGER/CIWT
2. Analytical Report on NRM Thematic Area: Strengthening Community Livelihood & Gender Equality
3. Technical review of deliverables of Tiger project’s NGO partners
4. Technical inputs on development of ToR(s) for hiring consultants/ institutions under CIWT project
 | 20 wds | 30 Apr 2021 |
| Fifth Payment will be made upon submission and approval by UNDP of following outputs: 1. Technically reviewed of Project Implementation Report (PIR) 2021 for TIGER and CIWT projects
2. Compilation of project achievement evidence according to available reports
3. Updated project risk and its management responses for TIGER & CIWT Projects
4. Participation in the selection of projects’ procurement plan
5. Technical review/inputs on 2021 PAR Semester 1 of the CIWT and Tiger projects
 | 25 wds | 30 Jul 2021 |  |

There will be no travel activity from duty station of the Expert to Jakarta and/or project site. If it is required in the future, it will be arranged and covered by the relevant projects’ budget according to UNDP standard policies and procedures. It also can be reimbursed upon advance approval of the UNDP. |

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| 1. **WORKING ARRANGEMENTS**
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| **Institutional Arrangement**The **Expert** will report to the Programme Manager for NRM Cluster of Environment Unit, UNDP CO Indonesia. The expert will assist the programme manager, national project managers and other team in obtaining guidance from the UNDP/GEF Regional Technical Advisor and UNDP CO on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF and UNDP CO requirements. **Travel Plan**The Consultant is not required to travel to complete the assignment. However, in the case of unforeseen travel needed during the execution of the contract, it will be agreed on ad-hoc basis. |

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| 1. **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**
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| Academic Qualifications:Master degree in forestry, natural resource management (NRM), environmental studies, international development, biodiversity conservation or other related fields.Years of experience:* A minimum eight years of working experience for Master degree and 12 years for Bachelor degree in forestry sector, biodiversity management or equivalent fields.
* Experience in project design and implementation of internationally funded project; GEF-related projects experience would be an asset.
* Experience in international donor-based technical project monitoring and reporting; GEF-related experience would be an added value.
* Experience in quality assurance-related activities and analysis.
* Experience in developing knowledge products or publications related to NRM by providing proof or evidence (link or list of written products or reports).

III. Competencies and special skills requirement:* Strong network with national government institutions, international organizations and NGOs related to Natural Resource Management (NRM);
* Excellence technical writing and communication skills both in Bahasa Indonesia and English;
* Proficient with the usage of Microsoft Office applications, such as MS Words and MS Excel;
* Advance skills in using virtual-based communication and technology; and
* Ability to work independently and in a team.
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| 1. **EVELUATION METHOD AND CRITERIA**
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| Individual consultants will be evaluated based on the following methodologies:*Cumulative analysis* *When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:**a) responsive/compliant/acceptable, and**b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.* *\* Technical Criteria weight; 70%**\* Financial Criteria weight; 30%**Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation*

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| ***Criteria*** | ***Weight*** | ***Maximum Point*** |
| *Technical* |  | *40* |
| *Criteria A: qualification requirements as per TOR:*1. A minimum eight years of working experience for Master degree and 12 years for Bachelor degree in forestry sector, biodiversity management or equivalent fields.
2. Experience in project design and implementation of internationally funded project; GEF-related projects experience would be an asset.
3. Experience in international donor-based technical project monitoring and reporting; GEF-related experience would be an added value.
4. Experience in quality assurance-related activities and analysis.
5. Experience in developing knowledge products or publications related to NRM by providing proof or evidence (link or list of written products or reports).
 | *40%* | *10**8**8**8**6* |
| * *Criteria B: Brief Description of Approach to Assignment*
1. **Comprehensiveness**: have the important aspects of the task been addressed in sufficient detail?
2. **Suitability**: is the scope of task well defined and does it correspond to the TOR?
3. **Clarity and logic**: is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?
 | *60%* | *60 (maximum)**20**20**20* |

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