



Terms of Reference

GENERAL INFORMATION

Title: Spatial Data Specialist

Project Name: Technical Support to Eligible Parties to Produce the Fifth National Report to the CBD

Reports to: Acting Director, The BEST Commission

Duty Station: The Bahamas

Duration of Assignment: May – December 2019

REQUIRED DOCUMENTATION FROM CONTRACTOR

X	Letter of presentation highlighting main qualifications and experience relevant to this TOR
X	Sample of work previously undertaken
X	Updated CV
X	Completed Technical Proposal
X	Copy of Education certificate
X	Completed financial proposal

I. BACKGROUND

Sixty-five countries have accessed Global Environmental Facility's (GEF) Biodiversity Enabling Activities (BD EA) funding through UNEP with the aim of updating their Fifth National Reports (5NR) the Convention of Biological Diversity (CBD). The "Support to Eligible Parties to Produce the Fifth National Report" (5NR) project objective is to provide financial and technical support to GEF-eligible Parties to the Convention on Biological Diversity (CBD) in their work to develop high quality, data driven 5NR that will improve national decision-making processes for the implementation of NBSAPs; that report on progress towards achieving the Aichi Biodiversity Targets (ABTs) and inform both the fifth Global Biodiversity Outlook (GBO5) and the Global Biodiversity Strategy of 2021 – 2030.

Accurate spatial data on the status and trends of biodiversity, ecosystems and essential ecosystem services is of paramount importance for decision makers and governments as they update the fifth National Reports. Yet the ability of countries to access and use spatial data to develop plans, take actions and report results is extremely low. A recent study of the National Biodiversity Strategy and Action Plans (NBSAPS) and 5th National Biodiversity Reports from more than 110 countries shows that NBSAPs contain an average of fewer than four maps, and National Biodiversity Reports fewer than five. Moreover, the study revealed critical gaps – less than 4% of all maps (and only 8 countries) included ecosystem services. These findings reflect similar results to a survey conducted 18 months ago to 100+ countries. Without accurate data on the status and trends of biodiversity, ecosystems and ecosystem services, decision makers will continue to be unable to fully understand the consequences

of biodiversity loss to SDG delivery, and their ability to achieve the 2030 Global Agenda and their national sustainable development goals will be compromised.

Based on the aforementioned, the Bahamas Environment, Science and Technology (BEST) Commission which is the focal point for biodiversity in the country, is seeking to engage Spatial Data Specialist. The successful individual will closely work with the National Biodiversity Planning and Report Specialist in developing the country's Fifth National Report (5NR).

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

DUTIES AND RESPONSIBILITIES

Objective(s) of the Consultancy

Under the guidance and supervision of the BEST Commission and UNEP, the Spatial Data Specialist will work closely with the National Biodiversity Planning and Report Specialist in developing the country's fifth National Report (5NR). The successful individual will lead the identification of data layers for the project technical package and provide on-demand data services for the Bahamas fifth National Report.

Scope of work:

Specifically, the consultant will carry out the following key tasks:

- Submit an **inception report** clearly detailing the methodology to be employed to undertake the scope of work below along with a detailed work plan including realistic timelines.
- The consultant will be expected to develop geospatial datasets including those prepared internally and those acquired by external sources and submit a **draft report**. The report should also outline the development of and management of data layers for the Fifth National Report (5NR) technical package and spatial database. The consultant will also be expected to develop the application and analysis of spatial datasets and other data and information related to spatial data layers; produce spatial maps that clearly illustrate information required for development of a robust 5th National Report.
- Facilitate a **national validation session** to present and explain the country's spatial data findings to stakeholders for validation. The validation sessions will be held within three weeks of the submission of the draft report. The presentation sessions will be organized by BEST (date, venue, time, invitations); however, the consultant will be expected to provide BEST with a list of all the relevant stakeholders to be invited at least two weeks in advance.
- Utilizing feedback from the national validation session, the consultant will be expected to submit a **final report**, which should provide an analysis of country-specific data. The report should also expand on the information submitted in the draft report. The consultant will also work closely with the National Biodiversity Planning and Reporting Specialist developing the Fifth National Report.

Deliverables/ Outputs	Payment Percentage	Anticipated Completion deadline	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Deliverable 1: Inception report detailing methodology	20%	8 May 2019	BEST and the Project's Technical Working Group
Deliverable 2: Draft report	30%	TBD	BEST and the Project's Technical Working Group
Deliverable 3: National Validation workshop	25%	TBD	BEST and the Project's Technical Working Group
Deliverable 4: Final report	25%	December 2019	BEST and the Project's Technical Working Group
Total	100%		

Travel and DSA

Travel expenses will be covered by the project budget and must not be included in the economic proposal.

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultancy will span a four-month period starting May through September 2019 and will be a fixed price contract. The duty station for the contract assignment will be The Bahamas. The consultant will be required to work in close collaboration with the BEST Commission and report to the Acting Director for the BEST Commission in The Bahamas. As Manager of the contract, the BEST Commission will provide quality assurance and oversight for the assignment, while the UNEP Programme Specialist will provide general oversight for the consultancy. The substantial technical review and final approval of deliverables by the consultant will be performed by the BEST Commission in collaboration with UNEP and representatives from the project's Technical Working Group. Payments will be made upon receipt and approval of deliverables by UNEP and the BEST Commission. All work/documents associated with this consultancy is the property of UNEP and the BEST Commission and must be submitted before final payment will be made.

The inception report should be submitted using the UNEP cover page. A comprehensive list of stakeholders; sign-in sheets of each consultation; list of key reference documents and any tools used should be annexed to the reports.

The Completed Fifth National Report is to be submitted to the Government of Bahamas for approval before it is uploaded to the CBD website on 30 September 2019. Please note that final payment may be delayed until the Government has given feedback and any recommended changes made.

Competencies

Technical / Functional:

- Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines
- Ability to oversee timely project implementation and to provide the necessary trouble shooting to keep project implementation on schedule;
- Ability to conceptualize issues and analyze data;
- Demonstrates openness to change and ability to manage complexities;

Communication:

- Ability to communicate effectively, both verbally and in writing, in a simple, concise and persuasive manner.

Professionalism:

- Ability to work and build partnerships with multiple stakeholders and partners across a wide range of disciplines;
- Demonstrated ability in strategic thinking;
- Strong organizational, reporting and writing abilities;
- Able to work independently and remotely with minimal supervision;
- Remains calm, in control and good humored, even under pressure;
- Consistently approaches work with energy and a positive, constructive attitude;
- Openness to change and ability to receive/integrate feedback.

Teamwork:

- Demonstrated ability to work effectively as part of a collaborative team and process.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualifications

Education:

- Minimum Bachelor's Degree in Geo Information Systems (GIS) and remote sensing, Geography, Environment Management/Science, Climate Science, Biology/Ecology, Natural Science Management or related field.

Experience:

- At least five (5) years' experience in GIS or remote sensing field
- At least five (5) years' experience in spatial mapping in particular with land use change analysis, biodiversity conservation and landscape mapping;
- Proficiency in using GIS software and spreadsheet software;
- Proven ability to collect, verify and analyze information and to finish and present work with a high degree of accuracy and technical quality as demonstrated by sample of work;
- At least two years of experience with measuring the conservation status of protected areas

and/or threats to biodiversity ;

- Experience liaising with international institutions, civil societies and/or national, regional or local governmental authorities would be an advantage.
- Knowledge of the CBD decisions and processes would be an advantage

Competencies and special skills requirement:

- Demonstrated skills in analysis and report writing
- Strong organizational skills; strong analytical, writing and communication skills; strong interpersonal skills
- Strong English skills, both verbally and written

Language requirements

Fluent in English with excellent oral and written communication skills.

V. EVALUATION METHOD AND CRITERIA

APPLICATION PROCEDURE

Qualified and interested individual consultants are invited to submit the following documents to demonstrate your interest and qualifications by explaining why you are the most suitable for the work:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position.
- **Detailed CV** including past experience in similar projects and contact details of three referees.
- **Sample of similar work** undertaken by the consultant within the last twenty-four (24) months
- **Technical Proposal** – should include (a) detailed proposed strategy/methodology, work plan timeline; risks/limitations; consideration of a gender approach for assignment; (b) detailed profile of the expertise of the consultant, especially as it relates to the scope of work;
- **Financial Proposal**- specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount for the specified tasks (e.g., costs related to data collection, validation session, travel, and any other costs, including the number of anticipated working days). Overall, this financial proposal should include costs to deliver the work plan. **Please note that the Financial proposal should be separated from the other documents.**

Incomplete applications will not be considered. Please make sure you have provided all requested documents.

The BEST Commission and UNEP apply a fair and transparent selection process that takes into account both the technical qualification of the Individual Consultants as well as their financial proposals. The contract will be awarded to the candidate obtaining the highest combined technical and financial scores. The BEST Commission retains the right to contact references directly. Due to large number of applications we receive, we are only able to inform the successful candidates about the outcome or status of the selection process.

Individual consultants will be evaluated based on the following methodologies:

1. Lowest price and technically compliant offer

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

a) responsive/compliant/acceptable, and

b) offering the lowest price/cost

“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

2. 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 49 points would be considered for the Financial Evaluation

Criteria	Weight	Maximum Points
<u>Technical</u>	70	70
<ul style="list-style-type: none"> • Criteria A: qualification requirements as per TOR: <ol style="list-style-type: none"> 1. Relevance of Education/ Degree 2. Years of Relevant Experience 3. Adequacy of Competencies for the Assignment 4. Language requirements 	<p>20</p> <p>30</p> <p>15</p> <p>5</p>	<p>20</p> <p>30</p> <p>15</p> <p>5</p>
<ul style="list-style-type: none"> • Criteria B: Brief Description of Approach to Assignment 		
<ul style="list-style-type: none"> • Criteria C: Further Assessment by Interview (if any) 		