



Terms of reference



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GENERAL INFORMATION

Title: **National Biodiversity Planning and Reporting Specialist:**

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

Duty Station: The Bahamas

Type of Contract: Individual Consultant

Duration of Assignment: May – September 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	Completed Technical Proposal
X	Completed financial proposal
X	Updated CV

I. BACKGROUND

All countries that are party to the Convention on Biological Diversity (CDB) are required to update their country's National Biodiversity Strategies and Action Plans (NBSAPs), indicating changes in the status and trends of biodiversity and their implications. Through the "Support to Eligible Parties to Produce the Sixth National Report (6NR)" project, funds have been made available to develop a high quality, data driven Sixth National Report (6NR) that will seek to improve national decision-making processes for the implementation of NBSAPs. It is expected that the report should also highlight the country's progress towards achieving the Aichi Biodiversity Targets and will ultimately inform both the fifth Global Biodiversity Outlook (GBO5) and the Global Biodiversity Strategy of 2021 – 2030. The information captured in the 6NR will provide the main rationale for the follow up work on the Strategic Plan beyond this decade and will help shape the post-2020 global biodiversity agenda.

On behalf of the Bahamas Environment, Science and Technology (BEST) Commission which is the focal point for biodiversity in the country, the United Nations Development Programme (UNDP) is seeking to engage an individual Consultant to develop the Sixth National Report on biodiversity for the Bahamas. The report will require widespread consultations to highlight the country's progress towards the achievement of the ABT targets. This information will assist the country to assess its progress towards the achievement of the Aichi Biodiversity Targets during the implementation of NBSAPs.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

DUTIES AND RESPONSIBILITIES

Objective(s) of the Consultancy

Under the guidance and supervision of the Programme Specialist, the Individual consultant will develop a high quality, gender-responsive and data driven Sixth National Report. The report should document the country's progress towards achieving the ABTs and implementing the National Biodiversity Strategy and Action Plans (NBSAPs) using nationally verified data. The consultant will be required to follow all formatting requirements to ensure consistency according to CDB guidelines. Once the document has been drafted, it will need to be circulated for comments after which it will be finalized for submission to the CDB.

Scope of Work

Specifically, the consultant will carry out the following 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. This report should also include a sample of all tools to be used during the consultancy as well as an indication of how the report will incorporate gender considering the different needs, roles, benefits, impacts, risks and access to control over resources by both men and women.
- Submit a **scoping report**/zero draft for each ABT and/or national equivalent is prepared. This report should include: (a) preparing the initial draft elements of the national report, including data and progress assessments that are already available for each ABT and/or national equivalent; (b) identifying information gaps for each ABT and/or national equivalent that is required to undertake the assessment of implementation measures and the assessment of progress towards national targets required in 6NR sections II and III.
- Submit **first and updated second draft of the Sixth National Report incorporating feedback from national validation sessions**: The report should include information collected from a review of existing literature and extensive consultations with a wide cross section of stakeholders. This information will be presented through a number of consultations with a diversity of stakeholders to assess and validate its accuracy. The consultations will also be used to address information gaps for each ABT and NBSAP including spatial data; review the country's actions to mainstream biodiversity; assess the effectiveness of the actions undertaken to implement the NBSAP's; as well as draw conclusions on national progress for each. The report should be gender responsive considering the different needs, roles, benefits, impacts, risks and access to resources by both men and women. Ultimately the sessions will seek to assess the country's progress towards the achievement of its national targets (as outlined in the NBSAP) as well as the ABTs. Stakeholders from a full range of disciplines should be invited to the consultations and should include (but is not limited) to the following:
 - Gender related organizations
 - Government entities including the agriculture sector (forestry, fisheries tourism or other sectors)
 - Non-governmental organizations including community-based organization and civil

- society organizations
 - National focal points for the Cartagena and Nagoya Protocols and any other biodiversity-related conventions
 - Research and academic bodies
 - Representatives from the private sector
 - Environmental management bodies
 - Agencies addressing sustainable development and poverty eradication;
- Facilitate two national validation sessions to **present findings of consultations and drafts of the Sixth National Report** to stakeholders for validation. The validation sessions will be held within three weeks of the submission of the first and updated draft reports. 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.
- Compile and submit an updated comprehensive version of the **Sixth National Report** based on the validation session described above and any other consultations undertaken. The report should include spatial data and outline the country's progress towards the achievement of the ABT's and the national targets, identify information gaps for each ABT and/or national equivalent. The report should be gender responsive considering the different needs, roles, benefits, impacts, risks and access to resources by both men and women. It is also expected that the measures taken by the country to address and promote gender equality will also be highlighted. The report should also critically assess the country's actions to mainstream biodiversity, highlight lessons learnt, make recommendations and include a comprehensive stakeholder inventory. The report should be in a state of readiness to be submitted to Cabinet by the relevant Ministry for their review before submission to the CDB.

DELIVERABLES AND TIMELINE

The consultant is responsible for submitting the following deliverables to the BEST Commission.

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 to undertake the development of the report	15%	8 May 2019	BEST and the Project's Technical Working Group
Deliverable 2: Scoping Report	20%	22 May 2019	BEST and the Project's Technical Working Group
Deliverable 3: First Draft Sixth National Report	30%	19 June 2019	BEST and the Project's Technical Working Group
Deliverable 4: Second Draft Sixth National Report	15%	17 July 2019	BEST and the Project's Technical Working Group
Deliverable 5: Final Sixth National Report (for submission to Government)	20%	30 August 2019	BEST and the Project's Technical Working Group
Total	100%		

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 UNDP 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 UNDP and representatives from the project's Technical Working Group. Payments will be made upon receipt and approval of deliverables by UNDP Jamaica and the BEST Commission. All work/documents associated with this consultancy is the property of UNDP and the BEST Commission and must be submitted before final payment will be made.

The inception report should be submitted using the UNDP cover page (template is on the UNDP website <http://www.jm.undp.org/content/jamaica/en/home/procurement.html>). 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 draft final Sixth National report should be developed according to the CBD guidelines located here <https://www.cbd.int/nr6/default.shtml>

The Completed Sixth 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.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Post-graduate degree in Environmental Studies (science and/or management), Environmental Economics, Environmental Law or Policy, Natural Resources or Biodiversity Conservation or other relevant field for biodiversity planning.

Experience:

At least seven years of working experience in the biodiversity field

- Experience developing and using indicators and other metrics to measure conservation or project success;
- Demonstrated knowledge and understanding of biodiversity and conservation issues in The Bahamas as evidenced by sample of work
- A demonstrated understanding of the institutional, legislative, and administrative dynamics and dimensions of sustainable development in The Bahamas
- At least five years' experience working to support the engagement of a diversity of stakeholders in issues of environmental management as evidenced by sample of work

- Demonstrated working experience in biodiversity assessments or national reporting to the Convention on Biological Diversity (CBD) and multilateral environmental agreements would be an asset
- Experience facilitating workshops
- Experience working with governments is an advantage.

Competencies:

Technical:

- Demonstrates sufficient technical knowledge to perform effectively in own specialty.
- Sound analytical and organizational skills.

Professionalism:

- Focuses on achieving results;
- Sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
- Works toward creative solutions by analyzing problems carefully and logically;
- Has a dynamic, positive and adaptive attitude towards work-related challenges, bringing innovative and effective solutions to them;
- Facilitates meetings effectively and efficiently.

Communication:

- Writes and presents clearly and convincingly
- Able to communicate effectively verbally and/or in writing as appropriate for the needs of the audience to convey information effectively.

Language Requirements:

- Excellent command of English (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.
- **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 scope of work;
- **Sample of similar work** undertaken by the consultant within the last twenty four (24) months
- **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 UNDP 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.

Technical Evaluation Criteria

Academic Qualifications – 10%

- Post-graduate degree in Environmental Studies (science and/or management), Environmental Economics, Environmental Law or Policy, Natural Resources or Biodiversity Conservation or other relevant field for biodiversity planning– 10%

Skills and Experience – 50 %

- Seven years demonstrated experience working in the biodiversity field – 10%
- Experience developing and using indicators and other metrics to measure conservation or project success –10%
- Demonstrated knowledge and understanding of biodiversity and conservation issues in The Bahamas as evidenced by sample of work – 10 %
- At least five years' experience working to support the engagement of a diversity of stakeholders in issues of environmental management as evidenced by sample of work 15%
- Strong communication skills including report writing and presentation (demonstrated by sole authorship of at least 3 project reports) -5%

Competencies – 10%

- Excellent command of the English Language and drafting ability as demonstrated by technical proposal – 10%
- Points awarded as follows:
 - Clarity (2 points)
 - Specificity (2 points)
 - Language (2 points)
 - Feasibility (2 points)
 - Approach to work (2 points)

Total Technical Score – 70%

