



# Terms of Reference



Empowered lives.  
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## GENERAL INFORMATION

**Title:** Spatial Data Specialist

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

**Reports to:** Mrs. Rochelle W. Newbold, Acting Director, The BEST Commission

**Duty Station:** The BEST Commission Office

**Expected Places of Travel (if applicable):** *Bahamas*

**Duration of Assignment:** May – September 2019

## REQUIRED DOCUMENTATION FROM CONTRACTOR

X	Letter of presentation highlighting main qualifications and experience relevant to this TOR
X	Updated CV
	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 UNDP with the aim of updating their Sixth National Reports (6NR) the Convention of Biological Diversity (CBD). The “Support to Eligible Parties to Produce the Sixth National Report” (6NR) 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 6NR 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 their Sixth 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 5<sup>th</sup> 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.

The CBD Secretariat has prepared a reference manual that complements guidelines for the 6NR and is intended to assist Parties in preparing their 6NR by the reporting deadline, in accordance with decision XIII/X and Article 26 of the Convention. The reference manual provides suggestions on the types of information Parties may wish to include in their 6NR and sources of information they may wish to draw on. This includes other reporting and assessment processes related to biodiversity, such as those related to other biodiversity-related conventions and multilateral environmental agreements, as well as relevant information managed or maintained by international organizations. It was made available in UNEP/CBD/COP/13/21 and a revised version will be available shortly.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### **Scope of work:**

The consultant will carry out the following key tasks:

- Manage the identification of data layers for the project technical package.
- Develop geospatial datasets including those prepared internally and those acquired from external sources.
- Produce report regarding status and updates of data layers and spatial database.
- 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 6<sup>th</sup> National Report.
- Analysis of country-specific spatial data.
- Present and explain the resulting maps and spatial data at national stakeholder consultations.
- Support the achievement of delivery targets and results as outlined in the project work plan.

<b>Deliverables/ Outputs</b>	<b>Payment Percentage</b>	<b>Anticipated Completion deadline</b>	<b>Review and Approvals Required</b> <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Deliverable 1: Inception report	5%	8 May 2019	BEST and the Project's Technical Working Group
Deliverable 2: Scoping Report and map verification	20%	22 May 2019	BEST and the Project's Technical Working Group
Deliverable 3: First Draft Sixth National Report	25%	19 June 2019	BEST and the Project's Technical Working Group
Deliverable 4: Second draft Sixth National report	20%	17 July 2019	BEST and the Project's Technical Working Group

Deliverable 5: Final Sixth National Report (for submission to Government)	30%	30 August 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 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 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.

#### 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 conceptualise issues and analyse 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 Bachelors Degree in a discipline related to the analysis of geospatial data for natural resource management or biodiversity conservation. Degree(s) could include 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. Master's degree or higher in these areas is preferred.

**Experience:**

- At least five years' experience in spatial data/GIS/remote sensing or in analytical and practical experiences in biodiversity conservation/spatial analysis/ technical process of GIS; (max 20 points)
- Proficiency in using GIS softwares and spreadsheet software;
- Experience liaising with international institutions, civil societies and/or national, regional or local governmental authorities is an advantage.
- Experience supporting UNDP projects is an advantage
- At least two years of experience with measuring the conservation status of protected areas and/or threats to biodiversity is 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.
- **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.

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

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Points</b>
<i>Technical</i>	70	70
• <i>Criteria A: qualification requirements as per TOR:</i>		
1. <i>Relevance of Education/ Degree</i>	20	20
2. <i>Years of Relevant Experience</i>	30	30
3. <i>Adequacy of Competencies for the Assignment</i>	15	15
4. <i>Language requirements</i>	5	5
• <i>Criteria B: Brief Description of Approach to Assignment</i>		
• <i>Criteria C: Further Assessment by Interview (if any)</i>		