‘REDD+ Readiness project – Forest carbon Partnership Facility’

Terms of Reference

International Consultant – REDD+ Safeguards Specialist

Type of Contract: Individual Contract
Languages Required: English
Duration: 6 months over 12 months from August 2015 – July 2015
Location: home based with 3 missions (Port Moresby based, minimum 35 days in country)
Application Deadline: 4 August 2015

Please note that UNDP is not in the position to accept incomplete applications - please make sure that your application contains all details as specified below in this notice.

1. BACKGROUND
Reduced Emissions from Deforestation and Degradation (REDD+), under the United Nations Framework Convention on Climate Change (UNFCCC), provides an opportunity to support Papua New Guinea’s (PNG) efforts to reduce deforestation and help to maintain and protect its natural forest. At the 16th Conference of the Parties (COP16) to the UNFCCC in Cancun, 2010, a set of seven safeguards were adopted, which are to be promoted and supported when undertaking REDD+ actions. These safeguards aim to ensure that REDD+ actions do not cause negative social or environmental impacts.

Safeguards can be broadly understood as actions that aim to address both direct and indirect impacts on communities and ecosystems, by identifying, analyzing, and ultimately working to manage risks and opportunities. If designed and implemented appropriately, safeguards can help REDD+ provide a suite of multiple benefits such as biodiversity conservation.

Countries aiming to implement REDD+ activities under the UNFCCC must 1) ensure their REDD+ actions, regardless of the source and type of funding, are implemented in a manner consistent with the Cancun safeguards; 2) develop a system for providing information on how the Cancun safeguards are being addressed and respected, known as a safeguard information system (SIS); and 3) provide a summary of information on how all the Cancun safeguards are being addressed and respected throughout the implementation of REDD+ activities.

PNG is following the ‘Country Approach to Safeguards’ advocated by the UN-REDD Programme. In addition to responding to UNFCCC requirements, a country approach to safeguards will allow PNG to consider further objectives, including, for example, other national policy objectives and requirements of organizations (e.g. donors) providing interim results-based payments. The country approach recognizes that, while the means to address and respect REDD+ safeguards will vary among
countries, based on national circumstances, there are generic steps that may be useful for countries to consider for the development of their safeguard approaches.

Through its UN-REDD National Programme (2011-2015), PNG developed a series of indicators for each of the Cancun safeguards. This assignment, funded through PNG’s Forest Carbon Partnership Facility (FCPF) project, will build on that body of work by identifying information needs and relevant information systems and sources, including the Web Portal of PNG’s national forest monitoring system, to address each of the identified safeguards indicators, developing a monitoring and assessment plan, and proposing methods for safeguards information dissemination. In this way, this work will support the design of PNG’s safeguards information system (SIS).

2. DESCRIPTION OF RESPONSIBILITIES
2.1 Functions and Key results Expected

The Consultant is expected to take conceptual leadership of the tasks under this assignment, in close coordination and consultation with the national expert on REDD+ safeguards, government counterparts and the team of national and international UN-REDD and FCPF staff, who will liaise with UNDP REDD+ regional and global advisors. This will include work plan preparation and methodological leadership. The international expert will focus on the information needs for each indicator, information dissemination options and the development of monitoring and assessment plans for different types of information. It is foreseen that three missions will be required to complete the assignment, with an expected total minimum of 35 days in-country.

The work and associated outputs will build on the initial REDD+ safeguards work supported by the UN-REDD Programme. The methodology of this study consists of three broad components of work that will provide a clear understanding of the safeguards information needs and the management of the data collection and analysis process.

The assignment will result in the following components:

- Stocktaking of REDD+ safeguards/SIS progress to date in PNG;
- Identification of information needs and relevant national and international, as relevant, information systems/sources;
- Development of a monitoring, assessment and dissemination plan for the information on each indicator.

The Consultant is expected to undertake the following activities in order to achieve the stated objectives above:

1. Conduct a desk review to take stock of existing approaches to safeguards information provision, including assessment of the validity of currently identified indicators in view of the scope of PNG safeguards;
2. Carry out any necessary additional studies to develop a full understanding and develop a long-list of potential options for safeguards information;
3. Consult with key stakeholders on 1) potential types and sources of information for each safeguard indicator, 2) potential monitoring and assessment options, and 3) potential methods for safeguards information dissemination;
4. Prepare a draft report that details potential options for types and sources of information, and methods for their dissemination;
5. Conduct national consultation meetings at national and regional levels on the draft report to seek stakeholders' inputs;
6. Improve the draft report based on inputs received from the stakeholders;
7. Revise/update the list of PNG's REDD+ safeguards indicators, as necessary;
8. Participate in a national (and sub-national if deemed necessary) validation meeting(s) organized by the OCCD/PNGFA/UNDP-PNG to ensure stakeholders' buy-in and actions on findings, policy options and recommendations;
9. Prepare draft terms of reference for PNG's SIS, including options for its legal anchoring points;
10. Prepare a final report addressing the inputs by stakeholders from the national validation meetings.

2.2 Reporting Lines

The Consultant will be supervised by the Director REDD+ and Mitigation Division of the PNG Office of Climate Change and Development (OCCD), and will report directly to the Environment Team Leader, UNDP PNG Country Office, while the FCPF International Technical Advisor, based in Port Moresby, and the Regional Technical Advisor, based in Bangkok Regional Hub, will provide technical guidance. Administrative support will be supplied by FCPF staff, and where needed by UNDP (e.g. regarding contractual issues). The expert will be supported by a national safeguards expert and work closely with stakeholders from other relevant ministries/agencies, provincial and district representatives, NGO’s, and the private sector.

2.3 Expected Deliverables

The Consultant will deliver the following outputs.

1. A detailed work plan (inception report) shortly after inception describing specific methodologies, work flow, structure of deliverables (e.g., an outline of final report), output delivery timeline, consultation plans, inputs required from national experts and stakeholders, and any other items as appropriate;
2. A report including a REDD+ safeguards gap analysis and roadmap;
3. A report including 1) the principal information needs, prioritized information systems/sources and corresponding options for structuring information to demonstrate how the country is addressing and respecting safeguards, and 2) options for information dissemination, including technological solutions;
4. A safeguards information monitoring and assessment plan for PNG;
5. An updated list of PNG's REDD+ safeguards indicators, as appropriate;
6. Terms of reference for PNG's SIS;
7. A final report that contains the results of all analysis and recommendations. The final report should also include minutes and participants lists from all stakeholder consultation meetings carried throughout the process.

2.4 Responsibilities of the Consultant

The Consultant is responsible for coordinating the preparation of the detailed work plan. Methodological guidance should be provided on how to fill information gaps, by building upon existing systems or developing novel data collection processes, in a time- and resource-efficient manner. The Consultant is also responsible for collating and packaging individual sections produced.
by the national experts/government staff, UNDP staff and other stakeholders to produce the final report on safeguards information needs, and for addressing comments, suggestions, and recommendations from stakeholders, together with the national expert.

2.5 **Responsibilities for Expenses and their Reimbursement**

This is a lump sum assignment. The Consultant will be responsible for all personal administrative and travel expenses associated with undertaking this assignment including office accommodation, printing, stationary, telephone and electronic communications, and report copies incurred in this assignment.

3. **COMPETENCIES**

**Corporate Competencies:**
- Demonstrates commitment to UNDP’s mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Ability to maintain effective rapport with different kinds of people.

**Functional Competencies:**

**Management and Leadership**
- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;
- Proven ability to work flexibly and independently as part of an interdisciplinary and/or multicultural team working across disciplines and stakeholders at all levels, and delivery quality results against tight deadlines; and
- Strong managerial/leadership and decision-making skills.

**Knowledge Management and Learning**
- Shares knowledge and experience.

**Development and Operational Effectiveness**
- Strong analytical skills and the ability to master new material quickly;
- Ability to manage priorities in order to meet tight deadlines;
- Good communications, interpersonal and report writing skills; and
- Creativity and innovation abilities.

4. **QUALIFICATIONS**

**Education**
- Advanced University degree (Master's or PhD) in the fields of science, social science, rural development, international law or environmental and social assessment a minimum requirement.

**Background & Skills**
- Ideally a Senior Social and Environmental Safeguards Specialist, or a SIA/ELA Specialist.
- Particular experience in mainstreaming environmental and social concerns into sectoral policies and plans.
- Preferably be knowledgeable of REDD+ in the PNG context.
- Proven strong written and communication skills and be able to liaise between the Government and the UN agencies.

**Working experience**
- A minimum of 10 years progressive experience in forest, land use or sustainable development policy at international and national levels
- Experience working for and with international organizations dealing with sustainable development, forest/land use and climate change issues
- Extensive and nuanced knowledge of REDD+, with adequate knowledge of associated safeguard mechanisms (e.g. Free, Prior and Informed Consent (FPIC), payment for ecosystem services (PES) and other performance-based forestry financing mechanisms)
- Experience in applying national policy level strategic environmental and social assessment and safeguards frameworks of international development agencies
- Knowledge of global forest, sustainable landscapes and climate change debate and their emerging implications for developing countries pursuing REDD+ readiness
- Extensive understanding of the development and environment nexus in general, particularly in the context of potential REDD+ impacts on livelihoods and governance
- Proven capacity to liaise and effectively work with international development agencies and government agencies
- Practical experience in preparing national guidelines with similar tasks and outputs.

**Language requirements**
Fluency in written and spoken English.

5. **EVALUATION OF APPLICANTS**

Individual consultants will be evaluated based upon the offer which gives the **best value for money based on the Lump Sum proposal submitted**, selected by the UNDP PNG Country Office in consultation with the UNDP Asin Pacific Regional Centre Technical Advisor.

The Technical and the Financial Proposal submitted to by the International Expert will be evaluated on the basis of the weight of the technical criteria [70] and of the financial proposal [30]. The evaluation will be performed in two stages:

**Stage One (Technical Evaluation of Proposals).** All Individual Consultants proposals comprising the information/documentation provided will be evaluated to ascertain the suitability of the individual consultants to carry out the assignment. Candidates who obtain the minimum of 49 points of the full mark (70 points) will be considered technically compliant and their financial evaluations will be evaluated thereafter.

**Stage Two (Financial Evaluation).** The financial proposals of all the individual consultants who pass stage one will be evaluated. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. [30 Points] x [USD lowest] / [USD other] = points for other proposer’s fees

The award of contract shall be based on the individual consultant who receives the highest cumulative score.

UN House, Level 14, Deloitte Tower, Douglas Street, Port Moresby, Postal Address: P.O. Box 1041, Port Moresby, NCD, Papua New Guinea, Telephone: (675) 321-2877, Fax: (675) 321-1224, E-mail: registry.pg@undp.org
Technical criteria
The following criteria will be used to evaluate the individual consultants’ technical proposals:

Education – 10 points
- Advanced University degree (Master’s or PhD) in the fields of science, social science, rural development, international law or environmental and social assessment

Experience – 50 points
- A minimum of 10 years progressive experience in forest, land use or sustainable development policy at international and national levels
- Experience working for and with international organizations dealing with sustainable development, forest/land use and climate change issues
- Extensive and nuanced knowledge of REDD+, with adequate knowledge of associated safeguard mechanisms
- Experience in applying national policy level strategic environmental and social assessment and safeguards frameworks of international development agencies
- Knowledge of global forest, sustainable landscapes and climate change debate and their emerging implications for developing countries pursuing REDD+ readiness
- Extensive understanding of the development and environment nexus in general, particularly in the context of potential REDD+ impacts on livelihoods and governance
- Proven capacity to liaise and effectively work with international development agencies and government agencies
- Practical experience in preparing national guidelines with similar tasks and outputs.

Language Requirements – 10 points
- Strong skills in written communications in English

6. APPLICATION PROCEDURES

Qualified candidates are requested to apply by 4 August 2015 by sending their application packages to registry.pg@undp.org with the subject line “FCPF - REDD+ Safeguards Specialist”.

The application should contain:
- Cover letter explaining why you are the most suitable candidate for the advertised position and a brief methodology on how you will approach and conduct the work (if applicable). Please paste the letter into the "Resume and Motivation" section of the electronic application.
- Filled P11 form including past experience in similar projects and contact details of referees, please upload the P11 instead of your CV.
- 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 (number of anticipated working days – in home office and on mission, travel – international and local, per diems and any other possible costs).
Please note that the financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination, office costs and any other relevant expenses related to the performance of services...). All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel.

Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives set forth under dss.un.org

General Terms and conditions as well as other related documents can be found under: http://intranet.undp.org

Qualified women and members of minorities are encouraged to apply.

Due to a large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

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

Prepared by: 

\[Signature\]

For Arthur Neher, UN-REDD Programme Manager

Approved by: 

\[Signature\]

Sukhrub Khoshmukhamedov, Deputy Resident Representative.