



TERMS OF REFERENCE

Title:	National REDD+ Policy Advisor
Contract Type:	International Consultant – IC issued by UNDP Solomon Islands
Duration:	100 days over a period of one year
Duty Station:	Honiara/home-based

Background:

The UN-REDD Programme is the United Nations collaborative initiative on Reducing Emissions from Deforestation and Forest Degradation (REDD+) in developing countries. The Programme was launched in 2008 and builds on the convening role and technical expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP).

The Solomon Islands joined the UN-REDD Programme in February 2010, and the Initial National Programme Document (INPD) was signed in May 2011. The Initial National Programme (INP) is designed to support broad-based, multi-stakeholder consultation and engagement, analysis of drivers of deforestation and forest degradation and capacity development for national forest monitoring and measurement, reporting and verification (MRV). The INP intends to work closely with a regional REDD+ support programme, implemented by the Secretariat of Pacific Community (SPC) and the German Agency for International Cooperation (GIZ) and other key partners including the Japanese International Cooperation Agency (JICA).

The Policy Advisor will support the implementation of the INP by working closely with the National Programme Director (NDP), REDD+ focal points from the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) and the Ministry of Forestry and Research (MFR) to support Readiness capacity development and delivery of the INP outcomes.

The Policy Advisor is expected to work as part of the Programme Management Unit (PMU) and closely with local partners and stakeholders to provide a range of services including policy and research advisory, technical support to the INP implementation, partnership development and monitoring and evaluation.

Functions / Key Results Expected:

Programme implementation support and quality assurance

- Preparing TORs for technical activities of the INP;
- Lead technical activities of the INP as determined appropriate;
- Provide policy options and recommendations for the design and implementation of a national REDD Strategy;
- Ensure the quality control of technical activities and outputs of the INP; and
- Provide guidance in designing stakeholder engagement, feedback and validation processes to ensure full and effective participation of relevant stakeholders in REDD+ Readiness efforts.

Policy advice to national partners

- Provide substantive inputs to the MECDM and MFR whenever requested in order to prepare policy statements for important events (e.g. national conferences);

- Provide policy briefs on REDD+ relevant themes; and
- Provide substantive technical inputs into legal, policy and strategy documents and REDD+ related plans.

Capacity assessment and training

- Support the assessment of capacity and knowledge gaps that exist in the MECDM and MFR;
- Suggest measures to the MECDM and MFR for addressing such gaps, including suggestions for policy development, policy-focused research and data surveys;
- Mainstream lessons and best practices learned elsewhere (regionally and internationally) into capacity building activities under the INP;
- Provide guidance for the coordination of such capacity building activities;
- Review TORs for study tours/fellowships and implementation plans/curricula of trainings;
- Assist in identifying and working with appropriate training partners/organisations; and
- Lead, deliver and provide on-the-job training on REDD+ relevant issues, research methodologies, and writing and publication of results.

Programme planning, management, monitoring and evaluation

- Provide advice to the NPD, ministry focal points and PMU on preparation of high quality quarterly and annual programme work plans, and budgets, and provide comments on the substantive aspects before approval of work plans by the NPD and UNDP;
- Provide guidance in developing a programme M&E framework, including indicators and baseline as well as inputs in preparing (quarterly, semi-annual and annual) progress reports focusing on results, learning lessons and documenting best practices in order to improve project performance;
- Provide comments on the substantive aspects of those reports before approval by the NPD, UNDP and FAO; and
- Prepare an end-of-assignment report which focuses on key lessons learned and best practices drawn from programme management and capacity building processes as well as major substantive issues that have emerged and that would require further assistance from UNDP in the future.

Programme coordination and contributions to the regional efforts

- Advise the NDP, MECDM, MFR and UNDP in strategically linking programme activities with other relevant initiatives by other national institutions, other UN and development partners to ensure the overall coherence and effectiveness of Readiness efforts in the Solomon Islands; and
- Facilitate coordination with regional REDD+ processes in specific thematic areas (e.g., regional forest monitoring and capacity development, regional REDD+ policy framework, etc.).

Impact of Results:

Overall performance/impact of the Policy Advisor will be assessed based on the following criteria:

- High quality technical outputs delivered through direct engagement;
- Appropriate international and national consultants recruited and research partnerships established by the INP, and effectively coordinated and used in project implementation;
- Appropriate and high quality inputs to policy/programme development and implementation, and advocacy works at appropriate events/forums;
- Provided high quality advice on capacity building needs and plans;
- Provided effective training, with excellent facilitation skills and appropriate delivery skills and styles;
- High quality inputs into the INP progress reports and work plans, and review/comments of high quality and relevance;

- Programme management advice (planning, monitoring, evaluation) of high quality and relevance; and
- Effective and active networking.

Deliverables:

- Draft National REDD+ Roadmap or Strategy;
- At least one general and one technical capacity development programme initiated; and
- End-of-assignment report focusing on key lessons learned and best practices drawn from programme management and capacity building processes.

Provision of Monitoring and Progress Control

The Policy Advisor is expected to work under the direct supervision of the NPD and with guidance from UNDP Country Programme staff and UN-REDD Regional Technical Advisor (UNDP) and Forestry Officer (FAO).

Degree of Expertise and Qualification

- Post graduate degree in Forest Science, Natural Resource Management, Environmental Law, Geography, or other related field;
- At least 7 years of working experience on forest governance and natural resources management;
- Excellent knowledge of REDD+, in particular, in areas concerning stakeholder engagement, governance, safeguards, monitoring, etc.;
- Experience in working with international development partners, especially with UN Agencies;
- Previous work experience in the Solomon Islands or the Pacific is an asset;
- Experience on gender mainstreaming in policies and programmes is an asset;
- Proficiency in both spoken and written English; and
- Strong inter-personal skills, in particular, demonstrated team leadership qualities, and excellent oral communication skills.

Reporting Requirements:

1. Draft National REDD+ Roadmap or strategy
2. One general and one technical capacity development programme
3. End-of-assignment report

Payment Schedule:

1. Twenty per cent (20%) of the total contract amount will be paid upon signing of the contract.
2. Forty per cent (40%) of the total contract amount will be paid upon submission of the draft National REDD+ Roadmap or strategy.
3. Twenty per cent (20%) of the total contract amount will be paid upon submission or initiation of one general and one technical capacity development programme.
4. Twenty per cent (20%) of the total contract amount will be paid upon submission of the End-of assignment report

Inputs from the Consultant:

- The Contractor is required to have his/her own computer/laptop and other necessary resources that may be required to support the assignment.

Submission:

1. The Contractor should submit the following documents
 - a) Technical proposal including a P11 form (available on the UNDP website; www.undp.org.fj, an updated current CV, contact details of at least three referees and a cover letter setting out how the applicant meets the selection criteria, and a proposed approach and methodology)
 - b) Financial proposal
The interested applicant is requested to provide a proposal or quotation of the fees/cost for the consultancy services which will be rendered. The financial proposal should consist of
 - Daily rate in USD
 - Cost of any other procurement of goods or services needed to be undertaken during the assignment (also in USD).
The financial proposal should include cost of any travel and Daily Subsistence Allowance (DSA).
2. Deadline of application submission: 9th June 2012 – All applications must be submitted either electronically to tristram.viulu@undp.org, or addressed under confidential cover to:

UN-REDD Policy Advisor
Attention: Tristram Viulu, Procurement Associate
UNDP Sub-Office
1st floor, City Centre Building, Mendana Avenue, Solomon Islands

Incomplete application will not be considered and only candidates for whom there is further interest will be contacted.

Contact Address:

For further information concerning this Terms of Reference, contact Tristram Viulu, Procurement Associate, on email tristram.viulu@undp.org/ telephone +677 27446 ext. 220 at United Nations Development Programme Honiara Sub-office, 1st Floor City Centre Building, Mendana Avenue, Honiara.

Evaluation and Selection Criteria

Criteria	Points
Technical	70%
1. Applicable Experience. <ul style="list-style-type: none">• Demonstrated capacity and experiences in Forestry Science, Natural Resource Management, Environment Law, Geography, or other related field.• At least 7 years of working experience on forest governance and natural resources management;• Previous similar work experience in the Solomon Islands or the Pacific is an	25%

asset.	
2. Knowledgeable of REDD with experience in gender mainstreaming <ul style="list-style-type: none"> • Excellent knowledge of REDD+, in particular, in areas concerning stakeholder engagement, governance, safeguards, monitoring, etc • Experience on gender mainstreaming in policies and programmes is an asset; 	25%
3. Previous experience working with international partners or UN agencies. <ul style="list-style-type: none"> • Experience in working with international development partners, especially with UN Agencies. 	10%
4. Written and verbal Skills: <ul style="list-style-type: none"> • Proficiency in both spoken and written English; and • Strong inter-personal skills, in particular, demonstrated team leadership qualities, and excellent oral communication skills. 	10%
5. Finance proposal	30%
Total	100%