

Standard Format for Terms of Reference (ToR)

Request for: Consultant Individual contractor

Organizational Unit: UN-REDD PROGRAMME SECRETARIAT

1. Purpose (justification for request)

1.1 Explain the requirement for a consultant

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 power and 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). At the national level, the UN-REDD Programme supports developing countries in the implementation of REDD+ strategies, guided by the principles of country ownership and the United Nations human rights-based approach, and with a strong focus on engagement of all stakeholders, including Indigenous Peoples' and civil society involvement.

As part of its coordination function and support to countries, the UN-REDD Programme Secretariat requires a consultant to support the work deliverables related to National Programmes and country coordination.

1.2 Qualifications / special skills or knowledge:

Experience: A minimum of three years demonstrable experience in the type of tasks identified above, in particular in the development of analytical tools, results based reporting, aggregation of information and systems analysis.

Academic background: A degree in environmental sciences, international development or sustainable development.

Languages: Fluency in oral and written English is required. Working knowledge of French and/or Spanish is desirable.

Competencies: Robust analytical skills, strong research and synthetic skills, excellent writing, presentation and information organization skills. Fully conversant with excel, database, and other information management and presentation tools.

1.3 Ultimate result of services:

UN-REDD Programme partner countries supported to deliver and achieve their targets and goals it relates to REDD+.

1.4 Legislative authority reference: The UN-REDD Programme Secretariat

1.5 Title and identification number of Programme / Project: **RI/3030-09-73**

1.6 Duration:

08 October 2014– 07 March 2015

2. Funding

2.1 Source of Funds Regular Budget Extra-budgetary

2.1 Allotment Account / Budget Line: **2014-RED-5060-2F68-1111-120100**

2.3 Indicative level of remuneration

- Total fee of USD30,000 equivalent to Level B on the UN consultancy remuneration scale
- Payable in lumpsum monthly installments of USD6,000

3. Travel involved

There may be travel involved; where necessary, this will be arranged by the Secretariat where necessary

Travel will be organized by Substantive Office Selected candidate

4. Workplan

Under the overall supervision of the Senior Programme officer in charge of National Programmes, the consultant will;

4.1 Objectives, output expectations and performance indicators:

1. Support with the analysis and aggregation of national programme related information.
2. Prepare templates and flowcharts related to the national programme cycle and make adjustments to existing ones Support Online documentation management:
3. Set up a system of monitoring the evolution of REDD+ in the countries where the programme is active, including on other programmes besides the UN-REDD Programme.
4. Support the preparation of critical presentations, webinars and organizing information related to national programmes in an appealing way.

Output expectations:

1. Produce revised and updated National Programme templates and workflows for presentation to the National Programme working Group
2. Provide substantive input into an analysis of UN-REDD Programme development and achievements
3. Establish a monitoring system for evolution of REDD+ in UN-REDD Partner countries
4. Produce presentation materials to be used in meetings, conferences and for use by UN-REDD countries

4.2 Specific tasks and responsibilities

- Analysis of bottlenecks and facilitating factors for implementation
- Undertake typology of countries according to information to be collected through literature review and other means
- Support with the review and preparation of annual reports
- Update the tracking tool and support with the qualitative and quantitative delivery analysis
- Support the operations of the country coordination working group
- Prepare analytical pieces to help track political, development and REDD+ related developments at country level
- Undertake regular literature review on latest developments in the arena of REDD+ and climate change and produce written updates and narratives
- Support with knowledge management, identification of lessons learned and codification of country level information in succinct and visually attractive ways
- Set up a system to maintain country-related information up to date, including contacts, regional teams etc
- Support with the preparation of workflows and templates related to the national programme cycle

See work plan above

4.3 Reporting lines

The consultant will report to the Senior Officer – National Programmes and working closely with the UN-REDD Programme Secretariat team, collaborating agencies and UN-REDD Programme Partner Countries.