TERMS OF REFERENCE
(Individual Contractor Agreement)

Title:	Project Management Support - Specialist
Project:	Global ICCA Support Initiative (BMU IKI project)
Duty station:	Home-based
Section/Unit:	UNDP Nature, Climate and Energy
Contract/Level:	TBD
Supervisor:	Programme Specialist, Anna Lisa Jose
Duration:	April 2024 – October 2024

1. General Background

UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness and sustainability of peace building, humanitarian and development projects. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations.

New York Service Cluster (NYSC) supports the United Nations Secretariat, as well as other New York-based United Nations organizations, bilateral and multilateral partners in the delivery of UNOPS mandate in project management, infrastructure management, and procurement management

Sustainable Development Cluster (SDC) supports diverse partners with their peacebuilding, humanitarian and development operations. It was formed by combining the following portfolios: Grants Management Services (GMS), UN Technology Support Services (UNTSS), Development and Special Initiatives Portfolio (DSIP) It provides Services to partners; programmes that are designed, structured, and managed with a global perspective and primarily serving partners that are headquartered in New York. The SDC has a footprint of approximately 125 countries.

UNOPS has signed an agreement with the UNDP to implement the project activities for the Small Grants Programme.

The GEF Small Grants Programme (SGP) supports activities of non-governmental and community-based organizations in developing countries to address climate change abatement, conservation of biodiversity, protection of international waters, reduction of the impact of persistent organic pollutants, and prevention of land degradation while generating sustainable livelihoods. Funded by the Global Environment Facility (GEF) as a corporate programme, SGP is implemented by the United Nations Development Programme (UNDP) on behalf of the GEF partnership and is executed by the United Nations Office for Project Services (UNOPS).

The Global Support Initiative for territories and areas conserved by indigenous peoples and local communities (ICCA-GSI) is a multi-partnership initiative funded by the Government of Germany, through its Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection

(BMUV) and implemented by the United Nations Development Programme (UNDP), through the Global Environment Facility's Small Grants Programme (SGP). Key partners include United Nations Environment Programme's World Conservation Monitoring Centre (UNEP WCMC), the International Union for the Conservation of Nature's Global Programme on Protected Areas (IUCN GPAP), the ICCA Consortium and the Secretariat of the Convention on Biological Diversity (CBD).

The ICCA-GSI aims to expand the range and quality of diverse governance types of protected areas and enhance sustainable livelihoods of indigenous peoples and local communities through improved recognition, capacity building and empowerment, and on-the ground support to Indigenous Peoples and Community-Conserved Territories and Areas (ICCAs). For the period 2014-2021, these actions have contributed to achieving national and global level CBD Aichi 2020 Targets, particularly on Target 11 – increasing protected areas coverage, Target 14 – safeguarding essential ecosystem services, and Target-18 protection of traditional knowledge.

The ICCA-GSI creates a framework for systemic change through its three distinct but mutually reinforcing "Work Packages".

Work Package 1 (Local level): Direct support to community-based action and demonstration on sound ICCA stewardship for the purposes of ecosystem protection, sustainable livelihoods, and poverty reduction.
Work Package 2 (National level): Legal, policy and other forms of support for ICCA recognition and conservation, including governance assessments of protected areas and landscapes.
Work Package 3 (Global/Regional levels): Networking, knowledge production and exchange between national CSO initiatives at regional and global levels.

In October 2020, the ICCA-GSI COVID-19 Response Initiative was launched to support indigenous peoples and local communities to cope with and recover from the socioeconomic impacts of the COVID-19 pandemic. This initiative will also contribute to the post-2020 Global Biodiversity Framework (GBF) of the Convention of Biological Diversity (CBD). It is being implemented in 45 SGP countries across regions.

The incumbent of this position will be a personnel of UNOPS under its full responsibility.

2. Purpose and Scope of Assignment

The ICCA-GSI piloted the ICCA Resilience and Security Tool or "ICCA Security Index" to assess the vitality, security, and socio-ecological resilience of IICAs and protected landscapes. Under the ICCA-GSI COVID-19 Response Initiative, there are approximately 370 projects globally, and each ICCA-GSI project is required to apply the ICCA Resilience and Security Tool.

The purpose of this consultancy is to develop a report on the use of the ICCA Resilience and Security Tool in country programmes that have emblematic projects. This accounts to 42 out of the 45 participating countries.

Under the supervision of the Programme Specialist, the consultant will be responsible for the following:
- Obtain the reports for the ICCA Security Index for each project from 42 country programmes.
- Organize, review, and analyze the data of each component of the Security Index, including strengths and weaknesses associated with the socio-ecological resilience of the ICCAs as well as the factors threatening them. This will form the basis for the quantitative data for the tool.

- Perform interviews and develop surveys to gather information on the use of the Security Index tool including experience, challenges, lessons learned, etc. with 42 country programmes. This will form the basis for the qualitative data for the tool.
- Develop a report on the quantitative and qualitative data

3. Monitoring and Progress Controls

Expected deliverables:
1. Complete the review, analysis and data validation for ICCA Security Index.
2. Complete the quantitative data analysis report for the ICCA Security Index.
3. Complete surveys with 42 country programmes and interviews on relevant countries (approximately 50% of participating countries) on the implementation of the ICCA Security index.
4. Complete 1st draft of overall report. (Update quantitative report in Point 2 to reflect qualitative information from interviews/surveys)
5. Complete final report.

Payment Plan:
- 40% upon completion of deliverable 1 and 2 by May 30, 2024
- 30% upon completion of deliverable 3 and 4 by August 30, 2024
- 30% upon the completion of the final report (deliverable 5) by October 15, 2024

4. Qualifications and Experience

a. Education

- Master's in social sciences, environmental sciences, sustainable development and other related environmental fields required.

b. Work Experience

- Minimum of five (5) years of experience with in-depth analysis of key outputs in the field of environment and socioeconomics, as well as report-writing, required.
- Experience on work on protected and conserved areas, ICCAs and Indigenous Peoples is required
- Experience in working on initiatives in relation to targets of the Convention of Biodiversity is required.
- Experience working with NGOs, local communities, and other local level actors is an asset
- Proficiency in tools for developing and analyzing surveys (e.g., SurveyMonkey) is required
- Sound proficiency in using Microsoft Office Suite programs required
- Solid proficiency in using SharePoint web-based programs required

c. Languages

- Proficiency in English required
- Proficiency in Spanish and/or French is highly desirable

Key Competencies

Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization.

Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.

Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles

Demonstrates understanding of the impact of one's own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others.

Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.

Open to change and flexible in a fast-paced environment. Effectively adapts its own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.

Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.

Effective communication

Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

Project Authority (Name/Title):		Contract holder (Name/Title):	
Signature	Date	Signature	Date