

Terms of Reference

Project Manager for UNESCO Biosphere Reserve Review

1. BACKGROUND/CONTEXT OF ASSIGNMENT

UNESCO Biosphere Reserves are model regions for sustainable development. They form part of UNESCO's Man and the Biosphere Program (MAB), an intergovernmental scientific initiative launched in 1970. The program aims to set a scientific basis for the improvement of the relationship between people and their environment at the global scale by promoting an interdisciplinary research agenda and capacity building to maintain ecosystem services and biodiversity and to foster sustainable development locally. Biosphere Reserves nominated by UNESCO serve as model regions and are an important component of the program.

Baa Atoll was declared as a UNESCO Biosphere reserve on 28 June 2011. Since its declaration, Baa Atoll has demonstrated a model for atoll ecosystem conservation and sustainable development through conservation of key habitats and species, improving livelihood and economic growth, and increasing the engagement of local communities through awareness and research. UNESCO recognition has vastly improved the economy of Baa Atoll through tourism, sustainable fisheries and alternative livelihood opportunities such as lacquer work.

The Statutory Framework for the World Network of Biosphere Reserves (WNBR) makes provision under Article 9 that "the status of each biosphere reserve should be subject to a periodic review every ten years, based on a report prepared by the concerned authority, on the basis of the criteria of Article 4, and forwarded to the secretariat by the State concerned. The report will be considered by the Advisory Committee for Biosphere Reserves for recommendation to International Co-ordinating Council." The periodic review is an important event in the life of a biosphere reserve. It enables a review, every ten years, of the functioning, zoning, and scale of the biosphere reserve as well as the involvement of the populations living in the site.

In this regard, the Project Manager is expected to undertake the responsibilities of fulfilling the requirements of UNESCO, for Baa Atoll UNESCO Biosphere review, to be completed before 30 September 2021.

2. MAIN RESPONSIBILITIES

The Project Manager will be primarily responsible to advise, guide, facilitate and complete the Biosphere Reserve Review Dossiers for Baa Atoll; with all relevant annexes in alignment with the requirements of the UNESCO review process, in collaboration with Environment Department of Ministry of Environment (ME) and Baa Atoll Biosphere Reserve Office, Eydhafushi. Working closely with stakeholders, the Project Manager will also identify gaps in the review; consult with relevant agencies and present options on how to fill the gaps.

Detailed breakdown of responsibilities:

COMMUNICATIONS AND COORDINATION

- a) Communicate and coordinate with the Environment Department and other stakeholders to ensure all the geographical, social and ecological data needed are identified, collated and presented in the required format(s).

- b) Monitor important dates and milestones that have to be met for UNESCO Biosphere Reserve review process
- c) Advise Environment Department and provide expert guidance regarding the Biosphere Reserve review process.
- d) Coordinate the review process of Biosphere Reserve review documents, addressing all comments by stakeholders and UNESCO

DRAFTING OF REVIEW DOCUMENTS

- e) Review the checklist of the review process to ensure all required steps are identified and followed.
- f) Complete the sections of the review according to the schedule and sending for Environment Department review and comments fortnightly.
- g) Advise Environment Department to ensure that all the signatures and endorsements required are received and presented in the required format
- h) Conduct an initial site visit and identify necessary stakeholders for consultations
- i) Consult with local communities, government agencies and key stakeholders to complete the review dossier
- j) Identify principal legal documents authorizing the establishment and governing use and management of the proposed Biosphere Reserve and presenting them in the required format
- k) Identify existing land use and management/cooperation plans included within the proposed Biosphere Reserve and presenting them in the required format
- l) Identify the gaps in the review form, consulting with relevant bodies and presenting options on how to fill the gaps.
- m) Submit the completed Review Dossier and its Annexes
- n) The Annexes of the Review Dossier is (but is not limited to): General location map, Zonation map, Ecology of Baa Atoll, Stakeholder Consultation Report, 10 Year Action Plan, Impact Analysis, legislative framework, governance framework, translation of supporting documents, etc)

More information on the periodic review process of biosphere reserves and the periodic review form to be submitted to the UNESCO can be viewed in the link below:

<https://en.unesco.org/biosphere/designation>

3. TIMELINE AND DELIVERABLES:

ID	Deliverable	Deadline
1	Timeline and work plan for Biosphere Reserve review dossier completion	One week after signing of contract
2	Desk review of existing literature relevant to the Review Dossier	Two weeks after signing the contract
3	Consultations with relevant government agencies conducted	By end of January 2021
4	Initial site visit/virtual meetings conducted and key stakeholders identified	By end of January 2021
5	Social Survey / Public Perception Survey	By end of March 2021
6.	Ecological Survey and Zonation Maps	By end of June 2021
7	10 Year Action Plan for Baa Atoll Biosphere	By end of June 2021

8	First Draft of the review dossiers	By end of June 2021
9	Second draft of the review dossiers and First Draft of All Annexes	By end of July 2021
10	Finalized and reviewed review documents with all relevant annexes	By end of August 2021
11	Submission of additional information requested by UNESCO and other works related to closure of the project	By end of December 2021 or in the timeline given by UNESCO

4. QUALIFICATION, EXPERIENCE AND COMPETENCY:

The Project Manager will report to the Director General of Environment Department and shall meet the following qualification, experience and competency.

1. An undergraduate degree in, environmental management, sustainable development, Environmental Surveying or Assessment or in a relevant field. Having studied environment elective subjects will be an added advantage.
2. Minimum seven (7) years' experience in environment related field and/or awareness related local communities, and development. Relevant field Experience with UNESCO Biosphere Reserve related or similar environmental projects will be an advantage
3. Experience in ecological surveys, community engagement and stakeholder consultation and social surveys.
4. Excellent computer skills and knowledge over a range of design software, (including a GIS software and statistical analysis software etc) is
5. Excellent written and communication skill in Dhivehi and English.
6. Excellent communication skill and must possess initiative and the ability to work independently as well as team

A. Facilities Provided by the Client

Successful candidate will be posted at the Ministry of Environment, Male'. The following facilities will be provided;

- A proper workstation
- Computer system with necessary software installed
- Access to telephones and internet

B. Duration of the Assignment

The duration of the project is 12 months, with a possibility of extension if required.

C. Remunerations

Monthly remuneration from the project will be **MVR 24,030**

D. Selection Criteria

The Project Manager will be selected based on the following criteria:

Selection Criteria	Weightage (%)
Relevant academic qualification(s), 30 points for Bachelor's degree	30
Experience in environment related field, 7 point for the minimum 7 years and 1 point for each additional year	10
Experience in similar works (ecological surveys, community engagement and stakeholder consultation and social surveys), 2 points for each demonstrated experience	20
Computer proficiency (MS, GIS software, Statistical analysis software)	10
Interview	30