Terms of Reference for the Recruitment of Wetlands Ecologist
“The Biodiversity Finance Initiative – BIOFIN - Rwanda”

<table>
<thead>
<tr>
<th>Application type:</th>
<th>External vacancy</th>
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</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>National Wetlands Ecologist</td>
</tr>
<tr>
<td>Category:</td>
<td>Environment and Biodiversity Finance</td>
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<tr>
<td>Duty station:</td>
<td>Kigali, Rwanda</td>
</tr>
<tr>
<td>Application Deadline:</td>
<td>17 May 2018</td>
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<tr>
<td>Type of contract:</td>
<td>Individual Contract</td>
</tr>
<tr>
<td>Expected starting date:</td>
<td>Immediately after signing of contract</td>
</tr>
<tr>
<td>Duration:</td>
<td>60 consultant days over 7 calendar months</td>
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1. Background

This study is being conducted under the auspices of the Biodiversity Finance Initiative (BIOFIN), a global initiative providing support for countries to identify and mobilize the resources and policies required to bridge the gap between the current approach to financing biodiversity and that needed to successfully implement national biodiversity plans and achieve national biodiversity targets.

For background information, see BIOFIN’s website: [http://www.biodiversityfinance.net](http://www.biodiversityfinance.net).

In Rwanda, BIOFIN works under the leadership of the Rwanda Environment Management Authority (REMA) of the Ministry of Environment (MOE) in collaboration with the Ministry of Finance and Economic Planning (MINECOFIN) and other key stakeholders, including the civil society and private sector, to analyse the most suitable finance modalities for supporting the protection of biodiversity in the country. Starting in 2017, BIOFIN Rwanda has completed a series of sequential background studies: the Biodiversity Finance Policy and Institutional Review (PIR) and the Biodiversity Expenditure Review (BER). Work is ongoing for the Biodiversity Financial Needs Assessment (FNA) and the Biodiversity Finance Plan (BFP).

One component of the BFP is to identify a number of “finance solutions” that can contribute to expanding the envelope of available funding for biodiversity and conservation. A finance solution consists of specific new or modified policies, regulations, incentives, programs or
projects that can increase funding for biodiversity or use available resources more effectively and efficiently.

One of the identified finance solutions is to undertake an assessment of the risks to Rwanda’s wetlands and explore ways of improving the sustainable use of these valuable ecosystems. The assessment looks specifically at the Akagera wetlands complex, one of the four major wetlands in Rwanda – the others being the Kamiranzovu, Rugezi, and Rweru-Mugesera wetlands complexes.

The Akagera complex is situated south of Akagera National Park in the Akagera valley and is formed by several lakes, such as Nasho, Cyambwe, and Mpanga which are part of both the Akagera River and the Nyabarongo/Akagera system. The complex was considered in good conditions until the 1980s; however, in the 1990s and more specifically after the 1994 genocide, the area was exposed to heavy pressure on all its ecosystems due to incoming refugee flows, leading to nearly complete deforestation in some areas. Today, the remaining swamps are endangered by a range of human activities. (Biodiversity Inventory of Key Wetlands in Rwanda, REMA, 2011, pp. 117-139.)

It is generally understood that wetlands have the potential to regionally increase food security by sustainably increasing food production and supporting the uncoupling of food supply from global market price fluctuations. They provide important ecosystem services to numerous stakeholders and local communities. In Akagera, the wetlands are used as a community water source, serve as fishing grounds, and are used in some areas for rice production. Wetlands plant species are used as feed for livestock as well as for building materials. In addition, Akagera has been nominated as a RAMSAR site due to its recognized biodiversity importance.

At the same time, it is also understood that Akagera and other wetlands need to be protected because of their wider economic and environmental importance. They act as a buffer in flood or overflow plains, reducing maximal flow rates during the rainy season and maintaining relatively high flow rates during the dry season. Despite these important benefits, wetlands have been drained extensively to increase acreage for the cultivation of crops and accommodate the expansion of human settlements. Wetlands are extremely vulnerable to changes in land use and management, and they face accelerated rates of degradation from the potential impacts of climate change.

Thus, there is a clear need to better identify the gaps in the knowledge about economic value of Akagera and to articulate better ways to sustainably manage this vital resource and identify ways to generate long-term funding for its effective management and protection.

UNDP Rwanda is looking to recruit a national ecologist to undertake a study of the policy, regulatory, and agricultural practices that impact the sustainability of the Akagera Wetlands, one of the most important wetlands in all of Rwanda. As suggested above, available evidence suggests that Akagera and other wetlands are under serious threat from overuse by local communities, particularly as concerns the demand for new farmland, water for irrigation, and depletion of native species.
2. **Objective and Scope of Work**

The national ecologist will work as a team with an international consultant economist, also with expertise in wetlands management, to undertake and assessment of the Akagera Wetlands with the following objective:

To analyze current and potential agricultural practices and policies that impact the long-term sustainability of the Akagera Wetlands, with the goal of recommending policies, regulations, and agricultural practices based on market-based solutions that promote the long-term viability of this important resource.

The scope of work includes the following tasks:

- Undertake a literature review of existing studies and analyses of wetlands in Rwanda and the challenges they face;
- Review current policies and regulations affecting agricultural and community use of wetlands, specifically Akagera Wetlands;
- Undertake field visits to collect data by identifying current practices used by local communities adjacent to Akagera Wetlands with respect to how current policies and regulations affect their behavior and decision-making;
- Assess the economic importance of Akagera for surrounding communities and more broadly on the district and national economy.
- Assess potential options for new or modified policies, regulations and agricultural practices – and their financial implications that maintain the integrity of the wetlands while providing economic benefits to the communities. These might include the introduction of wetland banking, water use fees, fees for collection of wetlands products, and other financial mechanisms.
- Prepare a report of findings for review by REMA, BIOFIN team and other stakeholders.

3. **Deliverables**

The selected national expert, working with the international national expert, will provide the following key deliverables:

**Inception Report**, a short report including the consultant team’s proposed methodology and work plan for completing the assignment-- to be delivered within 3 work days, no later than 5 days after start of the assignment.

**Draft Report** to be shared for review and comments by REMA and the BIOFIN team and accepted by the NTAC through a consultation workshop. To be delivered within 43 work days, no later than 2 months from start of the assignment.

**Final Version of Report** based on comments and recommendations from review of draft report, to be validated by NTAC and stakeholders through a final validation workshop. To be delivered within 53 work days, no later than 4 months from start of the assignment.
**Policy Brief** which provides a short summary of final report (3-5 pages) intended for senior policy-makers. To be delivered within 60 work days, no later than 7 months from start of the assignment.

4. **Duration of the contract**

The assignment is expected to take 60 work days over a period of 7 calendar months (until 31st December 2018).

5. **Institutional Arrangements**

UNDP will contract the individual consultant to undertake the assignment as described in this ToR on behalf of REMA. REMA will supervise and facilitate all logistical requirements for the work, including the provision of office space, facilitating and transport of field visits. Separate DSA will be provided for workshops that take place outside of Kigali, however consultant should include necessary costs for accommodation for field visits in the financial proposal.

The consultant will directly report to the Lead Expert, BIOFIN Project Officer at REMA and UNDP Country Office, and will receive guidance from the global BIOFIN team and BIOFIN national technical team. All deliverables should be accepted and approved by the National Technical Advisory Committee, with the final report cleared by the REMA Director General.

6. **Duty Station**

The assignment is home and field based (Kigali and Akagera). The duty station of the work while in Kigali is the REMA Office. However, the consultant may make other workplace arrangements if mutually agreed.

7. **Required Expertise and Experience**

**Education:**
Advanced university degree (Masters or higher) in biology, natural resource management, environmental studies, environmental economics or a closely related field, or a Bachelor’s degree combined with relevant work experience, specifically with a wetlands / biodiversity focus.

**Competencies:**
- Strong analytical, writing and communication skills
- Ability to prepare publications, reports and presentations
- Ability to work with a multidisciplinary and multicultural team
- Strong motivation and ability to work and deliver under short deadlines
- Focuses on impact and result for the client and responds positively to critical feedback
- Able to work independently with little or no supervision
- Familiarity with Rwanda government strongly desired
Experience:
- At least 5 years of work experience, preferably in wetlands management, ecology, conservation or similar project and research experience
- Knowledge and experience working with relevant Rwandan government ministries and institutions
- Experience in collaborating with international and national experts and institutions
- Exposure to environmental finance issues desirable.
- Sound understanding and application of essential software packages (MS Office)
- Excellent command of spoken and written English required

8. Payment Modality

The consultant will be paid the consultancy fee upon completion of the following deliverables.
- 20% after the submission and acceptance of the Inception Report
- 40% upon submission of the draft report
- 40% upon submission of the revised final report, completion of validation workshop and policy brief

9. Application Procedure

Qualified and interested candidates are hereby requested to apply. The application should contain the following:
- Personal CV or P11, indicating education background/professional qualifications, relevant past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- Brief description of why the individual considers him/herself as the most suitable for the assignment and a methodology on how they will approach and complete the assignment;
- Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, to be provided by the UNDP procurement.

10. Evaluation Criteria

The consultant will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. The technical evaluation will include the following:

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<th>Criteria</th>
<th>Weight</th>
<th>Max. point</th>
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<tr>
<td>Excellent proposed methodology for accomplishing the assignment</td>
<td>40</td>
<td>40</td>
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<tr>
<td>Advanced university degree (Masters or higher) in biology, natural resource management, environmental studies, environmental economics or a closely related field, or a Bachechor’s degree combined with relevant work experience, specifically with a wetlands / biodiversity focus.</td>
<td>20</td>
<td>20</td>
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At least 5 years of work experience and familiarity with wetlands management, as described above  

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<tr>
<th>Requirement</th>
<th>Weight</th>
<th>Total</th>
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<tr>
<td>Strong analytical, writing and communication skills</td>
<td>10</td>
<td>10</td>
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<tr>
<td>Proven ability to prepare publications, reports and presentations.</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Excellent command of spoken and written English required</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td><strong>100</strong></td>
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UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are encouraged to apply. All applications will be treated with the strictest of confidence.

Prepared by:
Signature
Name and Designation
Date of Signing

Reviewed and Cleared by:
Signature
Name and Designation
Date of Signing

Approved by:
Signature
Name and Designation
Date of Signing