POSITION TITLE:	Project Consultant –Technical and Communications
DURATION OF CONTRACT:	January to December 2027
DUTY STATION:	Philippines/ACB Headquarters
REPORTING TO:	Strategy and Planning Division Director

TERMS OF REFERENCE

I. BACKGROUND

The ASEAN Centre for Biodiversity (ACB), is currently implementing the UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) project, *Strengthening national biodiversity monitoring systems for enhanced implementation of the Kunming - Montreal Global Biodiversity Framework (National Monitoring Support Initiative)* funded by the International Climate Initiative (IKI). The project aims to strengthen national and regional capacities for monitoring biodiversity and tracking progress towards the implementation of the KMGBF, including through improved use of the KMGBF monitoring framework for national planning, review, reporting, and decision-making.

The Project Consultant will provide support to the overall implementation of the project.

II. OBJECTIVE

The overall objective of the consultancy is to support the effective coordination, implementation, technical monitoring, communication, and reporting of the project, ensuring that project activities and deliverables are implemented in accordance with the approved workplan, partnership arrangements, quality standards, and reporting requirements.

III. SCOPE OF SERVICES

Under the supervision of the Director for Strategy and Planning Division (SPD), the Project Consultant (Technical and Communications) shall perform:

1. Project coordination and implementation support
    a. Support the overall coordination and day-to-day implementation of project activities.
    b. Maintain an up-to-date project implementation schedule, deliverables tracker, and activity calendar.
    c. Coordinate with consultants, national focal points, project partners, and relevant ACB divisions to facilitate timely implementation of activities.
    d. Monitor progress against the approved workplan, milestones, outputs, and budget.
    e. Identify implementation delays, dependencies, and emerging issues and coordinate appropriate follow-up actions.
    f. Support the preparation and organisation of project meetings, consultations, workshops, and other project activities, including the management of logistical arrangements, administrative requirements, and cash advances as may be required by the project.

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g. Maintain project documentation and ensure that key decisions, agreements, outputs, and lessons are properly recorded.
h. Monitor progress and consolidate information on project activities, outputs, outcomes, challenges, lessons learned, and capacity-building results.
i. Prepare the required narrative progress reports to UNEP-WCMC, including the consolidation of inputs from consultants, technical teams, partners, and other stakeholders for project reporting.

2. Communication and outreach
   a. In coordination with the Communication Department, develop and implement a Communication and Outreach Strategy for the project.
   b. Develop the project's branding guidelines in alignment with ACB and donor standards.
   c. Ensure the promotion of project findings, tools, knowledge products, and results through appropriate communication channels.
   d. Identify opportunities to integrate project results into ACB and ASEAN biodiversity communication and knowledge-sharing activities.
   e. Support preparation of communication materials and visibility activities in accordance with ACB and donor requirements.

3. Perform other related tasks that may be assigned by the supervisor from time to time.

IV. EXPECTED OUTPUTS/DELIVERABLES

The Project Consultant (Technical and Communications) shall deliver the following:

SCOPE	OUTPUTS/DELIVERABLES
1. Project coordination and implementation support	i. Monthly Accomplishment Reports ii. Narrative progress reports for submission to UNEP-WCMC
2. Communication and outreach	i. Project Communication and Outreach Strategy and Materials ii. Project outreach and visibility reports (as needed)

V. PROFESSIONAL FEE AND SCHEDULE OF PAYMENT

The Consultant will receive a total payment of to cover professional fees, and communication and communication payable upon submission and ACB' s acceptance and approval of the deliverables.

The costs for incidentals, accident, and medical insurance shall be on the account of the Consultant and shall not be covered by the ACB. However, ACB will shoulder the travel cost, meeting cost, and subsistence allowance for the official mission of the Consultant in accordance with the ACB policy.

The contract amount will be paid through bank transfers by the ACB. Further, the ACB will shoulder the bank charges from the ACB's depository bank while the charges of the receiving bank shall be on the account of the Consultant. Payable as follows:

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Deliverables	Date of submission	Amount
Monthly Accomplishment Reports which may include the following; • Monthly accomplishment report and narrative progress reports for submission to UNEP-WCMC • Project communication and outreach strategy and materials • Monthly status updates in implementing the work plan and communication strategy • Summary of documents prepared/activities conducted • Highlights of key accomplishments • Other technical and communication outputs, as necessary	First week of every month following the reporting period	

VI. REQUIRED EXPERTISE

Education and Work Experience

a) Relevant University/Bachelor's degree with at least 5 years of relevant work experience on monitoring and evaluation or communications, OR
b) Relevant Master's degree with 2 years of relevant work experience OR
c) Should have good knowledge of the English language

Skills and Eligibility

a) Strong interpersonal, communication, leadership, good organizational and basic project management skills
b) Analytical and written skills to produce descriptive technical reports
c) Excellent skills working with office applications (MS Excel, Word and PowerPoint)
d) Familiarity with electronic presentation techniques and ability to operate with online or web-based applications
e) Working knowledge of planning, monitoring and reporting
f) Ability to work independently and to effectively manage different tasks
g) Should have good knowledge of the English language

Other preference:

h) Previous work experience in a regional or international organization is an advantage
i) Familiarity with National Biodiversity Strategies and Action Plans is an advantage

VII. IMPLEMENTATION PERIOD/DURATION OF CONTRACT

The Project Consultant (Technical and Communications) will be engaged for **up to 12 months** or **from January 2027 to December 2027**.

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VIII. IMPLEMENTATION ARRANGEMENTS

During the contract implementation, it is expected that the Project Consultant (Technical and Communications) will:

1. Report directly to the SPD Director, in close coordination with the ACB project management team;
2. Participate in coordination meetings with the ACB and UNEP-WCMC project management team and National Focal Points as may be determined by ACB, including a kick off meeting, within two weeks after the signing of the contract.
3. Deliver all outputs and deliverables identified in this TOR, in English.

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