

TERMS OF REFERENCE

1- Position Information

Office/Unit/Project	Framework program to support the updating of the NBSAP and the 7 th national reports
Job title	Geographic Information Systems (GIS) & Stakeholder Engagement Specialist
Level	National Consultant (individual contract)
Place of assignment (city and country)	Saint Vincent and the Grenadines
Type (regular or short term)	Short-term
Office or home	Home based with weekly in-person update meetings
Expected start date	1 May 2026
Expected duration	Fifty (50) days over a period 1 May to 31 September, 2026

2- Project Background

National Biodiversity Strategies and Action Plans (NBSAPs) are the principal instrument for implementing the Convention on Biological Diversity (CBD) and the Kunming-Montreal Global Biodiversity Framework (GBF) at the national level. Saint Vincent and the Grenadines NBSAP is currently under development, while the 7NR was submitted on 1 March 2026.

The GEF-8 ‘Umbrella Programme to support NBSAP Update and Seventh National Reports’ is a Party-led effort funded by the Global Environment Facility (GEF) to continue the process of updating NBSAPs and undertake reporting on implementation of the GBF. This programme provides financial and technical support to 139 developing countries, small island developing states, and economies in transition in their work to update NBSAPs in alignment with the GBF and prepare and submit Seventh National Reports to the CBD. Saint Vincent and the Grenadines is one of the countries receiving these funds, and is supported by UNDP to implement the programme.

Pursuant to [CBD Decision 15/6](#), countries committed to submit their updated NBSAPs in line with the GBF. Under Component 1 of the GEF-8 Umbrella Programme, Saint Vincent and the Grenadines is undertaking the following national activity to make progress towards finalizing the NBSAP: Activity 1.6: “Undertaking as needed integrated spatial planning for the NBSAP.”

The United Nations Development Programme (UNDP) Nature for Development (NfD) team will support SVG in developing a customised Essential Life Support Area (ELSA) priority action map, using national datasets, global data where appropriate, and a structured stakeholder-driven prioritisation process.

To support this activity, a GIS & Stakeholder Engagement Specialist is being hired to mobilise national data, validate analysis outputs, ensure stakeholder inputs are captured, and ensure that scientific outputs reflect SVG’s national realities and planning needs.

3- Objectives of the Assignment

Overall Objective

To support the national process for integrated spatial planning under Activity 1.1.6 through coordinated data mobilisation, contextual review of analyses, facilitation of stakeholder engagement, and contribution to policy-relevant interpretation of spatial outputs.

Specific Objectives

1. Identify, secure access to, and assess suitability of national datasets relevant to GBF Targets 1–12.
2. Provide expert review of ELSA analytical steps to ensure outputs accurately reflect SVG’s ecological and policy context.
3. Coordinate national stakeholder engagement for co-creation of the ELSA priority action map.
4. Support translation of spatial outputs into policy-relevant inputs for the NBSAP and 7NR.

4- Scope of Work

The consultant will work in close coordination with the SDU and the NfD team to undertake the following tasks:

A. National Spatial Data Identification and Access

- Lead the mobilisation of national datasets, including coordinating follow-up from the inception “data hackathon.”
- In collaboration with the NfD core team and national experts, determine key national data available on biodiversity, climate, and sustainable development that can support KMGBF Targets 1-12.
- Identify data gaps and recommend potential sources or methods for collecting data to strengthen spatial planning analysis.
- Draft letters and official requests to obtain permission to use the necessary national and global data on the territory of country.
- Verify data licensing, confidentiality, and use restrictions.
- Facilitate the signing of any necessary agreements with the data developers and authors for project purposes.

B. Technical Review and National Contextualisation

- Review input layers, preprocessing steps, and preliminary prioritisation outputs generated by the NfD team.
- Provide input (written comments) into development of final report on methods, results, and policy recommendations, to ensure analyses reflect SVG’s context, such as:
 - biodiversity characteristics and ecological patterns,
 - land/sea-use practices,

- governance and tenure realities,
- climate-related vulnerabilities,
- local expert knowledge.
- Validate spatial planning approaches through stakeholder consultations, under the leadership of the Sustainable Development Unit.

C. Stakeholder Coordination and Engagement

- With a working group or task team, identify the needs and priorities for integrated spatial planning in the NBSAP-related processes, with specific attention on how to implement, monitor and report on national biodiversity targets in alignment with KMGBF Targets 1 (integrated spatial planning).
- Serve as the as the primary focal point between UNDP, NfD specialists, SDU, and other line agencies for all spatial planning activities.
- Coordinate national participation in workshop and working group sessions, as required, including:
 - the inception workshop,
 - co-creation session 1 (data weighting),
 - co-creation session 2 (reviewing prioritisation map and trade-offs),
 - the final results-sharing session.
- Participate in core team meetings and key workshops, as defined per the approved work plan.
- Document stakeholder contributions, comments, and concerns, and coordinate with the NfD team to incorporate necessary revisions.

D. Support to National Capacity Development and Uptake

- Support NfD’s national training programme on spatial data and integrated spatial planning, including logistical preparation, participant mobilisation, and follow-up.
- Gather feedback from participants and identify ongoing national capacity needs related to spatial planning.
- Collect good practices, experiences and lessons learned from Saint Vincent and the Grenadines to support capacity building and knowledge exchange.
- Document lessons learned and recommendations for sustaining use of the UNBL national workspace and ELSA tool in SVG.
- Support, upon request, the liaison with the CBD subregional technical and scientific cooperation support centers (TSCCs) to disseminate relevant content at the regional level, and capture regional needs on the matter.

5- Deliverables, Timeline and Payments

Deliverables	Percentage	Due Date
Deliverable 1: Progress Report 1, including: <ul style="list-style-type: none"> ● Inventory of available national datasets relevant to GBF Targets 1–12. 	20	30 days after contract signature

<ul style="list-style-type: none"> • List of key stakeholder agencies/data repositories and data required. • Record of coordination with ministries (draft data requests sent to Sustainable Development, permissions obtained, data custodians identified). • Brief assessment of global datasets identifying which are appropriate for SVG’s context and which are not, and why. • Summary of data gaps based on national consultations. 		
<p>Deliverable 2: Progress Report 2, including:</p> <ul style="list-style-type: none"> • Written technical review of spatial analyses produced by the global/regional team, ensuring outputs accurately reflect SVG’s geography, land uses, threats, governance realities, and local knowledge. • Documentation of stakeholder engagement (meeting notes, feedback summary, focal point coordination). • Assessment of whether proposed analytical outputs and maps are nationally relevant, feasible, and usable for the NBSAP and 7NR. 	40	90 days after contract signature
<p>Deliverable 3: Final Report, including:</p> <ul style="list-style-type: none"> • An overview of the support provided to stakeholder engagement throughout the assignment, summary of the feedback received. • Summary of inputs into the final products (i.e. ELSA priority map, technical report, policy note, etc). • Consolidated lessons learned and recommendations for SDU and line agencies. 	40	150 days after contract signature

Payment for each deliverable is made within thirty (30) days from the date of meeting the following conditions:

- UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and
- Receipt of invoice from the Service Provider.

6- Institutional arrangement

- The consultant will report directly to the UNDP Global Programme on Nature for Development’s manager.
- Close, regular coordination with the Sustainable Development Unit, Ministry of Tourism, Civil Aviation and Sustainable Development of Saint Vincent and the Grenadines is required.
- SDU will support access to ministries and national agencies as needed.

7- Duty Station, Travel and Logistics

- Home-based within SVG, with weekly in-person updates as required.
- Any travel must be pre-approved and follow UNDP rules.

8- Required Qualifications

a. Education

- University degree in environmental management, geography/geomatics, natural resource management, environmental sciences, ecology, agronomy or another related field.

b. Work Experience

- At least five (5) years of experience in environmental mapping using spatial data/ Geographic Information Systems (GIS)/ Remote Sensing is required.
- At least three years of experience in inclusive stakeholder engagement for the management, and/or development of policies, strategies, and plans on biodiversity conservation, protected area management, capacity building in natural resource management, environment, forestry or fisheries in the country and/or the region.
- Ability to work with spatial databases and proficiency in GIS software - ArcGIS/QGIS is required.
- Knowledge of the Convention on Biological Diversity's Global Biodiversity Framework, national government, and the UN system, is an advantage.

c. Skills

- Strong analytical and technical review skills.
- Strong facilitation and communication skills.
- Ability to synthesise technical content into policy-relevant insights.

d. Languages

- Fluency in English with excellent oral and written communication skills is required.

9- Application Submission Guidelines

For submission and more information, contact:

Janeel Miller-Findlay, Director, Sustainable Development Unit/ email: emdsvgl@gmail.com and cc: Samantha Da Silva at sdasilva@gov.vc

Applications must submit the following:

- CV (max 4 pages)
- Cover page
- Names and contact information of two (2) professional referees

*Completed applications should be received by **Sustainable Development Unit** no later than*

14 April 2026.