

TERMS OF REFERENCE

Call for Resúmenes No. 247 – Restoration Data Analyst

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1. GENERAL INFORMATION

Name of the Project	Priceless Planet Coalition - Colombia
Budgeting line	No. Project: 1002531

	Work Order: MC-CI-COLOMBIA-1 Activity: A1 Cost center: 20302 Consecutivo Plan de Adquisiciones: No. 016-FY25
Requester's name:	Kevin A. Ocampo
Creating date:	05/02/2025

2. BACKGROUND AND SUPPORT REQUIRED

Conservation International (CI) is a non-profit organization, founded in 1987 and with programs in more than 40 countries in four continents that are home to the most biologically rich areas. It has carry out interventions with national and international cooperation and organizations, focusing on designing and developing programs that integrate conservation of natural resources with socioeconomic development at the national, regional, and local levels. These initiatives involve governments, academic-scientific sectors, and civilian organizations in different instances of participation. Based on solid scientific support, partnerships and field projects, CI supports and strengthens society to responsibly and sustainably care for nature and the well-being of humanity.

With the growing consensus that nature can provide at least 30% of the climate mitigation needed to limit warming to 1.5°C, and the recognition that carbon removals from reforestation and restoration are the only scalable 'technologies' we have today to remove carbon dioxide from the atmosphere, many global initiatives have enabled political commitments for restoration. As a core component of its Climate Strategy, Conservation International has set ambitious targets for scaling restoration globally as a climate solution, demonstrated through our large restoration portfolios, spanning implementation in over 20 countries.

Given the scale of these interventions, as well as the different requirements in terms of reporting and monitoring, data management and processing has become an area of focus. This relates to information from planted trees, restoration sites or a different set of variables that allow the team to determine the effectiveness and performance of the actions on the field. Specifically, automating migrating processes between platforms, optimizing data entry stages and improve current workload from the country teams are set to be the key challenges to overcome, and a necessary step to continue scaling existing efforts.

As part of CI's portfolio on the Priceless Planet Coalition (PPC), a global initiative with the objective to restore 100 million trees, particularly on the component related to monitoring and reporting, CI requires to hire professional consultancy services to develop automatization and processing data tools that allow monitoring and field information to be properly manage and analyzed, given specific guidelines from both country and global teams.

By submitting its Resume, the applicant acknowledges the conditions and characteristics of the required services expressed in this document and states that it possess the technical capacities required to complete this consultancy.

3. PROJECT OBJECTIVES

Develop automatization and processing data tools that allow monitoring and field information to be properly manage and analyzed, given specific guidelines from both country and global teams.

4. ACTIVITIES

The main items are listed as follows. For all the deliverables, it's expected for the consultant to address feedback from the CI global and country teams, as well as make relevant changes as required.

- Analyze available monitoring data and current formats/protocols used by the country teams to capture field information and provide recommendations, actions and steps to follow in order to automate data collection and processing stages, minimizing errors and inconsistencies
- Develop a script to automate the upload of tree monitoring data from Excel to Kobo Toolbox, particularly benefiting teams in Brazil and Colombia.
- Finalize an existing script to process Brazil and Colombia's tree monitoring data, incorporating the PPC/PACTO monitoring framework; which will allow for comprehensive data analysis and reporting.
- Provide a high-level comprehensive report with the changes made to the existing script, troubleshoot section for potential issues to be encountered (particularly while receiving the raw monitoring data on not standardized formats) as well as recommendations for similar future endeavors.
- Conduct (and document) a comparison between remote sensing and field data for all PPC projects to validate consistency and explore potential efficiencies in monitoring.
- Any other requirement related with this contract's object that could emerge from meetings and conversations with CI's global and country teams.

Activities to be carried out contractually will be agreed upon with the selected applicant first, after discussions and adjustments have been made. These will be incorporated in a document with the agreed terms of the consultancy, which will be an integral part of the contract.

5. DELIVERABLES

The consultant must submit the following deliverables. However, it could be agreed during the selection or negotiation stages with the applicant on additional deliverables.

- Excel template and script that automates data uploads to KoboToolbox, optimize to minimize the manual entry time.
- Document that contains main conclusions and recommendations from the existing data monitoring management process given the existing information provided by the country teams, emphasizing on best approach for field data collection to optimize automation
- Fully functional script that automates Brazil and Colombia's data processing and that could be used and replicated for similar data collected and stored
- Report that captures statistical comparisons between remote sensing and field data, that also includes methodology used, results and recommendations for improved monitoring efficiency.

5.1 DELIVERABLES SCHEDULE

It's expected that the consultant submits all the deliverables within the following timeline and the different agreements made with the supervisor of this contract:

Deliverables				
	Month 1	Month 2	Month 3	Month 4
1. Excel template and script that automates data uploads, optimize to minimize the manual entry time				
2. Document that contains main conclusions and recommendations from the existing data monitoring management process given the existing information provided by the country teams, emphasizing the best approach for field data collection to optimize automation				
3. Fully functional script that automates Brazil and Colombia's data processing and that could be use and replicate for similar data collected and stored				
4. Report that captures statistical comparisons between remote sensing and field data, that also includes methodology used, results and recommendations for improved monitoring efficiency				

6. CONTRACT VENUE

The consultancy will be developed remotely in any country in Latin America

7. DURATION OF THE CONTRACT

This contract will be carry out during five (5) months which could be extended depending on project needs, resource allocation and/or performance by the consultant

8. BUGDET

The estimated budget for this consultancy is twenty-five thousand dollars (US) (USD \$25,000).

This amount includes all taxes and costs that the consultant must cover to adequately develop the consultancy and the expected deliverables. CI will analyze the pertinence of their coverage in accordance with the available budgets and previous agreements with the contract supervision. CI shall make the corresponding legal deductions.

The consultant shall be available to travel to any other place within or outside the territory if such travel is necessary or convenient for the performance of this Contract.

9. PAYMENTS

The contract will be paid for the following deliverables once they had been submitted and approved, on the agreed schedule with the technical team.

Payment	Deliverable	Value (%)
1	Excel template and script that automates data uploads, optimize to minimize the manual entry time	30 APRIL 2025
2	Document that contains main conclusions and recommendations from the existing data monitoring management process given the existing information provided by the country teams, emphasizing the best approach for field data collection to optimize automation	20 APRIL 2025
3	Fully functional script that automates Brazil and Colombia's data processing and that could be use and replicate for similar data collected and stored	25 MAY 2025
4	Report that captures statistical comparisons between remote sensing and field data, that also includes methodology used, results and recommendations for improved monitoring efficiency	25 JUNE 2025

In order for the invoice to take place, the consultant must present to CI all relevant billing information and the following documents

- Copy of documents that certified payments to social security (health, retirement funds and occupational hazards insurance) and following the applicable legislation
- Document certifying technical and contractual compliance during the invoiced period, given the approval of the supervisor
- Approved deliverables by its supervisor.

10. SUPERVISION

Juliana Chapel / Isabel Hillman will oversee the adequate technical execution of this contract

11. REQUIRED QUALIFICATIONS

11.1 Minimum entry conditions

CI requires that the selected consultant matches the following profile. Failing to meet or proved one or several criteria will make the potential candidate illegible.

- Academic background:* Bachelor's degree in data science, Statistics, Environmental Science, Ecology, or a related field.
- General experience:* 3 years
- Direct experience:* 2 years in:
 - ✓ Data analysis and statistical modeling, particularly using R;
 - ✓ And strong data analysis and data management skills, particularly on its application to restoration data.
 - ✓ And proficiency on Microsoft Excel and Word
- Special conditions:*
 - Proficiency speaking and writing technical documents and code in English (preferred)
 - Strong writing, communication, and interpersonal skills to present complex data insights to diverse audiences.
 - Ability to work effectively with multicultural, multidisciplinary teams worldwide, including CI staff and partners.

Additionally, candidates must consider the eligibility criteria on the Request for Resumes, before submitting their application. This Will be verified according to CI's guidelines.

11.2 Preferred criteria

To assess the Resumes, the following items will be consider:

- *Preferred experience* in: using GIS software and platforms such as Google Earth Engine.
- *Skills*: Language ability in English, Spanish, or Portuguese.
- *Additional knowledge*: Restoration ecology and/or environmental science principles.

12. EVALUATION

Resumés that comply with the minimum entry conditions on item 11.1 will be assess given the following criteria by a selection committee determined by CI. The results of this process will be summarize in a report that will include details about qualitative and numerical score of the different applications.

Value	Scoring criteria
80%	<p><i>Quality:</i> Based on the selection committee guidance, the following items will be assess as they would provide the highest possible quality to the results of the consultancy, given the conditions define un numeral 11.2 of this Terms of Reference</p> <ul style="list-style-type: none"> • Direct experience (60 points max). • Additional knowledge (10 points max). • Skills (10 points max).
20%	<p><i>Interview:</i> Applicants that have the highest scoring Resumés will be invited for an interview with the selection committee, to identify and determine personal qualities (responsibility, attention to detail, professionalism, etc. (20 points max).</p>

CI will communicate to all the applicants about the decision made through email, without providing details on the analysis or considerations taken in place.

13. SELECTION MECHANISM

It will be done following a formal process, developed in accordance to CI's policies and presented on detailed in the *Scope of Procurement and Contract Management Policy* for CI Colombia. Details about the process and instructions to apply will be included on the Request for Resumés document

14. HIRING CONDITIONS

Before being hired, the procurement team from CI will validate that the applicant is not included on national or international penalties or disqualifications lists, fulfills with the eligibility criteria summarize in the Request for Resumés and complies with the security validation process requested by the organization.

The following documents must not be submitted with the Resumé. They will be requested by CI upon completing relevant evaluation procedures.

By applying to this job opening, the candidate acknowledges and declares that it has and will provide all the documentation and information listed below:

- Copy of national identification document
- Bank account certificate
- - Proof of affiliation to a Health Care Provider (EPS) and/or its equivalent in the country.
- , Proof of affiliation to a Pension Fund Administrator (AFP) and/or its equivalent in the country.
- Copy of the Tax Registration Number (RUT) in force, and/or its equivalent in the country.
- . Current affiliation to a Labor Risk Management Company (ARL). You must be affiliated or update your affiliation, as applicable, at your own expense and responsibility, immediately upon starting your contract with CI.
- e. Certificates issued on the occasion of the pre-employment medical evaluation, in accordance with the applicable legislation in force and/or its equivalent in the country.
- Solicitud de Evaluación de Seguridad, diligenciada en el formato que CI le entregue. Application for Safety Evaluation, filled out in the format provided by CI.
- Declaración Juramentada, diligenciada en el formato que CI le entregue. Affidavit, filled out in the format provided by CI (In case of being a resident in Colombia).

Developed by: Kevin A. Ocampo, Gerente de Análisis Socioeconómico