

## **TERMS OF REFERENCE**

### **1. GENERAL INFORMATION**

<b>Programme</b>	“Global Opportunities for Long-Term Development of ASGM” (GEF GOLD) programme”
<b>Consultancy title</b>	PPG Phase International Coordinator
<b>Type of Contract</b>	Individual Contract
<b>Location</b>	Home-based with travel to Peru, Colombia, Indonesia and Kenya (2 missions of 5 days each per project country).
<b>Duration</b>	Twelve (12) Months
<b>Number of Days</b>	Thirty-two (32) weeks

### **2. PROJECT BACKGROUND AND JUSTIFICATION**

As one of the Implementing Agencies of the Global Environment Facility (GEF), UNDP is supporting developing countries to develop and implement projects aimed at the elimination and/or sustainable management of mercury to meet their obligations under the newly established Minamata Convention on Mercury.

Recognizing the multi-dimensional impacts of artisanal and small-scale gold mining (ASGM) on the environment, health and poverty, the “Global Opportunities for Long-Term Development of ASGM” (GEF GOLD) programme was approved at the October 2016 council meeting of the GEF.

GEF GOLD is a programmatic approach on ASGM involving three UN agencies (UNDP, UNEP, and UNIDO) and one NGO (Conservation International). The GEF GOLD programme has a global component on communications and knowledge management, which is managed by UNEP and country-level projects in eight countries: Burkina Faso (UNIDO), Colombia (UNDP), Guyana (Conservation International), Indonesia (UNDP), Kenya (UNDP), Mongolia (UNEP/UNIDO), Peru (UNDP), and Philippines (UNEP/UNIDO).

The main objective of the programme is to achieve Global Environmental Benefits by reducing mercury releases from ASGM practices through the introduction and promotion of best practices and techniques for gold extraction.

With this background, and in order to support the efforts of the Governments of Peru, Colombia, Indonesia and Kenya to protect human health and the environment from mercury releases originating from the intentional use of mercury in ASGM, UNDP in its capacity as the Implementing Agency for the GEF, requires the support of a PPG Phase International Coordinator. The PPG Phase International Coordinator is requested to support the Project Preparation Grant (PPG) phase during which the detailed preparation of country projects for Peru, Colombia, Indonesia and Kenya will take place.

The PPG Phase International Coordinator is expected to support the design and preparation of 4 UNDP/GEF project documents (one for each country project) for the GEF GOLD programme in Peru, Colombia, Indonesia and Kenya and support the preparation of additional supporting documents required for approval by the GEF.



### **3. GENERAL OBJECTIVE**

In close coordination with four (4) national PPG phase coordinators and four (4) teams of national and international consultants (for each of the 4 countries), coordinate and provide guidance throughout the process of programme/project design, ensure the preparation and finalization of the UNDP/GEF Project Documents (ProDocs), the GEF CEO endorsement documents and other supporting documents (GEF Tracking Tools, Social and Environmental Screening Procedures, among others) required for approval by the GEF, the Governments of Peru, Colombia, Indonesia and Kenya and UNDP.

### **4. FUNCTIONS**

- Provide guidance to the four (4) national PPG coordinators throughout the PPG phase.
- Maintain regular communication with the four (4) national PPG team members and international consultants via Skype, e-mail, etc., when needed and for the required duration.
- Conduct two (2) missions/visits of 5 days each to each of the 4 project countries (Peru, Colombia, Indonesia and Kenya) to participate in the PPG inception workshops and the final project validation workshops, to meet with national project counterparts and visit priority project sites in each of the countries.
- Prepare mission reports and make recommendations that will inform the development of the Project Document.
- Provide overall guidance to the 4 PPG Coordinators and other national/international consultants on the methodologies for data collection, the type of information/data to be collected, the type of reports to be provided, etc.
- Prepare four (4) annotated outlines (preliminary documents) of the Project Documents with a clear indication of the information that is required for each of the sections and the information that is to be provided by the project team members (national and international consultants).
- Draft four (4) UNDP/GEF Project Documents in English based on input received from the 4 PPG national coordinators, national consultants and international consultants.
- Draft four (4) final UNDP/GEF Project Documents, CEO Endorsement documents and associated annexes (SESPs, GEF Tracking Tools, Management Arrangements, Budget, etc.) taking into account the feedback/comments from the validation workshops and from UNDP's internal review. All documents must be prepared in English.
- Prepare draft responses and adjust the four (4) Project Documents and their annexes in response to questions/comments received from the GEF Secretariat, GEF Council Members and STAP.

### **5. EXPECTED PRODUCTS**

- Four (4) mission reports covering the participation during the four (4) PPG Inception Workshops and any field visits.
- Four (4) annotated outlines of UNDP/GEF Project Documents with a clear indication of the information, which is required for each of the sections and the information that is to be provided by the project team members (national and international consultants).
- Four (4) drafts of the final UNDP/GEF Project Documents in English based on input obtained from national and international experts. The four (4) draft Project Documents will be presented at the project country's national validation workshop and submitted for UNDP internal review.
- Four (4) mission reports covering participation at the four (4) PPG validation Workshop.



- Final versions of the four (4) UNDP/GEF Project Documents, the CEO Endorsements and associated annexes (SESPs, GEF Tracking Tools, Management Arrangements, Budget, etc.) for submission to the GEF. The final versions of these documents will take into account the feedback/comments from the validation workshops and from UNDP's internal review. All documents will have to be prepared in English.
- Four (4) matrixes addressing comments/specific technical issues and questions raised by the GEF Secretariat, STAP and GEF Council members.
- Four (4) final UNDP/GEF Project Documents, CEO Endorsements and associated annexes including comments/specific technical issues and questions from the GEF Secretariat, STAP and Council members.

## **6. COORDINATION AND SUPERVISION**

The International Coordinator will be supervised by the Peru, Colombia, Indonesia and Kenya UNDP Country Offices and the UNDP MPU/Chemicals Regional Technical Advisors to facilitate the implementation of the PPG programme. He/she should carry out his/her tasks in accordance with the rules and procedures of UNDP and those of the Governments of Peru, Colombia, Indonesia and Kenya.

## **7. CONTRACT DURATION**

The contract will run for 12 months from the signing of the contract.

## **8. PLACE OF WORK**

The consultant shall perform his/her functions remotely but will be in regular contact with the four (4) national PPG coordinators and other national and international consultants by skype, e-mail and other means. At certain occasions, the International Coordinator will be required to make a presentation during specific events (e.g. Inception & Validation Workshops). 2 missions of 5 days each to Peru, Colombia, Indonesia and Kenya are expected during the PPG phase (8 missions in total).

## **9. EXPERT PROFILE**

The International Coordinator shall have the following capabilities and experience:

- University studies in chemistry, mining, environment, hazardous waste management or similar
- At least 10 years of experience in the design or implementation of projects related to chemical and/or hazardous waste management, including mercury substances
- Experience in the design of chemicals management projects in the defined work regions (Asia, Africa and Latin America)
- Experience and/or familiarity with GEF and UNDP or other UN organizations' projects, processes, guidelines and structure will be considered an advantage.
- At least 8 years of experience in Mainstreaming of Sound Management of Chemicals (SMC) priorities into national development strategies and national development planning processes.
- Fluent in spoken and written English is required.



## 10. PAYMENT

Payments will be made upon receipt and approval of products, as detailed in the following table:

Products	Time	Amount
<ul style="list-style-type: none"> <li>• Prepare a PPG work plan for each of the 4 projects laying out all the activities to be undertaken by the International and National Coordinators for the full duration of the assignment.</li> <li>• Based on the UNDP-GEF template, prepare a draft outline of the Project Document for each of the 4 projects with indicative sections that contain clear indications of the type of information required for each of the sections of the project document that will be obtained by the project team during the PPG period.</li> </ul>	4 weeks	20%
<ul style="list-style-type: none"> <li>• One five (5) day mission to each of the participating countries. Tasks involve: <ul style="list-style-type: none"> <li>- Participation in the PPG Inception Workshop</li> <li>- Meetings with counterparts and UNDP Country Offices</li> <li>- Field visits</li> </ul> </li> <li>• Mission report covering participation during the PPG Inception Workshop and any field visits.</li> <li>• Annotated outline of UNDP/GEF Project Document for each of the 4 projects with a clear indication of the information, which is required for each of the sections and that is to be provided by the project team (national and international consultants).</li> </ul>	8 weeks	30%
<ul style="list-style-type: none"> <li>• Draft of four (4) UNDP/GEF Project Documents in English based on inputs obtained from national and international experts teams.</li> <li>• One five (5) day mission to each of the participating countries. Tasks involve: <ul style="list-style-type: none"> <li>- Participation in the Project Validation Workshop</li> <li>- Meetings with counterparts and UNDP Country Offices</li> <li>- Field visits</li> </ul> </li> <li>• Mission Report covering the participation at the PPG validation Workshop and any field visits.</li> </ul>	8 weeks	30%
<ul style="list-style-type: none"> <li>• Final version of the four (4) UNDP/GEF Project Documents, the CEO Endorsement documents and associated annexes (SESPs, GEF Tracking Tools, Management Arrangements, Budget, etc.) taking into account the feedback/comments from the four (4) validation workshops and from UNDP's internal review. All documents prepared in English.</li> <li>• Four (4) matrixes addressing comments/specific technical issues and questions raised by the GEF Secretariat, STAP and GEF Council members for each of the countries' submissions.</li> </ul>	8 weeks	20%



## 11. CRITERIA FOR SELECTING THE BEST OFFER

The methodology used is the so-called combined score: 70% corresponding to the technical evaluation and 30% corresponding to the financial proposal evaluation. Only the financial proposals of the offers obtaining at least 70 points of the corresponding technical evaluation (based on the P11) will be considered.

Technical Proposals will be evaluated per the following formula:

<p><u>Score of the Technical Proposal (TP)</u></p> <p><b>Score TP</b> = (Overall Proposal's score x 70) / 100</p>
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The financial proposal's score is calculated as follows:

<p><u>Score of the Financial Proposal (FP)</u></p> <p><b>Score FP</b> = (Lowest technically responsive Financial proposal's price/Evaluated Financial proposal's price) x 30</p>
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Final score will be obtained adding the scores of the technical and financial proposals:

<p><u>Combined weigh score (Technical and financial)</u></p> <p><b>Score TF</b> = Score TP + Score FP</p>
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The criteria for evaluation of P11 and technical offers are:

Evaluation criteria	
<b>A</b>	<p>Education</p> <ul style="list-style-type: none"> <li>University studies in chemistry, mining, environment, hazardous waste management or similar – 10 points</li> <li>Masters or PhD in chemistry, mining, environment, hazardous waste management or similar – 15 points</li> </ul>
<b>B</b>	<p>Experience</p> <ul style="list-style-type: none"> <li>At least 10 years of experience in the design or implementation of projects related to chemical and/or hazardous waste management, including mercury substances – 20 points</li> <li>More than 10 years of experience in the design or implementation of projects related to chemical and/or hazardous waste management, including mercury substances – 25 points</li> </ul>



<b>C</b>	<p>Experience in Asia, Africa and/or Latin America</p> <ul style="list-style-type: none"> <li>• Experience in in the design of chemicals management projects in one (1) of the defined work regions – 10 points</li> <li>• Experience in in the design of chemicals management projects in two (2) of the defined work regions– 15 points</li> <li>• Experience in in the design of chemicals management projects in three (3) of the defined work regions– 20 points</li> </ul>
<b>D</b>	<p>Experience with UN Agencies and vertical funds</p> <ul style="list-style-type: none"> <li>• Experience and/or familiarity with UN Agencies and/or other international organizations and/or vertical funds – 10 points</li> <li>• Experience and with UNDP and GEF– 15 points</li> </ul>
<b>E</b>	<p>Experience</p> <ul style="list-style-type: none"> <li>• At least 8 years of experience in Mainstreaming of Sound Management of Chemicals (SMC) priorities into national development strategies and national development planning processes – 10 points</li> <li>• More than 8 years of experience in Mainstreaming of Sound Management of Chemicals (SMC) priorities into national development strategies and national development planning processes – 15 points</li> </ul>
<b>F</b>	<p>Language</p> <ul style="list-style-type: none"> <li>• Fluent in English – 10 points</li> </ul>

The financial proposal should be presented following Annex A of these TOR's and should include travel costs.



## ANNEX A

### OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date \_\_\_\_\_

Edo Stork  
United Nations Development Programme  
Peru Country Office  
Av. Pérez Araníbar N° 750  
Magdalena del Mar, Lima 17 - Perú

Dear Sir:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities for the position of PPG Phase International Coordinator to implement the Global Opportunities for Long-Term Development of ASGM” (GEF GOLD) Programme, with missions to project participants in Peru, Colombia, Indonesia and Peru;
- b) I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment;
- e) I hereby propose to complete the services based on the following payment rate:

☒ The consultant will quote his/her professional fees for services based on the deliverables identified below. An all-inclusive lump sum fee of [state amount in words and in numbers in US dollars] under this assignment, payable in the manner described in the Terms of Reference.

- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;



- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of 90 days after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- j) If I am selected for this assignment, I shall

☐ Sign an Individual Contract with UNDP;

- k) I hereby confirm that:

☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

☐ I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.



- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

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**Annexes** *[pls. check all that applies]:*

☐

CV or Duly signed P11 Form

☐

Breakdown of Costs Supporting the Final All-Inclusive Price and Breakdown of Cost by Deliverables as per Templates



## BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. **Breakdown of Cost by Components:**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Total			USD .....



**B. Breakdown of Cost by Deliverables\***

<b>Deliverables</b> <i>[list them as referred to in the TOR]</i>	<b>% of Total Price (Weight for payment)</b>	<b>Amount</b>
<b>Deliverable 1:</b> <ul style="list-style-type: none"> <li>• Prepare a PPG work plan for each of the 4 projects laying out all the activities to be undertaken by the International and National Coordinators for the full duration of the assignment.</li> <li>• Based on the UNDP-GEF template, prepare a draft outline of the Project Document for each of the 4 projects with indicative sections that contain clear indications of the type of information required for each of the sections of the project document that will be obtained by the project team during the PPG period.</li> </ul>	20%	
<b>Deliverable 2:</b> <ul style="list-style-type: none"> <li>• One five (5) day mission to each of the participating countries. Tasks involve: <ul style="list-style-type: none"> <li>- Participation in the PPG Inception Workshop</li> <li>- Meetings with counterparts and UNDP Country Offices</li> <li>- Field visits</li> </ul> </li> <li>• Mission report covering participation during the PPG Inception Workshop and any field visits.</li> <li>• Annotated outline of UNDP/GEF Project Document for each of the 4 projects with a clear indication of the information, which is required for each of the sections and that is to be provided by the project team (national and international consultants).</li> </ul>	30%	
<b>Deliverable 3:</b> <ul style="list-style-type: none"> <li>• Draft of four (4) UNDP/GEF Project Documents in English based on inputs obtained from national and international experts teams.</li> <li>• One five (5) day mission to each of the participating countries. Tasks involve: <ul style="list-style-type: none"> <li>- Participation in the Project Validation Workshop</li> <li>- Meetings with counterparts and UNDP Country Offices</li> <li>- Field visits</li> </ul> </li> <li>• Mission Report covering the participation at the PPG validation Workshop and any field visits.</li> </ul>	30%	
<b>- Deliverable 4:</b> <ul style="list-style-type: none"> <li>• Final version of the four (4) UNDP/GEF Project Documents, the CEO Endorsement documents and associated annexes (SESPs, GEF Tracking Tools, Management Arrangements, Budget, etc.) taking into account the feedback/comments from the four (4) validation workshops and from UNDP's internal review. All documents prepared in English.</li> <li>• Four (4) matrixes addressing comments/specific technical issues and questions raised by the GEF Secretariat, STAP and GEF Council members for each of the countries' submissions.</li> </ul>	20%	
<b>Total</b>	<b>100%</b>	<b>USD .....</b>

*\*Basis for payment tranches*