

**Terms of Reference
Lead Project Development Consultant**

Basic Contract Information:

Location: Home-based

Application Deadline: 20th August 2017

Type of Contract: Individual Contract

Languages Required: English

Starting Date: Upon Signing of the contract by both parties

Duration of Initial Contract: 60 working days in the period of 12 months

Background:

UNDP is commencing a project preparation phase, expected to last for 18 months, to develop a detailed project design for the full-sized project titled *Strengthening Capacity for International Cooperation in the Ecosystem-based Management of the Antarctic Large Marine Ecosystem* (PIMS 4473 Antarctic LME). The project will be implemented through the Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR, based in Tasmania). Project member countries are Chile, India, Namibia, South Africa and Ukraine. At the end of the preparation phase, UNDP will submit a CEO Endorsement Request and a full project document with all required annexes in the required template to GEF Secretariat.

The Atlantic LME project aims to strengthen multilateral cooperation in ecosystem-based management of the Antarctic Large Marine Ecosystem (ALME) through supporting national-level institutional strengthening and building the capacity of GEF-eligible countries to meet their marine resource management commitments and obligations under the intergovernmental Convention for the Conservation of Antarctic Marine Living Resources, (CCAMLR) to help ensure sustainable ALME fisheries in the context of climate variability and change.

The project will have the following 4 main components:

Component 1. Enhanced Multi-national cooperation in the ecosystem-based management and monitoring of the Antarctic LME (ALME) through multinational cooperation, multi-sectoral coordination and partnership.

Component 2. Building technical and analytical capacity to support ecosystem-based management of the ALME.

Component 3. Demonstrations for the adaptive management of the ALME.

Component 4. Knowledge management, communications of best practices and lessons learnt.

UNDP is seeking to recruit the Lead Consultant to develop a UNDP-GEF Project Document, Request for GEF CEO Endorsement, and all other required documents in the template required by UNDP and/or GEF, ready for submission to UNDP and GEF approval.

Duties and Responsibilities

The UNDP-South Africa Country Office is seeking to recruit the Lead Project Development Consultant to perform the following tasks:

1. Under the guidance of UNDP and CCAMLR Secretariat, work with National Coordinators, a Polar and CCAMLR Expert and Gender Expert(s) to ensure the timely drafting of the required documents for submission to the GEF, strictly adhering to the agreed deadlines and ensuring quality control. Finalize all the required documents in the required template.
2. Coordinate closely with the Polar and CCAMLR Expert in guiding the national coordinators who coordinate national consultation processes at their respective countries to ensure the stakeholder engagement at the national level in the project design.
3. Collaborate with the Polar and CCAMLR Expert to develop the details of the project interventions.
4. Conduct the Environmental and Social Screening as per the relevant UNDP Procedures and Guidelines.
5. Collaborate with the Gender Expert(s) to ensure gender-responsive project design, taking into account the findings and recommendations from the Gender Analysis and any other inputs from the Gender Expert(s)
6. Identify co-financing activities and work closely with the Polar and CCAMLR Expert in securing co-financing letters
7. Complete GEF IW Tracking Tool
8. Develop the project results framework, the multi-year work plan and budget for the project, M&E plan, sustainability plan, the project management arrangement.
9. Develop a clear incremental reasoning for the proposed outcomes and activities, and ensure that the project approach is the most cost-effective according to GEF guidelines.
10. Address all comments on the project design by the Scientific and Technical Advisory Panel (STAP) and in the GEF review sheet.
11. Facilitate consultations with all relevant stakeholders upon developing and finalizing the proposed project interventions, including detailed budget, M&E Plan, Sustainability Plan, Project Management Arrangement, TORs for key project staff, and a detailed activity and work plan, in order to ensure the sense of ownership and buy-in from the participating countries and CCAMLR.

Expected Outputs and Deliverables:

The consultant shall prepare and submit:

Deliverable 1: A detailed workplan with timeline for the PPG activities developed in consultation with UNDP and CCAMLR Secretariat, which include the due dates for all expected Deliverables.

Due date: within 2 weeks after the signing of the contract

Deliverable 2: Progress Report, which contains the following in the required template for review and comment by UNDP and CCAMLR Secretariat:

- **Summary of** preliminary assessment /gap analysis, and the summary of the discussions at the PPG Inception Workshop
- **Draft Theory of Change**
- **Draft Results Framework**
- **Social and Environmental Screening Report**

Deliverable 3: The following is expected in the required template for review and comment by UNDP, CCAMLR Secretariat and the participating countries:

- **Draft Project Document (ProDoc) in the latest UNDP template**
- **A list of identified co-financiers and indicative level of co-financing** for each co-financier. (and where possible, **co-financing letters**)
- **Summary Report from the national consultation processes**
- **Gender Analysis and Gender Action Plan** (developed by the Gender Expert(s))

Deliverable 4: The following is expected in the required template for review and comment by UNDP, CCAMLR Secretariat and the participating countries:

- Revised ProDoc incorporating comments
- A complete set of Annexes
- CEO Endorsement Request Document including Response Matrix to all comments on PIF
- GEF IW Tracking Tool
- Co-fin letters

Deliverable 5: Response to GEFSEC Comments on the submitted documents

Institutional Arrangement:

The work of the consultant will be guided technically by the UNDP-GEF Regional Technical Advisor for Water and Ocean Governance for Africa as well as by the CCAMLR Secretariat. Deliverables will be reviewed and approved by UNDP and CCAMLR Secretariat.

The contract will be managed by UNDP South Africa; hence all invoices should be sent to UNDP South Africa.

The consultant is expected to have her/his own office space, laptop and access to internet and a printer during the assignment (the cost of this facilities should be included in the financial proposals, if required).

Payment Schedule:

Upon submission and approval of Delivery 1: 10%
Upon submission and approval of Delivery 2: 20%
Upon submission and approval of Delivery 3: 30%
Upon submission and approval of Delivery 4: 30%
Upon submission and approval of Delivery 5: 10%

Duration of the Work:

The duration of the consultancy is 60 days within the period from 1 September 2017 to 30 August 2018.

The total duration of the project preparation will be approximately 60 days over a period of 12 months.

Duty Station:

Home-based with travels approved by UNDP.

Travel:

- In case travel is required, the Basic Security in the Field II and Advanced Security in the Field courses must be successfully completed prior to commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director.
- Consultants are required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>
- All related travel expenses will be covered and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents.

Required Skills and Experience:

Qualifications of the Successful Individual Contractor:

The selection of consultants will be aimed at maximizing the overall qualities in the following areas:

- At least *15 years* of practical working experience in international waters or natural resources management related field *(10 points)*;
- Demonstrated experience and proven track record of working with governments on marine ecosystems, in particular, the joint management of large marine ecosystems, is highly desirable. *(10 points)*;
- Project development experience using the Logframe approach is essential; Experience in developing projects financed by GEF International Waters Focal Area is highly desirable. *(10 points)*;
- Good understanding and experience in Results-Based Management. Proven knowledge of the project management cycle and M&E requirements of UNDP-GEF projects *(10 points)*;
- Up-to-date knowledge of GEF eligibility criteria under GEF-6 with emphasis on International Waters Focal Area is desirable. *(10 points)*;
- Demonstrated experience in working with or supporting often complex and highly sensitive negotiation processes of intergovernmental conventions and/or organizations *(10 points)*;
- Demonstrated experience in working on policy and programmatic issues with national and local governments, and civil society organizations including community organizations *(10 points)*;
- Proven record of donor and partner coordination and facilitation skills *(10 points)*;

Education:

- Master's degree with specialization in relevant field(s) related to the assignment (e.g. marine science, marine biology, oceanography, ecology, civil or environmental engineering, environmental management, NRM economics, or closely related field) *(10 points)*;

Language:

- Fluency in English, both oral and written, is required. *(5 points)*;
- Excellent analytical, writing, advocacy, presentation, and communications skills are required *(5 points)*.

Recommended Presentation of Offer:

The application is two phase evaluation process. Failing to comply with the submission process may result in disqualification:

Step 1: Interested individual consultants must include the following documents when submitting the applications to the designated UNDP e-mail address **(Please note that only 1 (one) file can be uploaded therefore please include all documents in one file not more than 10MB per file):**

- **Personal History Form (P11)**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references (the template can be downloaded from this link: http://europeandcis.undp.org/files/hrforms/P11_modified_for_SCs_and_ICs.doc).
- **Confirmation of interest which includes methodology and the financial proposal:** on how your qualifications and experience can lead towards the successful deliverable of this assignment within the required timeframe; provide a brief methodology on how you will approach and conduct the assignment. Indicate available start date.
- Applicants are instructed to submit their daily rate financial proposals in US Dollars OR South African Rands for this consultancy to **procurement.za@undp.org** using the financial proposal template available here: http://procurement-notice.undp.org/view_file.cfm?doc_id=45780.

Applicants are required to submit the following documentation on or before 20th August 2017 @ midnight (South African Time) with the **subject line: Job Code Heading and Reference Number**.

The proposals should be sent via email by the deadline for this vacancy. Proposals to be received after the deadline will be rejected.

Travel

The consultant will be requested to undertake mission travels. DSA and terminals, should be identified upon the travel is agreed/approved by UNDP.

Scope of Price Proposal and Schedule of Payments:

- Financial proposal must be all inclusive¹ and must be expressed on the basis of “a daily fee” in USD/ZAR.
- Payment will be made as per the Payment Schedule indicated above.

¹ The term ‘all inclusive’ implies that all costs (professional fees, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal. Any direct costs associated with required travel(s), e.g. tickets, DSA and Terminal Expenses, should not be included in the financial proposal.



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Resilient nations.*

Other Considerations

UNDP may request examples of past publications from applicants as part of the evaluation process. An interview via phone/Skype may be required.

A completed P-11 Form will be required at the time a consultant signs an Individual Contract (IC) or his/her employer, if employed, signs a Reimbursable Loan Agreement (RLA) for work associated under this LTA. UN Personal History form (UN PH11) can be downloaded from here:

http://sas.undp.org/documents/P11_Personal_history_form.doc

Criteria for Selection of the Best Offer:

Only those candidates that meet the minimum level of education and relevant years of experience requirements will be considered for the technical evaluation. The technical evaluation will include a desk review to select the shortlisted candidates. The technical evaluation may also include interviews with shortlisted candidate(s).

The selection of the best offer from the shortlisted candidates will be based on a Combined Scoring method – where the technical evaluation (desk review and interview) will be weighted a maximum of 70 points, and combined with the price offer which will be weighted a maximum of 30 points. The 70 points rating shall be based on how well the Offer- or meets the minimum qualifications/competencies described above.

Any queries or additional information required may be sent to procurement.za@undp.org