

Terms of Reference for an international expert to support development of a Project Document for “Promoting conservation, sustainable utilization and fair and equitable benefit-sharing from Lesotho's Medicinal Plants for improved livelihoods” project

Project Development Specialist (GEF PPG Team Leader)

United Nations Development Programme (UNDP)

Global Environment Facility (GEF)

Government of Lesotho

Country	Lesotho
Project Title:	Promoting conservation, sustainable utilization and fair and equitable benefit-sharing from Lesotho's Medicinal Plants for improved livelihoods
Type of Contract	Individual Contract – International (Project Development Specialist (GEF PPG Team Leader))
Start Date: (date when the selected candidate is expected to start)	March 2018
Duration of project	March – December 2018
Duration of Contract	9 Months
Reporting to:	UNDP Deputy Resident Representative and UNDP Sustainable Development Specialist
Duty Station:	Home-based with short-term travel to Lesotho

A. Project Title: Promoting conservation, sustainable utilization and fair and equitable benefit-sharing from Lesotho's Medicinal Plants for improved livelihoods

B. Background Information

UNDP Country Office and Government of Lesotho are in process of developing a project “Promoting conservation, sustainable utilization and fair and equitable benefit-sharing from Lesotho's Medicinal Plants for improved livelihoods”. A project concept (PIF) was developed and approved for funding by Global Environment Facility (GEF). Now the next step is to develop a fully-fledged project document (Prodoc) for submission to GEF.

The process of Prodoc development/GEF PPG will be undertaken in full consultation and close engagement with government, CSO, academic community and other relevant stakeholders in particular those who will benefit from and be directly involved in the implementation of the project (i.e. direct project beneficiaries).

Project Description

The proposed project will have three (3) components as follows:

- **Project Component 1 – *Enabling institutional capacity and regulatory framework strengthened to support implementation of the Nagoya Protocol on Access and Benefit Sharing (ABS)*.** This component is designed to support the creation of an enabling environment at the national level, through the policies, regulations, strategies and guidelines that the country can use to promote conservation, sustainable use and benefit sharing from the utilisation of biological and genetic resources in the country. Work under this component will support the review and promulgation of appropriate and functional national policy and regulatory framework to support ABS at the country level; it will also review and strengthen the capacity of national institutions to implement and enforce these laws and policies; and facilitate the definition, clarification and encoding of legal systems to govern and management, ownership and access rights, rules and procedures over access and utilisation of genetic resources. By the end of the project, the country's legal and policy environment should enable the relevant government institutions to regulate access to and control over genetic plant resources, including their access, use, ownership and management.
- **Project Component 2 – Sustainable utilization and conservation of selected commercially-important Medicinal Plants for the development of ABS Products for the pharmaceutical sector.** In line with the GEF strategy under Biodiversity Program 8, component 2 is designed to support the building of capacity among stakeholders (including indigenous and local communities, especially women) to negotiate between providers and users of genetic resources, enhance the benefits from the use of genetic resources for the communities/providers of those resources and prevent illegal and unfair practices (i.e. biopiracy). This component will also support institutional capacity building to carry out research and development (R&D) to add value to their own genetic resources and traditional knowledge associated with genetic resources, including the inventorying and documentation of such knowledge. Support will focus on three (3) commercially-important medicinal plants as entry points for building the required national and local level capacity to establish a comprehensive ABS regime in Lesotho, with a focus on developing ABS Products for the pharmaceutical sector and promote access and benefit sharing at local levels for providers of these genetic resources. The Prodoc development/GEF PPG will therefore support an assessment of the current landscape for this sector to develop.
- **Project Component 3 - Gender mainstreaming, Knowledge Management and M&E**
This component will complement the other components and support the development and implementation of a gender action plan to ensure that women and marginalized groups benefit from the project interventions and are empowered to become active agents and participants in the operationalisation of the national ABS regime, particularly at the local levels. It will also support a national awareness raising program, explore transboundary, south-south and triangular cooperation in key aspects of the genetic

resources development sector and between communities, and public and private sector players active in the area of bioprospecting. This will promote cross-sectoral learning, generate knowledge in the sector, through the use of existing tools and platforms such as the CBD Portal, and ensure learning and empowerment of poorer and marginalised groups. It will support participatory monitoring of project results and impacts, and promote upscaling through additional investments.

In light of this, UNDP requires the services of an international consultant/expert who will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. The international expert will be responsible for managing all the other consultants on the GEF PPG Team, and coordinating the Team's work. The consultant will provide an overall orientation to the PPG team in relation to GEF requirements for project planning and monitoring; provide methodological guidance for data collection related to project planning and monitoring with particular attention given to the description and quantification of the baseline investments; based on the inputs from the national experts and in close cooperation with the key national stakeholders particularly Department of Environment, compiles final baseline/situational analysis for the full-size project (FSP).

The international consultant/GEF PPG Team Leader will lead the following GEF PPG team to be engaged to carry out this assignment, and the team composition will be as follows:

- a) ***International Project Development Specialist on Biodiversity Conservation, with expertise on Access and Benefit Sharing from the use of plant genetic resources (Team Leader);***
- b) National Specialist on Community-based Natural Resources Management and nature-based enterprises;
- c) National Specialist on Livelihoods, Gender and Stakeholder Engagement.

C. Scope of Work

The assignment to be carried out by above-mentioned team will cover three main components namely:

- **Component A** - Preparatory Technical Studies & Reviews to inform the three (3) proposed project components:
 - **Project Component 1** – Enabling institutional capacity and regulatory framework strengthened to support implementation of the Nagoya Protocol on Access and Benefit Sharing (ABS)
 - **Project Component 2** – Sustainable utilization and conservation of selected commercially-important Medicinal Plants for the development of ABS Products for the pharmaceutical sector
 - **Project Component 3** - Gender mainstreaming, Knowledge Management and M&E
- **Component B** - Formulation of the UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes
- **Component C** - Validation Workshop and Report

The details of above-mentioned assignment components are as follows:

COMPONENT A OF THE ASSIGNMENT: PREPARATORY TECHNICAL STUDIES & REVIEWS

The following technical studies and reviews will be conducted, building on the PIF and the comments received to the PIF (e.g. from GEF Council and STAP). The comments on the PIF by the GEF Secretariat (dated 25 September 2017)

and by the GEF Scientific and Technical Advisory Panel (dated 7 November 2017) are annexed to this document and these comments must be fully integrated into the design/Prodoc development/GEF PPG process and the relevant sections of the CEO Endorsement Request document should outline how these were addressed/not addressed.

The following should inform the Prodoc development/GEF PPG as appropriate:

Desktop and field-based studies and data collection

This research should produce the background information required to prepare the ProDoc and CEO Endorsement Request, including but not limited to:

- Development challenge and strategy (including threats, problems and barrier assessment);
- Review of national policy and legislative frameworks;
- Problem and solution trees developed in consultation with project stakeholders, for a robust Theory of Change (to be prepared in **Component B**, below);
- Review of relevant past and ongoing projects for lessons; and
- Any other analyses required to address all comments on the PIF received from GEF Secretariat, GEF Council members and STAP

For Project Component 1 – Enabling institutional capacity and regulatory framework strengthened to support implementation of the Nagoya Protocol on Access and Benefit Sharing (ABS). The Prodoc development/GEF PPG process will conduct preliminary assessments of what the policy environment currently looks like, and to what extent it supports the functioning of an ABS and legal framework and enabling environment for implementation of Nagoya Protocol provisions at national and local levels.

At a minimum, the baseline studies under this component should include assessments and gap analysis of ABS provisions in existing policies, laws and regulations, stakeholder identification, user rights and intellectual property rights, and assessments of institutional capacity including research organizations; and inform the development and implementation of a strategy and action plan for the implementation of ABS measures (e.g. policy, legal and regulatory frameworks governing ABS, National Focal Point, Competent National Authority, Institutional agreements, administrative procedures for Prior Informed Consent (PIC) and Mutually Agreed Terms (MAT), monitoring of use of genetic resources, compliance with legislation and cooperation on trans-boundary issues. The Prodoc development/GEF PPG will support the following:

- i. Rapid technical review of the national and regional level policy and legislative frameworks for ABS and Nagoya Protocol implementation:
 - a. Review existing legal and policy instruments (pertaining to biodiversity conservation and ABS from the use of plant genetic resources) to identify gaps that need to be addressed to promote/incorporate the mainstreaming of sustainable use and plants with medicinal value, and support mechanisms for increased access and benefit sharing from their use;
 - b. Review of relevant national policy and strategy documents, including the NBSAP, Biodiversity Resources Management Draft Bill of 2016, National Range Resources Management Policy of 2014, Biodiversity Management Plan for Pelargonium Sidoides, NAP and other relevant ones as appropriate;
 - c. Based on the review, prepare detailed recommendations of the policies, laws and strategies that are required/need to be reviewed to facilitate the integration of ABS principles and Nagoya Protocol provisions into the access, control, utilisation and management of plant genetic resources in Lesotho;
 - d. Based on the review, prepare detailed recommendations for strengthening the local and national regulatory environment to empower community institutions/local authorities, as well as other government institutions at local and national levels to prevent biopiracy and enforce rules and regulations against biopiracy.

- ii. Capacity assessments at management and decision-making levels:
 - a. Identify the capacity building needs (skills, tools and resources) of the relevant government, non-government and community level institutions for implementation of Nagoya Protocol provisions and application of Access and Benefit Sharing regimes at the national level, and to monitor and enforce laws and policies that promote ABS and prevent biopiracy;
 - b. Based on assessments and analysis, make preliminary recommendations for a training/capacity strengthening programme targeting decision-makers at the national and sub-national levels to develop, implement and enforce laws and policies for ABS and the Nagoya Protocol and prevention of biopiracy.
- iii. Capacity assessments at extension service/community levels:
 - a. Identify the capacity of community level institutions to develop/inform the development of guidelines, procedures, standards and codes of conduct to operationalise ABS provisions at local levels;
 - b. Identify the training and capacity building needs for community-based institutions and natural resource-user groups and associations (e.g. CBOs, Traditional Authorities, traditional healers' association) to both inform decision-making (i.e. meaningful participation) and integrate information into decision-making at resource-use and landscape levels;
 - c. Conduct assessments for development of community-based monitoring systems to enable stakeholders to understand, monitor and mitigate changes to the conservation, sustainable use and implementation of fair and equitable benefit-sharing mechanisms for key genetic species;
 - d. Based on assessments, make preliminary recommendations for a training/capacity strengthening programme targeting extension officers and communities to understand, adopt/integrate, enforce and monitor resource access, use and ABS at genetic resource use levels.
- iv. Review proposed indicators and where relevant propose new ones for each outcome and output, and establish baselines and targets to be monitored and tracked during implementation, for inclusion in the Results Framework as appropriate.
- v. At the minimum, capacity assessments will utilise the UNDP Capacity Scorecards and similar tools to measure capacity levels and establish baselines, as well as propose mid-term and end-of-project targets, including the GEF 6 Biodiversity Tracking Tool for Program 8 – Nagoya Protocol Implementation.

Project Component 2 – Sustainable utilization and conservation of selected commercially-important Medicinal Plants for the development of ABS Products for the pharmaceutical sector. The Prodoc development/GEF PPG will therefore support an assessment of the current landscape for this sector to develop.

At a minimum, the Prodoc development/GEF PPG should conduct the following:

- i. Assessment of barriers and opportunities (legal, institutional, practical and otherwise) to development of ABS Products from the three selected medicinal plants. This work should facilitate:
 - a. An analysis of the current understanding, including indigenous/traditional knowledge and scientific research on the 3 medicinal plants as well as their availability and distribution (i.e. mapping) within Lesotho, their current harvesting patterns, uses and potential for further development into ABS Products;
 - b. Targeted analyses of market potential of the supported value chains, including market trends in the respective business fields (including regional and other developing country markets);
 - c. Baseline assessment of the current financial and other benefits accruing to users and groups of users and communities (e.g. in the form of royalties) generated from the commercialisation of the 3 products derived from genetic/biological resources;
 - d. Baseline assessment of existing community-based business models;

- e. Baseline assessment of the number and type of existing local R&D innovations, products and technologies under development in Lesotho, and including collaboration with international partners (e.g. other universities and private companies);
- f. Baseline assessment of the nature and number of research collaborations between government authorities, private sector parties, academic institutions, holders of traditional knowledge and rural communities to develop and commercialise new genetic/biological resources;
- g. Baseline assessment of the benefit-sharing agreements negotiated between industry/users of genetic resources and communities, the number of bioprospecting products in domestic & international markets; the number of bioprospecting products that have community involvement in the supply chain; and the number of jobs being created in the sector including for disadvantaged communities, women and youth;
- h. Baseline assessment of indigenous biodiversity registration in regional and international inventories acknowledged for consumer use/trade; the product development and manufacturing potential of natural products in Lesotho; and the scope and extent of domestic business incubator support;
- i. Baseline assessment/analysis of the Biodiversity Management Plan for *Pelargonium sidoides* as a strategy to ensure the sustainable use of biological/genetic resources, assessment of threats and strategies for the conservation of biodiversity/species and whether this approach could be adopted for other species;
- j. Baseline assessment of the status of conservation of threatened species from where the plant resources in question will be harvested;
- k. A recommendation of valuation approaches to be used to capture the value and benefits from sustainable utilisation and conservation of the plant genetic resources;
- l. Identification of an appropriate, community-based, cost-effective and integrated package of ecological and physical measures to be implemented at a landscape level to promote sustainable harvesting, conservation and protection of key genetic resources and medicinal plants;
- m. Identification of alternative and complementary livelihoods and value-addition and business and enterprise development opportunities to generate jobs, incomes and to reduce over-dependence on unsustainable land harvesting and use practices.
- n. Estimation of Global Environmental Benefits (e.g. BD), and social benefits, using known tools, including the GEF 6 BD Tracking Tool for Program 8;
- o. Utilise the UNDP Capacity Assessment Scorecard and the relevant GEF 6 Focal Area Tracking Tools to inform the establishment of baselines, and propose mid-term and end-of-project targets to be monitored and reported on during implementation.

Project Component 3 - Gender mainstreaming, Knowledge Management and M&E

At a minimum, the Prodoc development/GEF PPG will conduct the following:

- i. Gender Analysis - A gender analysis will be prepared to fully consider the different needs, roles, benefits, impacts, risks, differential access to and control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, race and marital status, etc.) given a project's context, and to identify appropriate measures to address these and promote gender equality and women's empowerment. The analysis will form the basis of a Gender Action Plan and Budget to guide gender mainstreaming during project implementation. At a minimum, the analysis will include the following:
 - a. Analysis of the gender dynamics shaping interactions with natural resources. At a minimum, the UNDP GEF Guide to Gender Mainstreaming in UNDP Supported GEF Financed Projects must be utilised to conduct gender analysis;
 - b. Determine the number of men and women, youth in the project site and their roles, responsibilities and priorities in their access, use and utilisation of landscapes and natural resources;

- c. Conduct a participatory analysis of the differentiated impacts of land, forest, water and ecosystem degradation, including the degradation of plant genetic resources on women and men and their livelihoods;
- d. Using the findings of the gender analysis exercise, propose gender-disaggregated indicators and targets for integration into the Project Results Framework;
- e. Provide responses to the UNDP SESP on sections related to gender and women's empowerment and make recommendations for the Gender Marker Rating for the overall project strategy;
- f. Based on the findings, prepare a costed gender action plan for incorporation into the Project Document (PRODOC) to ensure that the project strategy and its implementation are monitored as appropriate in terms of gender-responsiveness;
- g. The Gender Analysis, and the Gender Action Plan and Budget must be attached as Annexes to the Project Document. See guidance available [here](#).

ii. An assessment of awareness levels, knowledge and M&E systems

- a. Conduct a preliminary assessment of the levels of awareness on ABS among the key stakeholders;
- b. Propose the procedures and approaches to applying the Nagoya Protocol guidelines on assessing the Knowledge, Attitudes and Practices;
- c. Identify communication and awareness messages that the project should support on the roles of stakeholders in implementation of project interventions and in sustainable natural resources management, the project community-level benefits likely to accrue from the project interventions, and the realistic timelines to realise those benefits, and the expectations concerning the inputs to be made by local people during project implementation;
- d. Based on these assessments, define the element of an awareness-raising and knowledge management strategy to be further developed during project implementation;
- e. Assess the existing monitoring and knowledge management systems and make recommendations for their review and strengthening to promote periodic data collection, analysis and integration of evidence into decision-making at all levels;
- f. Propose the elements of an appropriate participatory monitoring and evaluation approach to be further developed during implementation.

iii. Environmental and Social Safeguard Assessments

The social and environmental safeguards pre-screening (pre-SESP) prepared during the PIF design phase determined the overall risk categorization of this project as Low and highlighted potential safeguard risks to be further assessed during the Prodoc development/GEF PPG phase, and if and when necessary, the risk rating be modified as appropriate, and the appropriate recommendations be prepared. Following the January 2017 *UNDP Guidance on Social and Environmental Standards: Standard 6 on Indigenous Peoples*¹, the Prodoc development/GEF PPG process conduct a further Screening to determine the following:

- Identify Indigenous People's presence in the project area;
- Identify potential impacts to Indigenous Peoples (SESP);
- Categorise as Moderate or High Risk if there are potential impacts on Indigenous Peoples' rights, lands, territories, resources, traditional livelihoods;
- Develop a stakeholder engagement plan that includes and Indigenous Peoples' Plan (IPP), conduct consultations and identify if/how the Free and Prior Informed Consent (FPIC) processes will be conducted.

The purpose of these assessments is to identify ways to avoid negative environmental and social impacts where possible (e.g., through site selection). If risk avoidance is not possible, then mitigation and management measures must be identified, in line with the UNDP Social and Environmental Standards (see section B-f below). If the required

¹ Available at

https://info.undp.org/sites/bpps/SES_Toolkit/SES%20Document%20Library/Uploaded%20October%202016/Final%20UNDP%20SES%20Indigenous%20Peoples%20GN_Jan2017.pdf

assessments cannot be undertaken or finalized during the Prodoc development/GEF PPG, they must be completed during the first phase of project implementation.

iv. Identification of project sites

Based on the above reviews, and on a clear criteria to promote maximum learning and generation GEBs and social benefits, and through consultation with stakeholders, identify key sites for demonstration activities during implementation.

v. Financial planning

Co-financing will be confirmed and additional sources identified through a series of consultations with partners to ensure a coherent and sustainable financing package for the project, including post-GEF grant phase to the extent possible.

COMPONENT B OF THE ASSIGNMENT: FORMULATION OF THE UNDP-GEF PROJECT DOCUMENT, CEO ENDORSEMENT REQUEST, AND MANDATORY AND PROJECT SPECIFIC ANNEXES

Based on the technical studies and reviews undertaken under **Component A** (detailed above), the full UNDP-GEF Project Document will be developed (following the 2017 annotated UNDP-GEF Project Document available [here](#)), and the GEF CEO Endorsement Request (available [here](#)) will be prepared.

The Prodoc development/GEF PPG **Team Leader** will be responsible for the consolidation and finalization of all required materials.

Preparation of the UNDP-GEF ProDoc includes a specific focus on the following areas, which do not exhaustively capture the required ProDoc content:

vi. Theory of Change

The detailed theory of change (ToC), based on the studies and data collection undertaken in **Component A**, will be developed. The selected approach will be identified, with a clear rationale backed by credible evidence, integrating gender concerns into the approach. Additional guidance is available in the Annotated UNDP-GEF ProDoc template.

vii. Results Framework

Based on the studies and data collection undertaken in **Component A**, the Results Framework will be further defined with appropriate Objective-level and Outcome-level quantitative and qualitative SMART indicators and mid-term and end-of-project targets. It will be designed in line with the following parameters:

- Do not include outputs or activities in the results framework. Outputs and corresponding indicators can be included in the results section and/or in Annex to the project document.
- Prepare a maximum of 2-3 indicators for the Objective and each Outcome. Aim to keep the total number of indicators in the results framework (and that require annual reporting to the GEF) to 15-16.
- Give special attention to include gender-responsive outcomes and other socio-economic benefits.
- Collect baseline data for each indicator using existing national sources when feasible.
- Disaggregate indicators by sex, including number of direct project beneficiaries.
- Set realistic mid-term targets and end-of-project targets that can be achieved by project closure.
- Summarize risks and assumptions, and sources of verification/data.

See the annotated UNDP-GEF Project Document template for additional guidance on developing the Results Framework.

viii. Monitoring and Evaluation (M&E) Plan and Budget

The on-the-ground monitoring could be undertaken by national institutes/universities as appropriate. Clarify the roles of various groups involved in project M&E, how project-level monitoring links with data collected at the national level, and specify the frequency of monitoring. Specify monitoring tools to be used; clarify responsibilities

for completing the mid-term and terminal GEF Tracking Tools (see below). Complete the M&E budget included in the UNDP-GEF Project Document noting that the total budget should be between 3-5% of the GEF grant.

ix. Stakeholder Engagement Plan

Based on the consultations undertaken during the Prodoc development/GEF PPG phase, a Stakeholder Engagement Plan will be developed.

The Prodoc development/GEF PPG team will endeavour to be as consultative and inclusive as possible in conducting the Prodoc development/GEF PPG activities, and ensure that all representative groups are consulted and influence the final decisions on interventions to be prioritised and supported by the project. Engagement with stakeholders will include, but is not limited to, the following:

- Identification of primary and secondary stakeholders for each of the project components, and for the interventions to be supported at all the project sites, as well as at regional and national government decision-making levels;
- Analysis of the different stakeholders current and potential future roles in project implementation and in sustainable natural resources management and beneficiation, beyond the project;
- Exploration of partnerships with CBOs, national research institutes, and other academic institutions to engage in capturing indigenous and local knowledge to further support the strengthening of the national ABS regime;
- Preparation of a costed Stakeholder Engagement Plan to be further elaborated and implemented by the project.

x. Gender Action Plan and Budget

Based on the Gender Analysis conducted in **Component A**, the Gender Action Plan and Budget will outline the gender-specific outputs to be delivered during project implementation in order to promote gender equality and women's empowerment and to ensure that inequalities are not exacerbated. As part of the work of preparing the Gender Action Plan, indicators should be proposed for inclusion in the Results Framework to facilitate the monitoring of the proposed gender mainstreaming actions.

xi. Social and Environmental Standards

In line with the assessments conducted during **Component A** (above) and in line with [UNDP's Social and Environmental Standards \(SES\) policy and all associated SES Guidance Notes](#), the SESP will be finalized and all moderate and high risks identified in the SESP will be reflected in the risk table and risk section of the project document.

Mitigation and management measures for moderate and high risks will be developed and included in the project document, or included as a separate management plan in Annex to the project document, as required per UNDP's SES. If the mitigation and management measures cannot be fully detailed at the Prodoc development/GEF PPG phase (e.g., sites have not been determined), an environmental and social management framework (ESMF) will be prepared outlining the steps to be taken during the first phase of project implementation to address the moderate and high risks. The ProDoc must clearly state that none of the associated project activities will commence until: the assessment(s) have been completed; the required management plan(s) have been prepared; the plan(s) have been disclosed and approved by the Project Board.

xii. GEF Tracking Tool(s)

The following required GEF Tracking Tools will be prepared, in line with the relevant GEF objectives, and included as an Annex to the ProDoc. Indicators from the GEF Tracking Tools can be included in the Results Framework as appropriate. See the [GEF's website](#) for the most up-to-date templates as these may change.

1. *GEF-6 Biodiversity Tracking Tool, [Program 8 – Nagoya Protocol Implementation]*

xiii. Project Management Arrangements

Based on the stakeholder analysis and consultations undertaken in **Component A** above, agreement(s) on project management and governance arrangements—including roles, responsibilities and accountabilities of lead and partner Agencies—will be secured early in the project development phase and will be fully detailed in the ProDoc.

xiv. Completion of the required official endorsement letters

These letters include the official letters on co-financing guarantee(s) from participating government institutions, bilateral development partners, multilateral development partners, NGOs, private sector, or others who wish to provide cash or in-kind contributions to the project.

COMPONENT C OF THE ASSIGNMENT: VALIDATION WORKSHOP AND REPORT

A validation workshop will be held with relevant stakeholders to present, discuss and validate the project activities, and the final draft of the UNDP-GEF project document if possible. A validation workshop report will be prepared for projects with an overall safeguards risk rating of moderate or high.

The following documents are to be consulted as background for the GEF PPG phase:

- PIF cleared for WP inclusion or GEF Council approved PIF
- SESP pre-screening (of PIF)
- Comments from GEF Secretariat, Council, STAP
- [Annotated UNDP-GEF Project Document Template](#) and associated guidance included therein

The final outputs of the Prodoc development/GEF PPG process are:

1. UNDP-GEF Project Document (ProDoc), using the 2017 standard template.
2. Mandatory annexes to the ProDoc, including gender analysis and action plan, and stakeholder engagement plan, among others, and project specific annexes (e.g. landscape profile, institutional and legal analysis, feasibility studies, and Tracking Tool for BD Program 8 (Nagoya Protocol Implementation).
3. GEF CEO Endorsement Request.
4. Validation Workshop report.

Any additional studies and other reports produced under the GEF PPG process and not included in Annex to the project document will be submitted to UNDP and saved for future reference.

The GEF PPG team leader will be responsible for delivering high quality data according to the expectation and protocols of, and within a timeframe defined by the TOR. Specifically, the consultant will be responsible for the following activities and tasks:

Specific Tasks for International expert (Project Development Specialist/GEF PPG Team Leader)

The **Project Development Specialist** will be the GEF PPG Team Leader and will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all the other consultants on the GEF PPG Team, and coordinating the Team's work. The consultant will provide an overall orientation to the PPG team in relation to GEF requirements for project planning and monitoring; provide methodological guidance for data collection related to project planning and monitoring with particular attention given to the description and quantification of the baseline investments; based on the inputs from the national experts and in close cooperation with the key national stakeholders including Department of Environment, compiles final baseline/situational analysis for the full-size project (FSP).

With main inputs from the *National Consultant on CBNRM and Nature-based Enterprise Development*, and some additional contributions from the *Sustainable Livelihood, Gender and Stakeholder Engagement Expert*, the Project Development Specialist/International expert will also lead the analytical work under Component 1 (Enabling

institutional capacity and regulatory framework strengthened to support implementation of the Nagoya Protocol on Access and Benefit Sharing (ABS). The final report of the previous UNEP-GEF project on *'Capacity Needs Assessment of Lesotho's Regulatory Regime and Institutional Arrangements in Preparation for the Country's Accession to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits arising from their Utilization'* will form the basis for the analysis and conclusions that will inform the design of interventions under this component, and will be supported by detailed discussions and consultations with the government Focal Point for the UNCBD and the Nagoya Protocol on ABS (i.e. the Department of Environment).

D. Expected Outputs and Deliverables

Key deliverables:

- 1) Management of the GEF PPG Team
 - a. Define and submit a **detailed methodology and work plan** in consultation with the other consultants with clear delegation of responsibilities for the National Consultants (NCs: *National Specialist on Community-based Natural Resources Management and nature-based enterprises; and National Specialist on Livelihoods, Gender and Stakeholder Engagement*).
 - b. Ensure that project development is **participatory, gender-responsive and based on extensive stakeholder engagements**; and
 - c. Verify and ensure that all project components are **technically sound and cost effective**.
- 2) Preparatory Technical Studies and Reviews (Component A): With inputs from the national consultants, as detailed in their respective TORs:
 - a. Compile **baseline/situational analysis** for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate;
 - b. Oversee the **stakeholder analysis and consultations** and ensure that they are complete and comprehensive;
 - c. Ensure the preparation of the **gender analysis** and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
 - d. Ensure action points, including risk assessments, from the **UNDP Social and Environmental Screening Procedure (SESP)** at the PIF stage ("pre-screening") are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate;
 - e. Conduct/oversee the **identification of the project sites**, with documentation of selection criteria;
 - f. Oversee the consultations with partners regarding **financial planning**; and
 - g. Ensure completion of **any additional studies** that are determined to be needed for the preparation of the ProDoc and all other final outputs.
- 3) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): With inputs from the other consultants, as detailed in their respective TORs, and based on international best practice:
 - a. Develop, present and articulate the project's **theory of change**;
 - b. Develop the **Results Framework** in line with UNDP-GEF policy;
 - c. Develop a detailed **Monitoring and Evaluation Plan and Budget**;
 - d. Oversee and ensure the preparation of a **Stakeholder Engagement Plan** and an **Indigenous Peoples' Plan**;
 - e. Oversee and ensure the preparation of a **Gender Action Plan and Budget**;
 - f. Update the **SESP** based on assessments undertaken during Component A, and ensure the development of **environmental and/or social management plan(s)** for all risks identified as Moderate or High in the SESP;

- Excellent coordination and leadership skills.

I. Scope of Price Proposal and Schedule of Payments

- The proposed price must be a lump-sum which is an “all-inclusive package” including duty travels and daily subsistence allowances
- The contract price is fixed regardless of changes in the cost components, any changes will go through a variation negotiation.
- Schedule of payment will be as table below

Table 2. Schedule of payment

Deliverables/ Outputs	Target Due Dates	% of lump sum to be paid
Submission and approval of an inception report with <i>detailed methodology and workplan</i> done in consultation with other consultants.	30 th March 2018	20%
Approved Preparatory Technical Studies and Reviews: <ul style="list-style-type: none"> • Baseline/Situational Report with details outlined in the TOR for CBNRM and Nature-based Enterprise Development expert; • Institutional capacity Assessment; • A completed GEF 6 Tracking Tool on ABS (BD Program 8); • Situational and gap analysis report with details outlined in the TOR for CBNRM and Nature-based Enterprise Development expert; • Report identifying opportunities with details outlined with details outlined in the TOR for CBNRM and Nature-based Enterprise Development expert; • Profile of livelihoods of communities in the proposed project areas; • Gender analysis report; • List of suggested sex-disaggregated indicators and mid-term end-of-project target; • Stakeholders engagement plan; • An Indigenous Peoples Plan. 	10 th October 2018	20%
Submission of a satisfactory draft project document	15 th October 2018	10%
Validation workshop report	26 th October 2018	10%
Submission and approval of Project document by UNDP-GEF	5 th December 2018	40%
Total		100%

J. Recommended Presentation of Offer

Qualified consultants are requested to submit their Proposals for undertaking this consultancy in English and the submission package must include a technical (description of the methodology to be undertaken, and assignment timelines) and financial proposals, along with a summary of similar work carried out in the past including a detailed CV.

Submissions for this consultancy must be made as follows:

- a) **Personal CV or 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;
- b) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex I);
- c) **Technical proposal** (Annex II);
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (Annex III).

K. Criteria for Selection of the Best Offer

Criteria for selection of the best Offer

Highest Combined Scoring method will be applied to assess both the technical and financial proposals. The weight of the technical criteria is 70%; the weight of the financial proposal is 30%. Only candidates with a minimum of 70% in the technical evaluation will be considered for the financial evaluation.

Evaluation Criteria

Criteria	Weight
<i>Technical</i>	70%
Qualifications:	
• Master's degree or higher in a relevant field, such as natural sciences, social sciences or political or environmental sciences	10%
Methodology:	15%
Experience:	
▪ Minimum 10 years of demonstrable experience in the technical area of sustainable land management, sustainable forest management and integrated natural resources management and in preparing high-quality GEF and other donor-funded projects;	20%
• Strong technical writing skills;	10
• Excellent coordination and leadership skills.	5
• Work experience in southern Africa and/or African countries preferred;	5%
• Fluency in written and spoken English.	5%
<i>Financial</i>	30%
Total = technical + financial (70% + 30%)	100%

Deadline for submission: 9th March 2018

L. Annexes to the TOR

- **Annex I – P11 form**
- **Annex II – Letter of Confirmation of Interest and Availability**
- **Annex III – Financial proposal template**

Offers with the requirements listed above may be submitted to:

United Nations Development Programme
The Resident Representative,
REF: IC, Project Development Specialist (GEF PPG Team Leader)
United Nations Road
3rd Floor UN House
P.O. Box 301
MASERU, LESOTHO
Tel: +266 22313790 Fax: +266 22310042
Email: ls.procurement@undp.org

Prepared by UNDP Sustainable Development Specialist:

Name: LIMOMANE PESHOANE Signature: 

Date: 26/02/2018

Approved by UNDP Deputy Resident Representative:

Name: CHRISTY AHEINKORA Signature: 

Date: 26 February, 2018.