**Terms of Reference for Socio-Economic Development Expert with expertise in Stakeholder Engagement and**

**Gender Mainstreaming**

**National Consultancy**

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| **GENERAL INFORMATION** |  |
| **Services Description:** | Socio-Economic Development Expert to provide consultancy services for the development of a Global Environment Facility-funded, UNDP-supported project aimed at protection of forests and coastal habitats on Zanzibar. |
| **Project Title:** | Safeguarding Zanzibar’s Forest and Coastal Habitats for Multiple Benefits |
| **Post Title:** | National Consultant, Zanzibar experts are highly encouraged to apply. **Group of Individuals and/or Firms are not eligible for this consultancy assignment (only at an individual level)** |
| **Duty Station:** | Home-based with travel to DSM & Zanzibar (Project sites) |
| **GEF Focal Area(s)**: | Multi-focal Area |
| **Expected Places of Travel:** | DSM & Zanzibar |
| **Duration:** | 35 Working days spread over the period from June to December 2018 |
| **Expected Start Date:** | Immediately upon signing contract |
| **I. BACKGROUND / PROJECT DESCRIPTION** | |

The United Nations Development Programme (UNDP) Tanzania in collaboration with the Ministry of Agriculture, Natural Resources, Livestock & Fisheries (MANRLF) in Zanzibar are in the process of formulating a full-sized UNDP/GEF project on Safeguarding Zanzibar’s Forest and Coastal Habitats for Multiple Benefits.

The project will take a landscape approach with the aim to safeguard Zanzibar’s forest habitats for multiple benefits by facilitating an integrated policy and planning process across sectors and institutions (including biodiversity, land management, climate change mitigation) that ensures improved effectiveness of the network of PAs leading to sustainable protection of vulnerable ecosystems, especially mangroves, native forests and other habitats of global significance. The resulting framework should be robust enough to promote effective biodiversity and ecosystem management that supports Zanzibar’s national development, with implementation capacity in place.

Following the approval of the PIF by the GEF Secretariat in December 2017, UNDP received a Project Preparation Grant (PPG) to develop a full project document. In this context, UNDP is seeking the services of a national SocioEconomic Development Expert with expertise in Stakeholder Engagement and Gender Mainstreaming. The Socio-Economic Development Expert shall work closely with the Deputy Team Leader under the direction of the Team Leader, as well as with the other members of the project formulation team.

The team will be comprised of 5 consultants including an International NRM Expert who will function as the overall Team Leader, and four national consultants working together to collect and analyse required background information and prepare the full UNDP/GEF project document (ProDoc) while ensuring timely completion of the assignment. The national consultant team will include a **I)** **Policy & Institutional Capacity Expert**, who will also act as the Deputy Team Leader, **2) Biodiversity Expert**, **3)** **Socio-Economic Development Expert** (whose TOR also includes tasks relevant to stakeholder engagement and gender mainstreaming);and **4)** an **M&E Expert**.

All consultants are recruited separately. The overall project formulation guidelines, TORs detailing expected deliverables for each individual team member, and the concept note/Project Identification Form (PIF) will be provided electronically at the start of the assignment.

# II. SCOPE OF THE WORK

In close cooperation with the Deputy Team Leader, under the direction of the overall Team Leader (international NRM Expert), the Socio-Economic Development Expert will identify suggested target groups to be included in the stakeholder analysis, develop semi-structured interviews for field visits, collect comprehensive baseline data on the social, cultural, economic and political conditions of targeted individuals, households, and communities as well as lead and advise on the stakeholder analysis and consultations and prepare a gender analysis. The Socio-Economic Development Expert will furthermore prepare inputs and support the development of final PPG deliverables, as agreed with the Deputy PPG Team Leader.

# III. EXPECTED OUTPUTS AND DELIVARABLES

Based on the scope of work above, the Socio-Economic Development Expert is expected to ensure the delivery of the following:

1. Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
   1. Overview of suggested target groups, including local farmers, fishermen and households based near critical biodiversity areas. This information will feed into the stakeholder analysis.
   2. Develop **semi-structured interviews** to be conducted during the field visits, tailored to the specific target interviewees.
   3. Collect **comprehensive baseline data** on the social, cultural, economic and political conditions of targeted individuals, households, and communities. This should include household size and composition, average income, educational level, predominant sources of livelihood/economic activities. The socioeconomic assessments will be used to determine historical and current patterns of use, values, resource-dependency, and perceptions of biodiversity conservation and SLM/SFM, in order to predict the social and economic implications of management actions taken as part of the project.
   4. Initial feasibility assessment for the development of **alternative income generating activities** (e.g. related to non-timber forest products (NTFP), organic agro-forestry using native species, bee-keeping, ecotourism, etc., including activities that can contribute to CCM such as improved kiln and stove production).
   5. Lead and advise on the **stakeholder analysis and consultations** and ensure that they are complete and comprehensive.
   6. Prepare the **gender analysis** and work closely with the Team Leader to ensure its findings are meaningfully integrated into the project’s strategy, theory of change and results framework.
   7. Support action points, including risk assessments from the **UNDP Social and Environmental Screening Procedure** (SESP), and update that screening in an iterative fashion throughout the PPG as appropriate.
   8. Support completion of **any additional studies** that are determined to be needed for the preparation of the ProDoc and all other final outputs.

1. Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
   1. Prepare the **Stakeholder Engagement Plan**.
   2. Contribute to the updated the **SESP**, as needed, based on assessments undertaken during Component A.
   3. Support the development of **environmental and/or social management plan(s)** for risks identified as Moderate or High in the SESP.
   4. Prepare the **Gender Action Plan and Budget**.
   5. Support the agreements on project management arrangements.

1. Validation Workshop (Component C):
   1. Contribute to the validation workshop.
   2. Support all necessary revisions that arise during the workshop, as appropriate.

1. Final Deliverables:
   1. Detailed socio-economic assessment as specified above.
   2. Detailed Gender Mainstreaming Plan for the project, including plans for improving gender equality and women’s empowerment, which will be also fed into SESP.
   3. Detailed stakeholder engagement plan and appropriate inputs into the final UNDP-GEF Project Document and GEF CEO ER

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| **Expected Outputs and Deliverables** | **Target due dates** | **Payment %** |
| 1. Detailed work plan based on the objectives and approaches outlined above, to be submitted to the Deputy Team Leader and the PPG Team Leader for review within five days of contract signature. | By 5th of June 2018 | 20 |
| 2. Prepare semi-structured interviews tailored to the specific target interviewees | June 2018 | 10 |
| 3. Support to PPG TL field mission, including participation in stakeholder meetings. | By end of June 2018 | - |
| 4. Draft stakeholder engagement plan and gender analysis, action plan and budget, based on detailed baseline information regarding the social, cultural, economic and political conditions of targeted individuals, households, and communities. | August 2018 | 30 |
| 5. Participation in the ProDoc validation workshop, and support all necessary revisions that arise during the workshop, as appropriate. | October 2018 | - |
| 6. Final Stakeholder engagement plan and gender action plan and budget submitted to Deputy PPG Team Leader. | December 2018 | 40 |

# IV.MANAGEMENT AND INSTITUTIONAL ARRANGEMENTS

The Socio-Economic Development Expert shall work closely with the Deputy PPG Team Leader under the direction of the overall PPG Team Leader and the rest of the national consultants team, as well as the client (UNDP and MANRLF/Project Preparation Working Group (PPWG). S/he will receive guidance from the Deputy PPG TL regarding the delivery of specific tasks as outlined above. The consultant will report to the Deputy Team Leader. The expected frequency of progress reporting is monthly.

The consultant may make field visits to consult with key stakeholders in the project areas as appropriate in consultation with UNDP. UNDP will coordinate field visits during the field Missions. In general, the methodology will be consultative in nature with a two-way communication maintained between the experts and stakeholders.

**V. DURATION OF THE ASSIGNMENT**

This assignment is planned for a total of 35 working days between June 2018 - December 2018.

# VI. REQUIRED QUALIFICATIONS AND COMPETENCIES

1. Academic Qualifications:
   * Master’s degree or higher in a relevant field, such as Economics, Development Studies, Sociology or similar.

1. Experience
   * Minimum 10 years of demonstrable relevant experience in the technical area of socio-economic development, stakeholder engagement and gender mainstreaming;
   * Excellent technical writing and communication skills.

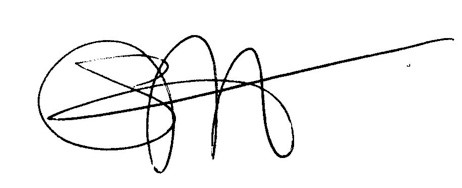
1. Language
   * Fluency in written and spoken English and Kiswahili.

1. Functional Competencies
   * Demonstrated ability to plan, organize logically, effectively implement and meet set deadlines
   * Good interpersonal and communication skills, including a demonstrated ability to set out a coherent argument in presentations and group interactions
   * Conceptual and strategic analytical capacity coupled with good writing skills
   * Ability to work in teams, as well as in complex environments
   * Proven experience in participatory processes and in facilitating dialogue between Government, Development partners, private sector and civil society
   * Understanding of GEF functioning and procedures
2. Compliance with UN Core Values
   * Demonstrates integrity by modelling the UN’s values and ethical standards.
   * Promotes the vision, mission, and strategic goals of UNDP.
   * Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. Treats all people fairly without favouritism

# XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP

**This TOR is approved by:** Saskia Marijnissen



Regional Technical Adviser - Ecosystems & Biodiversity

Global Environmental Finance Unit

Bureau for Policy and Programme Support

UNDP Regional Service Centre for Africa

**Date** 12 May 2018