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GEF FSP Project Preparation Phase

Strengthening the enabling framework for biodiversity mainstreaming and mercury reduction in small scale gold mining operations

Terms of Reference

National Project Preparatory Grant (PPG) Coordinator

Type of Contract:	Individual Contract
Languages Required:	English
Post level:	National Consultant
Duration:	65 days during July 18, 2018 – 30 June 2019
Location:	Home based
Application Deadline:	9 July 2018 (Midnight NY, USA time)

I. BACKGROUND

Guyana maintains high levels of forest with an estimated 87% forest cover or 18.4 million hectares. The Guyana Highlands are considered one of the four largest contiguous and intact forested ecoregions, and form part of the Amazon forest. Two globally important ecoregions are found in Guyana. Biodiversity levels in Guyana's forests are extremely high.

While forest cover remains high, deforestation and forest degradation rates have increased substantially since the 1990s. Eighty-five percent of the recorded deforestation and 87% of forest degradation is due to mining. Various types of mineral and non-mineral mining take place, including gold, diamonds, bauxite and sand, among others, and the possibility of mining low-value minerals and rare earth is being explored. However, it is the gold mining sector that is leading to the most significant negative impacts on the country's forests, biodiversity, and health of its watersheds. Gold mining is primarily carried out by small -scale miners. There are over 16,000 small scale miners, and due to their location in the vast interior and institutional barriers, much of the activity is uncontrolled, unplanned and haphazard.

The government of Guyana through the Ministry of Natural Resources has requested UNDP to provide support in the design, preparation and elaboration of one Full Size project from Guyana's STAR allocation under GEF-6 funding.

UNDP's Sustainable Development Cluster of the Bureau for Policy and Program Support (BPPS) is responsible for providing leadership and technical support for the delivery of the Environment and Sustainable Development pillar of UNDP's Strategic Plan. Its main focus is on helping countries develop the capacity to fully incorporate environmental sustainability into development at national and local, but also global and regional, levels.

UNDP, acting as an implementing agency of GEF, is providing assistance to Guyana in the preparation of the GEF Full Size Project (FSP). The objective of the GEF Project Preparation Grant (PPG) is to

develop the project concept into a full project: “Strengthening the enabling framework for biodiversity mainstreaming and mercury reduction in small-scale gold mining operations”.

In accordance with UNDP procedures, UNDP is hiring a team of consultants to develop the ProDoc and CEO Endorsement for the project for submission to the GEF Secretariat fully compliant with the applicable GEF guidelines and standards.

The purpose of the PPG is to fully design the activities, outputs, and outcomes of the ‘Strengthening the enabling framework for biodiversity mainstreaming and mercury reduction in small-scale gold mining operations’ full size project and to fully develop a full set of project documentation, including UNDP project document and GEF CEO endorsement document, for submission to UNDP and GEF. The GEF templates and guidelines can be found at: http://www.thegef.org/gef/guidelines_templates

2. DESCRIPTION OF RESPONSIBILITIES

The National PPG Coordinator be responsible for executing tasks as necessary to facilitate the process of gathering relevant information for the development of the Project Document, The Coordinator would therefore also be responsible for the planning, coordinating, monitoring, reporting and providing overall strategic guidance required for the successful completion of this assignment within the specified time.

Within the framework of this terms of reference, the National PPG Coordinator is expected to perform the following tasks and duties:

Activities:

- Coordinating the work of other national consultants, ensuring that they have the inputs necessary to carry out their work and ensuring the timely delivery of their final products with the expected quality;
- Reviewing the deliverables of the other consultants and providing feedback as needed;
- Liaising with stakeholders to secure institutional commitments in terms of co-financing letters and the letter of endorsement;
- Gathering information on relevant baseline projects and on how the project will coordinate and share information with these other projects, including the REDD+ project, among others, in coordination with the stakeholder and institutional consultant;
- Provide inputs into the project’s communication and knowledge management strategy;
- Liaising with national counterparts to obtain budget figures as necessary and support pluriennial planning of project activities;
- Arranging meetings to come to agreement on project management arrangements. As part of these meetings, it will be important to assess lessons learned from previous GEF projects in the country with a view to identifying ways to strengthen execution capacity.
- Leading the organization of the PPG inception and validation workshops, convening all relevant stakeholders.
- Providing administrative and logistic support for supportive stakeholder meetings and field work, including travel arrangements.

The national project development coordinator will work in close coordination with all national consultants as well as with the International Project Design Expert to ensure that the relevant information is being collected and is fed to the International Project Design Expert. The national coordinator will also work in close collaboration with key government agencies.

3. Expected Outputs:

The key products to be delivered are as follows:

1. Regular progress reports (every two weeks) describing achievements in terms of PPG team coordination, definition of management arrangements and administrative and logistical support provided.
2. Co-financing letters for the project,
3. Information on baseline projects,
4. Review of consultants' deliverables, among other tasks

4. Payment for Services

Payment will be based on the consultant's daily professional fee.

I. Responsibility for Managing the People and the Work Plan

The principal responsibility for managing the consultant will lie with the Programme Analyst - Energy, Environment and Extractive Industries (EEEEI), under the overall supervision of the Deputy Resident Representative, UNDP Guyana and with the support of the Regional Technical Advisor at the UNDP Regional Hub in Panama as needed. The consultant would report directly to the Programme Analyst, UNDP Guyana and would also be guided by the needs of and provide support to the project's International Design Consultant and team.

6. Competencies

Technical work

- Strong expertise in environmental management.
- Experience in developing institutional arrangements for national projects.
- Familiarity with the International Conventions addressing biodiversity conservation and mercury.
- Experience in drafting multi focal area UNDP/GEF project proposals would be an asset.
- Ability to pick up new terminology and concepts easily.
- Familiarity with GEF policies, templates and requirements for FSPs.

7. Qualifications

Education

- Master's degree or higher in environmental science, environmental management, environmental engineering or other relevant field;

Experience

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- Minimum 3 years of demonstrable experience in coordinating consultancy teams for the design of projects. Demonstrable experience in supporting UNDP/GEF project design would be an asset.
- Minimum 2 years of demonstrable experience in mining or relevant sector or environmental management
- Strong interpersonal and communication skills; commitment to team work and to working across disciplines with a diverse array of stakeholders;
- Experience in managing the work of a team against tight timelines
- Experience supporting the organization of events and workshops

- Good understanding of the GEF rationale and procedures;
- Ability to explain complex issues to UNDP staff and external partners;

Languages

Excellent drafting ability and presentation and communication skills, both oral and written in English.

8. Application procedures

Qualified candidates are requested to apply by **9 July 2018** by sending their application packages to procurement.gy@undp.org with the subject line “Strengthening the enabling framework for biodiversity mainstreaming and mercury reduction in small scale gold mining operations”.

The application should contain:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position and a **brief methodology** on how you will approach and conduct the work. Please paste the letter into the "Resume and Motivation" section of the electronic application.
- **Completed PII form** including past experience in similar projects and contact details of referees, please upload the PII instead of your CV. (a template can be downloaded from http://www.undp.org/content/dam/undp/library/corporate/Careers/PII_Personal_history_form.doc);
- **Financial Proposal*** - specifying a total lump sum amount for the tasks specified in the financial proposal. The financial proposal shall also include a breakdown of this lump sum amount (number of anticipated working days, travel – international, per diems and any other possible costs)

*Please note that the **financial proposal is all-inclusive** and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination, office costs and any other relevant expenses related to the performance of services). All envisaged international **travel costs** must be included in the financial proposal. **This excludes field travel to coastal and hinterland communities within Guyana.***

***Payments** will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.*

*Individual Consultants are responsible for ensuring they have **vaccinations**/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN **security directives** set forth under dss.un.org*

***General Terms and conditions** as well as other related documents can be found under: <http://www.undp.org/home/jobs>*

*Qualified **women** and members of **minorities** are encouraged to apply.*

Incomplete applications will not be considered. Please make sure you have provided all requested materials.

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

Date:

Shabnam Mallick
Deputy Resident Representative
United Nations Development Programme
42 Brickdam & United Nations Place
Stabroek,
Georgetown
GUYANA

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- 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 CV or Personal History Form (PII) which I have duly signed and attached hereto as Annex I;
- 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, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- e) I hereby propose to complete the services based on the following payment rate: [*pls. check the box corresponding to the preferred option*];
- f)
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- g) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- h) 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;

i) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

j) 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*];

k) If I am selected for this assignment, I shall [*pls. check the appropriate box*]:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

l) I hereby confirm that [*check all that applies*]:

- ☐ 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

m) 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.

- n) *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.
- o) 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 PII Form
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

**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
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

Breakdown of Cost by Deliverables*

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount
Deliverable 1		
Deliverable 2		
....		
Total	100%	USD

**Basis for payment tranches*

PII – Personal History Form

INSTRUCTIONS Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.		UNITED NATIONS DEVELOPMENT PROGRAMME PERSONAL HISTORY FORM <i>(for Service Contracts and Individual Contracts)</i>							
I. Family Name		First Name		Middle name		Maiden name, if any			
2. Da Mo Yr Date of Birth		3. Place of Birth		4. Nationality (ies) at birth		5. Present nationality (ies)			
6. Sexe									
7. Height		8. Weight		9. Marital status Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow <input type="checkbox"/> Divorced <input type="checkbox"/>					
10. Permanent address		11. Present Address (if different)		12. Office Telephone No.					
Telephone No.		Telephone No.		Office Fax No.					
Fax No.		Fax No.		Office E-mail No.					
13. Do you have a spouse and/or child? YES <input type="checkbox"/> NO <input type="checkbox"/> if the answer is "yes", give the following information:									
NAME		Date of birth		Relationship		NAME			
14. Have you taken up any legal permanent status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", which country?									
15. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:									
16. Are any of your relatives employed by UNDP, any other UN organization or any other public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information:									
NAME		Relationship		Name of International Organization					
17. What is your preferred field of work?									
18. KNOWLEDGE OF LANGUAGES. What is your mother tongue?									
OTHER LANGUAGES		READ		WRITE		SPEAK		UNDERSTAND	
		Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily

19. For clerical grades only <i>Indicate speed in words per minute</i>					List any office machines or equipment you can use			
Typing Shorthand	English	French	Other languages					

20. EDUCATIONAL. Give full details - N.B. Please give exact titles or degree in original language.				
A. UNIVERSITY OR EQUIVALENT Please do not translate or equate to other degrees.				
NAME, PLACE AND COUNTRY	ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Mo./Year	Mo./Year		
B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g. high school, technical school or apprenticeship)				
NAME, PLACE AND COUNTRY	TYPE	ATTENDED FROM/TO		CERTIFICATES OR DIPLOMAS OBTAINED
		Mo./Year	Mo./Year	
21. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS				
22. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (Do not attach)				
23. EMPLOYMENT RECORD: Starting with your present function, list in reverse order every employment you have had. Use a separate block for each FUNCTION. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last and present FUNCTION.				
A. PRESENT FUNCTION (LAST FUNCTION, IF NOT PRESENTLY IN EMPLOYMENT)				
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/Y EAR	MONTH/Y EAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				

B. PREVIOUS FUNCTION (*IN REVERSE ORDER*)

FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL		
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES					
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL		
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES					
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL		
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES					
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL		
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES					
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:	
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL		
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES					

FROM MONTH/YEAR	TO MONTH/YEAR	SALARY PER ANNUM STARTING FINAL		EXACT TITLE OF YOUR FUNCTION:
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
FROM MONTH/YEAR	TO MONTH/YEAR	SALARY PER ANNUM STARTING FINAL		EXACT TITLE OF YOUR FUNCTION:
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
FROM MONTH/YEAR	TO MONTH/YEAR	SALARY PER ANNUM STARTING FINAL		EXACT TITLE OF YOUR FUNCTION:
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				
FROM MONTH/YEAR	TO MONTH/YEAR	SALARY PER ANNUM STARTING FINAL		EXACT TITLE OF YOUR FUNCTION:
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
DESCRIPTION OF YOUR DUTIES				

24. DO YOU HAVE ANY OBJECTIONS TO OUR MAKING ENQUIRIES OF YOUR PRESENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>		
25. ARE YOU NOW, OR HAVE YOU EVER BEEN A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer if "yes", WHEN?		
26. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications. <i>Do not repeat names of supervisors listed in item 24.</i>		
FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION
27. STATE ANY OTHER RELEVANT FACTS IN SUPPORT OF YOUR APPLICATION. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.		
28. HAVE YOU BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES <input type="checkbox"/> NO <input type="checkbox"/> If "yes", give full particulars of each case in an attached statement.		
29. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.		
<div style="display: flex; justify-content: space-between;"> DATE: _____ SIGNATURE: _____ </div>		
NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.		