



*Empowered lives.
Resilient nations.*

TERMS OF REFERENCE

International GEF Project Design Specialist Reducing Climate Vulnerability of Coastal Communities of Myanmar through an Ecosystem-based approach (Project Formulation)

Assignment Title	International GEF Project Design Specialist (Team Leader)
Project	Reducing Climate Vulnerability of Coastal Communities of Myanmar through an Ecosystem-based approach (Project Formulation)
Type of Contract	Individual Contract (International)
Contract Period	60 days, 19 November 2018 – 30 August 2019
Supervisor	Chief of Unit (Sustainable and Inclusive Growth)
Location	Home-based, with three travels to Myanmar (TBC)
Country	Myanmar

A. BACKGROUND

Myanmar has embarked on a major transition towards democracy, market style economy and peace. Myanmar has low middle-income status (LMIC) and is committed to lifting itself out of Least Developed Country (LDC) status within the next seven years. Following the implementation of the first ever UNDP Country Programme during 2013-2017 and as a key development partner of the government of Myanmar, UNDP will implement a new UNDP Country Programme for the period 2018-2022, striving to deliver on a large and relevant Programme portfolio that is responsive to the main development challenges facing the country.

The UNDP Myanmar Sustainable and Inclusive Growth Team anchors UNDP's Programme portfolio in these areas of sustainable and inclusive growth issues (including economic growth, environment, climate change and disaster risk reduction) and provides thought leadership on cross-cutting development issues in Myanmar, and globally, to ensure that UNDP's mandate of convening development partners in support of the national development agenda, informed by a commitment to the 2030 Agenda and the Sustainable Development Goals, is amplified by internal knowledge, research, and stand-out policy advice.

Given the importance of enhancing the local resilience through thematic and practical integration of DRR and CCA in a wider development context of Myanmar, UNDP developed a project concept (PIF) "Reducing Climate Vulnerability of Coastal Communities of Myanmar through an Ecosystem-based approach" in collaboration with the Ministry of Natural Resources and Environmental Conservation (MONREC) and in consultations with the relevant line ministries/departments and

Rakhine State Government. The PIF, approved by GEF secretariat, focuses on mainstreaming Ecosystem Based Adaptation (EBA) into local planning processes to foster sustainability transitions.

A Project Preparation Grant (PPG) has been obtained to carry out necessary analyses and prepare the full-fledge project proposal. In order to ensure the results of the project preparation work, UNDP is seeking an international specialist for project development as a PPG Team Leader to produce a project document along with a set of relevant evidence based analyses for submission to the GEF. The approved PIF will be the basis for developing a fully formulated project proposal. The proposed project anticipates activities to;

1. Mainstream EBA into sub-national and national development policies, laws, and institutional functions;
2. Strengthen the capacities and knowledge of broad stakeholder groups required for employing effective and participatory EBA to enhance the local social and ecological resilience; and
3. Link EBA activities to Disaster Risk Reduction (DRR) efforts such as community-based DRR and people-centered Early Warning Systems (EWS) and lessons documentation to be shared with the wider public and stakeholders.

In doing so, the project will introduce EBA as an integral component in the country's approach to climate change adaptation, thereby strengthening recognition of the importance of natural ecosystems for climate change risk management, as well as maintenance of socio-economic benefits and conservation of biodiversity.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

Under the supervision of the Chief of Unit (Sustainable and Inclusive Growth) and technical support of the UNDP-GEF Technical Advisor, the GEF Project Design 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 coordinating the GEF PPG Team's work and managing all consultants, working closely with M&E and Project Technical Coordinator. S/he will take a lead role in designing project activities that promote EBA drawing on technical analyses of biodiversity threats and conservation needs as well as a quick institutional mapping.

UNDP Myanmar will lead the project development process and manage the GEF PPG budget in full consultation with the UNDP-GEF Technical Adviser. The GEF project preparation team will be composed of the following two international and five national consultants:

- International GEF Project Design Specialist (Team Leader)
- International Disaster Risk Reduction and Climate Change Adaption Specialist
- National Specialist in Project Technical Coordinator and M&E
- National Specialist in Community Based Disaster Risk Management
- National Specialist in Social and Environmental Safeguards
- National Specialist in Stakeholder Engagement and Gender
- Project Development Associate

In executing necessary preparation of the full-fledge project proposal, the International Project Design Specialist will carry out the following tasks;

1. Overall management of the GEF PPG Team

Interested persons are requested to submit their financial proposals quoting their **daily fees** noting the following conditions:

1. The contract price is fixed regardless of changes in the cost components
2. Payments will be made upon submission of timely deliverables and certification of payment form, and acceptance and confirmation by the supervisor

Deliverable No.	Description of deliverables	Timeline	Payment
Deliverable 1	Upon satisfactory submission of an inception report which includes a work plan for the whole process of developing UNDP-GEF full project document;	15 December 2018	20 %
Deliverable 2	Completion of all required technical studies and reviews (Component A) and first draft UNDP-GEF project document	28 February 2019	40 %
Deliverable 3	A final comprehensive UNDP-GEF project document and GEF CEO endorsement request (following GEF/UNDP format, and including GEF tracking tools and all required project specific appendixes).	15 June 2019	40 %

G. RECOMMENDED PRESENTATION OF OFFER

Interested persons are requested to submit the following documents as part of their application:

1. **Brief description/ cover letter** of why the individual considers him/herself as the most suitable for the assignment. Please paste the letter into the 'Resume and Motivation' section of the electronic application
2. Duly accomplished **Letter of Confirmation of Interest and Firm Indication of Availability** using the template provided by UNDP
3. **P11 Form** indicating all relevant experience as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references. Please use the P11 form provided by UNDP
4. **Financial Proposal** that indicates the daily fees as per the template provided by UNDP

H. CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria shall serve as basis for evaluating offers:

Combined Scoring Method:

Where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%

Technical Evaluation of Proposals:

All applications comprising the information/documentation provided will be evaluated to ascertain the suitability of the applicants to carry out the assignment. Candidates who obtain the minimum of 49 points of the full mark (70 points) will be considered technically compliant and their financial

- Master's degree or higher in a relevant field, such as natural resources management, environmental economics, environmental governance, environmental science or conservation or related field;

Experience:

- Minimum 10 years of demonstrable experience in designing and developing high quality UNDP and GEF biodiversity conservation/Climate Change Adaptation projects (direct project formulation and management is preferable).
- Knowledge of GEF, UNDP policies, procedures and practices (including Social and Environmental Screening and Gender Analysis) and working experience with international organizations or GEF funded projects is a must;
- Work experience in Myanmar is an asset;
- Demonstrated strategic technical and intellectual skills in the substantive area;
- Demonstrated leadership, facilitation and coordination skills, ability to manage technical teams, conduct inclusive stakeholder consultations, and build long term strategic partnerships;
- Proven ability to work effectively in multi-disciplinary and multi-cultural teams;
- Strong interpersonal and written and oral communication skills;
- Past track record/Ability to work independently, deliver timely and quality products; and
- Computer proficiency, especially related to professional office software packages (Microsoft Office)

Language skills:

- Excellent English language skills with strong technical writing skills, effective oral and communication skills

D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

- Under the overall supervision of Chief of Unit, the International Project Design Specialist will report to the Programme Specialist (Sustainable and Inclusive Growth) of the UNDP Country Office in Myanmar as necessary for administrative purpose and to the Regional UNDP-GEF Advisor, and GRSP Chief Technical Advisor for the technical matters.
- The consultant is also required to comply with the UN security directives set forth under <http://dss.un.org>
- The consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The consultant will be responsible to bring his/her own laptop computer for use during this assignment; the consultant must have access to reliable internet connection
- Payments will be made upon submission/completion of prescribed deliverables and certification of payment form, and acceptance and confirmation by the supervisor

E. DUTY STATION AND DURATION OF ASSIGNMENT

This consultancy will be home-based and with three travels to Myanmar; any necessary missions must be approved in advance and in writing by the supervisor. The consultancy will be carried out for 60 days during 19 November 2018 – 30 August 2019.

F. PAYMENT ARRANGMENT

- (j) Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement request, and all mandatory and project specific Annexes, using the required templates;¹
 - (k) Ensure consistency and, where possible, integration with UNDP Myanmar's **Governance for Resilience and Sustainability Project (GRSP) and Rakhine Area-Based Programme**; and
 - (l) Evidence of community and stakeholder consultations must be provided in the form of consultation reports/minutes and signed by the community/stakeholders.
4. Validation Workshop (Component C):
- (a) Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans; and
 - (b) Oversee all necessary revisions that arise during the workshop.
 - (c) Ensure completion of Validation Workshop Report.
5. Final Deliverables:
- (a) Consolidation of all technical and consultation inputs including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;
 - (b) Completion of the GEF CEO Endorsement Request;
 - (c) All documentation from GEF PPG (including technical reports, etc.); and
 - (d) Validation Workshop Report.

Preparation of this key deliverable will include quality control and final formulation of the following indicative sections of a UNDP/GEF compliant project document:

- Theory of Change (The detailed theory of change (ToC), based on the studies and data collection undertaken in Component A, will be developed.)
- Results Framework
- Monitoring and Evaluation (M&E) Plan and Budget
- Stakeholder Engagement Plan
- Gender Action Plan and Budget
- Social and Environmental Standards
- GEF Tracking Tool(s)
- Project Management Arrangements
- Completion of the required official endorsement letters (including 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)

As templates may be subject to change, the international specialist will be required to obtain guidance from the UNDP GEF Regional Technical Advisor and UNDP CO on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF and UNDP CO requirements.

C. EXPERTISE AND QUALIFICATIONS REQUIRED

Academic Qualifications/Education:

¹ Please verify with the UNDP-GEF team that the correct templates are being used.

- (a) Define and submit a **detailed methodology and work plan** in consultation with M&E and Project Technical Coordinator and other consultants with clear delegation of responsibilities for the International Consultants (ICs) and National Consultants (NCs);
 - (b) Ensure that project development is **participatory, conflict-sensitive, gender-responsive and based on extensive stakeholder engagements**;
 - (c) Verify and ensure that all project components are **technically sound and cost effective**; and
 - (d) Draft **Terms of References** for all **project management unit staff**.
2. Preparatory Technical Studies and Reviews (Component A): With inputs from the other national and international 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) Identify and review **institutional gaps** (including formal and informal institutions and enforcement, key stakeholders and their relationships) that need be addressed for mainstreaming EBA to the local institutional arrangements of risk-informed development (state and township levels);
 - (c) Collect and review available data on **ecosystems in the project sites including threats to biodiversity and conservation strategies**;
 - (d) Oversee the **stakeholder analysis and consultations and ensure that they are complete and comprehensive**;
 - (e) 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;
 - (f) 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;
 - (g) Finalise the identification of the project sites, with documentation of selection criteria;
 - (h) Oversee the consultations with partners regarding financial planning; and
 - (i) 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 national and international 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**;
 - (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;
 - (g) Prepare the **required GEF tracking tool(s)**;
 - (h) Secure and present agreements on project management arrangements;
 - (i) Ensure the completion of the required official endorsement letters;

evaluations will be evaluated thereafter. Applications will be scored as per the following breakdown (Total 70 points):

Educational background: 10 points

- Master's degree or higher in a relevant field, such as natural resources management, environmental economics, environmental governance, environmental science or conservation or related field;

Relevant Experience: 55 points

- Minimum 10 years of demonstrable experience in designing and developing high quality UNDP and GEF biodiversity conservation/Climate Change Adaptation projects (direct project formulation and management is preferable) (10 points);
- Knowledge of GEF, UNDP policies, procedures and practices (including Social and Environmental Screening and Gender Analysis) and working experience with international organizations or GEF funded projects is a must (10 points);
- Work experience in Myanmar is an asset (3 points);
- Demonstrated strategic technical and intellectual skills in the substantive area (10 points);
- Demonstrated leadership, facilitation and coordination skills, ability to manage technical teams, conduct inclusive stakeholder consultations, and build long term strategic partnerships (10 points);
- Proven ability to work effectively in multi-disciplinary and multi-cultural teams (4 points);
- Strong interpersonal and written and oral communication skills (4 points); and
- Past track record/Ability to work independently, deliver timely and quality products (4 points)

English language skills: 5 points

- Excellent English language skills with strong technical writing skills

Financial Evaluation of Proposals:

The financial proposals of all the applicants who pass the technical evaluation will be scored. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points}$ for other proposer's fees

The contract shall be awarded to the applicant who receives the highest cumulative score.

I. APPROVAL

This TOR is approved by: Biplove Choudhary, Chief of Unit (Sustainable and Inclusive Growth)

Signature:



Date:



