

TERMS OF REFERENCE

International GEF Project Design Specialist - Team Leader Expert in Biodiversity Conservation & Protected Area Management

Assignment title	International GEF Project Design Specialist Team Leader - Expert in Biodiversity Conservation & Protected Area Management
Project	Enhancing Capacity for Biodiversity Conservation and Protected Area Management
Type of contract	Individual Contract International
Contract period	75 days over a period of 10 months
Supervisor	Environment and Sustainable Development Unit Coordinator
Location	Home based partially with 3 missions to the country
Country	São Tomé and Príncipe

I. BACKGROUND

The United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), has been requested by the Government of São Tomé e Príncipe (GoSTP) in the preparation of the GEF Full Size Project (FSP) "Enhancing Capacity for Biodiversity Conservation and Protected Area Management". The vision of the project is to facilitate a transformative shift where biodiversity is seen as an asset, integrating species protection, sustainable forest and land management within the framework of livelihoods improvement to meet environmentally sustainable development goals.

A Project Preparation Grant (PPG) has been obtained to carry out the necessary analyses and prepare the full-fledged project proposal. In order to ensure the results of the project preparation works, UNDP is seeking an international specialist with demonstrable expertise in biodiversity conservation and protected area management for project development as PPG Team Leader to produce the project document along with a set of relevant evidence-based analysis for submission to the GEF in the last quarter of 2019. The PPG Implementation Plan and Project Identification Form (PIF) will be the basis for the developing the proposal.

II. SCOPE OF WORK AND OUTPUTS/DELIVERABLES

The GEF-Project Design Specialist will lead on the overall Project Preparation process. The consultant will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and GEF CEO Endorsement Request, with

all mandatory and project-specific Annexes and supporting documentation. S/he will be the Team Leader and as such will be responsible for managing all consultants on the PPG Team and coordinating the Team's work, as well as providing the necessary expertise on biodiversity and protected areas management and finance. The team will be formed by another five consultants independently contracted by UNDP, namely:

- Sustainable Land Management & Livelihoods Expert (international)
- Biodiversity Expert (national)
- Policy & Institutional Expert (national)
- Sustainable Land Management & Livelihoods Expert (national)
- Stakeholder Engagement & Gender Mainstreaming Expert (national)

The following lists the overall responsibilities and deliverables that will be expected from the consultant. Note that the UNDP PPG Implementation Plan (PPG IP) provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly.

1) Management of the GEF PPG Team, Field mission and PPG Inception Meeting

- a. Define and submit a **short methodology and work plan** in consultation with the other consultants with clear delegation of responsibilities for the International Consultants (ICs) and National Consultants (NCs);
- 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 (PPG IP Component A): With inputs from the other national and international consultants, as detailed in their respective TORs and the PPG IP:

- a. Update the **baseline/situational analysis** presented in the PIF. 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. 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 national and international consultants, as detailed in their respective TORs and the PPG IP, 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**;
 - d. Develop a detailed **Budget and Procurement Plan**;
 - e. Work with the UNDP CO to select an indicator for one of the outcomes of the IRRF;
 - f. Oversee and ensure the preparation of a **Stakeholder Engagement Plan**;
 - g. Oversee and ensure the preparation of a **Gender Action Plan and Budget**;
 - h. 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;
 - i. Prepare required **tracking tool(s)**;
 - j. Secure and present agreements on **project management arrangements**;
 - k. Ensure the completion of the **required official endorsement letters**; and
 - l. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce **the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes**, using the required templates.¹
- 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.

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

III. EXPERTISE AND QUALIFICATIONS REQUIRED

Academic qualifications:

- Master's degree or higher in a relevant field (e.g. natural sciences, biodiversity conservation, ecology, forestry); a relevant university degree in combination with qualifying experience in the areas related to the project objectives will be accepted in lieu of the post-graduate degree.

Experience:

- Minimum 10 years of demonstrated experience relevant to biodiversity conservation and protected area design and/or management;
- Demonstrated experience in developing high quality GEF-funded projects, preferably on biodiversity conservation and/or PA management. Experience acting as PPG Team Leader for GEF projects would be preferred
- Demonstrated experience working in developing country contexts, preferably in Africa;
- Experience in Small Island Developing States would be an asset;

Mandatory Language skills:

- Demonstrated proficiency in written and spoken English. Selected candidates will be requested to submit evidence of writing skills
- Working knowledge of Portuguese.

IV. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

- The consultant will work under the direct supervision of the Environment and Sustainable Development Unit manager at the São Tome UNDP Country Office (CO), and with a reporting line to the Regional Technical Advisor (RTA) based at the UNDP Service Centre for Africa in Addis Ababa
- A national Working Group will provide guidance to the PPG team, and review and endorse the PPG deliverables. The Working Group is responsible for ensuring that all required deliverables of the PPG exercise are completed on time and in line with national policies and strategies. The UNDP São Tome CO and country's GEF OFP will chair the Working Group.
- The consultant will receive feedback on quality and compliance reviews from the RTA, and support from the CO as well as the ad-hoc National Working Group in terms of local technical content (e.g. access to policy documents, required data, and other relevant information).
- The deliverables shall be submitted according to the agreed timetable to UNDP for review and clearance in collaboration with the RTA and relevant national partners.

- The consultant will be provided with the support from the CO to arrange meetings with relevant stakeholders to the project preparation.
- The consultant will be responsible to bring his/her own laptop and provide for his/her own internet connection for use during the assignment.
- Transportation arrangements within the country for the consultant will be provided by the consultant. Other team members transportation arrangements will be at their own cost.
- Any necessary missions shall be approved in advance and in writing by the supervisor.

V. DUTY STATION AND DURATION OF ASSIGNMENT

This consultancy is home based and includes three missions to São Tomé and Príncipe. It also includes at least one mission from São Tomé to the island of Príncipe (to be determined in consultation with supervisor during the inception stage of the PPG phase).

The consultancy will be carried out over a period of 10 months from December 27th 2018 and October 30th 2019 and it will include 75 working days.

Estimated Timeframe

Activity	Deadline
Contract signature	27 Dec 2018
Submission and agreement on work plan for Project Design and Preparation	10 Jan 2019
Conduct of Mission to São Tomé e Príncipe for Inception Workshop, stakeholder consultations; start of preparatory technical studies and reviews (component A)	21 Jan
Completion and submission of final drafts for all required technical studies and reviews (component A)	1 Jun
Completion and submission of final draft of PRODOC, CEO Endorsement Request and annexes for internal review (Component B)	24 Jun
Mission to São Tomé e Príncipe for Validation Workshop (Component C)	5 Jun
Completion and submission of PRODOC, CEO Endorsement Request and annexes	1 Sep
Revisions of documents following GEF comments	Final deliverables no later than 30 Oct

The finalized documents shall be submitted for GEF CEO Endorsement by 1 September 2019. If additional comments are received from the GEF Council after submission for CEO Endorsement, these shall be addressed by the PPG TL no later than 30 October to ensure that the final deadline for CEO Endorsement of 24 December is met (later submission will result in cancellation of the project).

VI. PAYMENT ARRANGEMENTS

Payments are based upon timely delivery of the services specified in this TOR. The consultant shall receive payment in four installments from UNDP as follows:

- 10% - Upon preparation and acceptance of the Work Plan for Project Design and Preparation specifying the approach and methodology to carry out the consultancy assignment as described in article II.1) of this document;
- 20% - Upon submission of the final Preparatory Technical Studies and Reviews (PPG IP Component A) as described in article II.2 of this document;
- 20% - Upon formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B) and acceptance from UNDP CO, as described in article II.3 of this document using the required templates;
- 20% - Upon clearance by UNDP-GEF RTA of the project documentation fully compliant with the enforced UNDP/GEF rules and standards after its submission to GEF Secretariat. This step includes the consultant's assistance to UNDP in responding to any GEF Sec comments;
- 30% - Upon GEF CEO Endorsement of the Project Proposal.

VII. SUBMISSION OF PROPOSALS

Offerors must send the following documents.

The Proposal must be submitted in English and include the following documents:

1. Technical Proposal

- i. P11 including contact data of at least 3 referees (see attached P11 UN template)
- ii. Cover letter setting out how the proposer meets the qualifications and experience required
- iii. Methodology, approach and workplan/timeline

2. Financial Proposal

- i. Financial Proposal in USD using the attached UNDP Financial Form template

- Interested Candidates must accept UNDP General Terms and Conditions for Individual Consultants (in attachment)
- The above mentioned documents, information and requirements are mandatory and as such are required to form a complete tender. A proposal will be rejected if it is not substantially responsive to the abovementioned requirements;
- The final work plan will be determined through negotiation between the successful bidder and the UNDP São Tome Country Office;
- The GEF Secretariat approved Project Identification Form (PIF) is available here: https://www.thegef.org/sites/default/files/project_documents/Revised_PIF_1.pdf
- The PPG Initiation Plan is attached to this vacancy announcement.
- The UNDP/GEF Project Document template is attached to this vacancy announcement
- Successful as well as unsuccessful bidders will be informed by e-mail as soon as possible after the submission date.
- Queries about the consultancy can be directed to the UNDP Procurement Unit claudio.vicente@undp.org (cc/maria.mendizabal@undp.org)

VIII. EVALUATION CRITERIA

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below.

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant with academic qualifications and language skills /acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation: Technical Criteria 70% (as indicated above in Experience and Qualifications section) and Financial Criteria 30%.

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Assessment Criteria	Points	Percentage
Experience		
At least 10 years demonstrated experience relevant to biodiversity conservation and protected area design and/or management.	15	50%
Demonstrated experience in developing GEF-funded projects, preferably on biodiversity conservation and/or PA management. At least one project as team leader or international expert.	20	
Demonstrated experience working in developing country contexts, preferably in Africa.	10	
Experience in Small Island Developing States	5	
Quality of proposal		
Quality and soundness of proposed methodology and approach (including realistic workplan)	10	20%
	10	
Technical Criteria	70	70%
Financial Criteria – Lowest price	30	30%
TOTAL		100%

ToR Approval

Name: Antonio de Lima Viegas, Assistant Resident Representative - Programme

Signature: _____

Date: _____