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Terms of Reference

Ref: PN/FJ/025/19

Consultancy Title: Environment and Social Impact Assessment Specialist

Project Name: Micronesia Public Sector Buildings Energy Efficiency (MPSBEE) Project

Duty Station: Federated States of Micronesia and homebased
(1 x travel to FSM with travel to 4 island states and 14 days in FSM and 14 days Homebased)

Duration of the Contract

- Number of working days: 28
- Commencement date (tentative): 7th May 2019
- Completion date (tentative): 13th June 2019

Consultancy proposal should be sent via email to etenderbox.pacific@undp.org no later than 25th April 2019 (Fiji Time) clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to procurement.fj@undp.org UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. **Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.**

NOTE: Proposals must be sent to the designated email (etenderbox.pacific@undp.org).

Please do not copy or directly email applications to UNDP staff.

If the selected/successful Candidate is over 65 years of age and required to travel outside his home country; He/She will be required provide a full medical report at their expense prior to issuance to contract. Contract will only be issued when Proposed candidate is deemed medically fit to undertake the assignment.

Objectives

1. To review the initial draft project document of the UNDP-GEF MPSBEE Project and assess the potential environmental and social impacts of the planned project activities (inclusive of those on capacity development and stakeholder engagement), as well as the proposed measures to mitigate pre-determined social and environmental risks.
2. To identify and recommend mitigation measures (preventive and alleviative) that are necessary to address the identified social and environmental risks and impacts, and, the proposed monitoring plan for tracking the results of the implementation of the proposed mitigation measures.
3. To recommend the MPSBEE principles, rules, guidelines and procedures for screening, assessing, and managing the potential social and environmental impacts of the proposed MPSBEE Project activities.
4. To review and update the UNDP Social and Environmental Screening Procedure annex of the MPSBEE Project
5. To prepare the Environmental and Social Management Plan for the specific project activities that are assessed as having moderate to high social and environmental risks.

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 the Federated States of Micronesia (GoFSM) through the Division of Energy, Department of Resources and Development (DE/DRD) to support with the development and implementation the planned GEF Full Size Project (FSP) Micronesia Public Sector Buildings Energy Efficiency (MPSBEE) Project. The objective of the planned project is the improved application of energy conserving and energy efficient techniques and practices in the design, retrofit, operation & maintenance of public sector buildings. The project consists of four substantial components, namely: 1) Energy Conservation and Energy Efficiency Policies and Regulations Improvements in Public Sector Buildings; 2) Energy Performance Monitoring and Evaluation of Public Sector Buildings; 3) Energy Conservation and Energy Efficiency Improvements in Public Sector Buildings; and 4) Energy Conservation and Energy Efficiency Capacity Building in Public Sector Buildings. The project concept, including a project preparation grant (PPG), was approved by the GEF in August 2017, a logical framework analysis (LFA) workshop was conducted in December 2017, and, in February 2018 the PPG Team Leader - Project Development Specialist visited the Federated States of Micronesia for the first time. The project document was submitted for GEF approval in August 2018 and re-submitted in December 2018 post-GEF review. As part of the detailed project design, inputs from an environmental and social impact specialist are required to finalize the annex to the UNDP-GEF Project Document and the GEF CEO Endorsement Request Document.

Scope of Work

The expected outputs of the consultancy are:

1. Report on the assessment of potential environmental and social risks and impacts of the proposed activities (inclusive of those on capacity development and stakeholder engagement) presented in the draft project document of the UNDP-GEF MPSBEE Project.
2. Report on the suggested mitigation measures (preventive and alleviative) that are necessary to address the identified social and environmental risks and impacts, and the proposed monitoring plan for tracking the results of the implementation of the proposed mitigation measures.
3. Report on the proposed principles, rules, guidelines and procedures for screening, assessing, and managing the potential social and environmental impacts of the proposed MPSBEE Project activities.
4. Reviewed and updated UNDP Social and Environmental Screening Procedure annex of the MPSBEE Project.
5. The Environmental and Social Management Plan for the project, specifically targeting specific project activities that are assessed as having moderate to high and social and environmental risks.

Activities for the consultancy will include, but not necessarily be limited to the following (in relation to specific deliverables):

INCEPTION NOTE

- Summarize the understanding of the consultant about the consultancy assignment and associated tasks by providing comments on this TOR; outline the final proposed approach and methodology(ies); provide the final work plan for the consultancy assignment; and identify any issues crucial to the viability of the consultancy. Subsequently, if required and approved by UNDP Pacific Office in Fiji and DE/DRD the proposed consultancy approach and activities can be elaborated, modified, etc.).

DEBRIEFING NOTES

- Summarize key findings, conclusions and recommendations (vis-à-vis successful completion of this consultancy) for the mission in the Federated States of Micronesia.

SOCIAL AND ENVIRONMENTAL SCREENING PROCEDURE

- Review the preliminary UNDP Social and Environmental Screening Procedure (SESP).
- Review the MPSBEE PIF and Project Results Framework.
- Review the initial draft SMARTEN UNDP-GEF Project Document, including annexes, particularly the one on the SESP.
- Summarize relevant baseline social and environmental data and identify and estimate the extent and quality of available data, key data gaps, and, uncertainties associated with predictions.
- Assess the scope of the area(s) to be studied and describe relevant social and environmental conditions.
- Consider current and proposed development activities within the project area(s) that are not directly

connected to the project, and the social and environmental issues (if any) related to such projects.

- Assess and consider all relevant social and environmental risks and potential impacts of the project, including those related to UNDP's Overarching Policy and Principles and Project-level Standards (SES).
- Analyze alternatives, including: 1) compare feasible alternatives (including an "without project" situation) to the proposed project site(s), technology, design, and operation regarding their potential social and/or environmental impacts; 2) assess the alternatives' feasibility of mitigating the adverse social and/or environmental impacts; 3) estimate the capital and recurrent costs of alternative mitigation measures, and their suitability under local conditions; 4) outline the institutional, training, and monitoring requirements for the alternative mitigation measures; 5) for each of the alternatives, to the extent possible quantify the social and/or environmental impacts and attach economic values; and, 6) set out the basis, including criteria, for selecting the particular detailed project design.

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN

- Review the template and requirements of the [UNDP Environment and Social Management Plan \(ESMP\) – Indicative Outline](#).
- Identify measures and actions in accordance with the mitigation hierarchy that avoid, or if avoidance not possible, reduce potentially significant adverse social and environmental impacts to acceptable levels.
- Identify monitoring objectives and specify the type of monitoring with linkages to the impacts assessed in the environmental and social assessment and the mitigation measures described in the ESMP.
- Describe institutional arrangements, identify which party is responsible for carrying out the mitigation and monitoring measures, and, where support for strengthening social and environmental management capability is identified, recommend the establishment or expansion of the parties responsible, the training of staff and any additional measures that may be necessary to support implementation of mitigation measures and any other recommendations of the environmental and social assessment.
- Outline measures to engage in meaningful, effective and informed consultations with affected stakeholders.
- For all four above aspects (mitigation, monitoring, capacity development, and stakeholder engagement), provide: a) an implementation schedule for measures that must be carried out as part of the MPSBEE project, showing phasing and coordination with overall project implementation plans; and, b) the capital and recurrent cost estimates and sources of funds for implementing the ESMP.

ENVIRONMENTAL AND SOCIAL MANAGEMENT FRAMEWORK (ESMF) DOCUMENT

- Review the template and requirements for the [UNDP Environmental and Social Impact Management Framework – Indicative Outline](#).
- Specify the most likely applicable social and environmental policies and requirements for reviewing and addressing potential social and environmental issues and impacts of specific project activities, sub-projects, policies, or regulations to be adopted during implementation.
- Specify how those requirements will be met through procedures for the screening, assessment, approval, mitigation, monitoring and reporting of social and environmental risks and impacts associated with the activities to be supported.
- Describe mechanisms to provide stakeholders and potential affected communities avenues to provide feedback or grievances, and receive responses, regarding the implementation of specific activities, policies, or regulations.
- Define the monitoring and evaluation arrangements in order to monitor the implementation of the ESMF and specific social and environmental management plans/measures.
- Outline budget required to implement the ESMF.

ENVIRONMENTAL AND SOCIAL SCREENING TABLE

- Consult the [UNDP Social and Environmental Screening Template](#).
- Based on the results of the above-mentioned activities, provide answers to the following questions as per the Social and Environmental Screening Template: 1) How Does the Project Integrate the Overarching Principles in order to Strengthen Social and Environmental Sustainability?; 2) What are the Potential Social and Environmental Risks?; 3) What is the level of significance of the potential

social and environmental risks?; 4) What is the overall Project risk categorization?; 5) Based on the identified risks and risk categorization, what requirements of the SES are relevant?, and, 6) What social and environmental assessment and management measures have been conducted and/or are required to address potential risks (for Risks with Moderate and High Significance)?

- Fill-in the Social and Environmental Risk Screening Checklist.

Resources Provided

UNDP

- Management of the PPG Team, including coordination of the assignments of the various consultants.
- Review of draft deliverables, including ensuring that UNDP-GEF requirements are met.
- Provision of background information, including documents.
- Review of draft deliverables, including checking that UNDP-GEF requirements are met.

Division of Energy, Department of Resources and Development (DE/DRD), Government of the Federated States of Micronesia

- Desk space and access to phone (local calls).
- Assistance for setting up meetings.
- Provision of relevant information, including documents.
- Commenting on draft deliverables.

Supervision/Reporting

The consultant will be contracted by UNDP and report to the Team Leader, Resilience and Sustainable Development (RSD), UNDP Pacific Office in Fiji (or his/her designate) and the UNDP Regional Technical Advisor, UNDP Bangkok Regional Hub.

Requirement for Qualifications & Experience

- University degree (or equivalent) in on Environmental Science, Environmental Studies, Environmental Engineering or a related field relevant to the tasks required.
- Min 10 years of relevant and practical working experience with environmental and/or social impact assessments.
- Substantial, relevant and practical working experience in UNDP/GEF project development, including design.
- Substantial, relevant and practical working experience in Small Island Developing States (SIDS) and/or other developing countries. Working experience in the Federated States of Micronesia is an asset.
- Excellent working knowledge of written and spoken English.

Payment Schedule

Deliverable	Percentage of Total Price (Weight for payment)	Due Date
Final version of the Inception Note	10	To be determined (TBD) based on proposed work plan.
Final version of the MPSBEE Social and Environmental Screening Procedure (SESP) Annex	20	TBD
Final version of the MPSBEE Environment and Social Management Plan (ESMP) Document	25	TBD
Final version of the MPSBEE Environmental and Social Impact Management Framework (ESMF) Document	25	TBD
Final version of the MPSBEE Social and Environmental Table	20	TBD
Total	100%	

Evaluation

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.

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of the pre-determined set of weighted technical and financial criteria specific to the solicitation.

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Qualifications	Points	Percentage
Minimum university degree (or equivalent) on Environmental Science, Environmental Studies, Environmental Engineering or a related field relevant to the tasks required	10	10%
Experience		40%
Minimum 10 years of experience with environmental and/or social impact assessments	15	
Extent of experience with UNDP/GEF project development, including design	15	
Extent of experience in the Federated States of Micronesia, Small Island Developing States (SIDS) and/or other developing countries	10	
Quality of Proposal		20%
Quality and soundness of the proposed approach/methodology	10	
Realistic work plan, including time schedule	10	
Technical Criteria		70%
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

Proposal Requirements**Technical Proposal**

- A statement of how the applicant meets the qualifications and experience requirements.
- A Detailed CV with contact details of minimum 3 referees
- Proposed methodology/approach including preliminary work plan (covering deliverables, key activities and due dates).

Financial Proposal

- A completed Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment including Annex A: Breakdown of Cost by Components.

Consultant must send a financial proposal based on a **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the Individual Consultants (IC's) duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs. In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources. In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the IC, prior to travel and will be

reimbursed

Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Pacific Office in Fiji website (www.pacific.undp.org)

Women candidates are encouraged to apply

Interested Candidates must accept UNDP General Terms and Conditions for Individual Consultants