

Terms of reference

A. Project Title: Strengthening the integration of HIV and health issues in environmental and social assessments in Ghana

B. Background

In 2013, UNDP in partnership with the African Development Bank agreed on a joint African initiative aimed at strengthening the integration of Health (HIV) and gender issues in environmental and social assessments for large capital projects. This demand driven initiative is now in 14 African countries with varying levels of implementation in line with unique country contexts. The correlation between the execution of large capital projects and increased health vulnerabilities especially HIV among women and girls in project receiving communities, and mostly male construction workers prompted the commencement of this initiative.

Large capital projects are defined as multi-million dollar infrastructure projects such as roads, bridges, pipelines, dams, airports, harbors and port, mines, power generation or large-scale commercial agricultural schemes that requires large numbers of temporary migrant labor and whose impact may be felt beyond the physical location of the project. Most countries in Africa are currently investing hugely in infrastructure as this would 'boost economic growth, improve the social wellbeing of populations, and promote regional integration'. Environmental and Social Impact Assessment (EIA) is a unique tool for predicting the impact of large capital projects and serve also as a basis for developing plans to mitigate undesirable effects of these projects. It is thus imperative that as Africa begins to reap the gains of modernization, the health (HIV), and gender components of environmental and social assessments are strengthened to prevent the potential devastating effects of these investments on communities.

In Ghana, the idea for the project was mooted by the Environmental Protection Agency (EPA) in 2012 after a regional technical meeting in Tunis. Actual steps towards implementation of the project started in November 2014, when UNDP held national consultations with 15 key stakeholders to establish the relevance or otherwise of such a project in Ghana. A cross section of stakeholders from government agencies, ministries, CSOs and development partners were consulted. Discussions with these stakeholders (EPA, the ministries of health, lands and natural resources, gender and social protection, roads and highways and environment) revealed the gaps inherent in the current system of environmental and social assessment and how HIV and other health issues could be better integrated. As a follow up to the very successful national stakeholder consultations, a broader advocacy meeting involving a larger number of stakeholders was organized in February 2015. This meeting created a platform for all stakeholders in the EIA process to deliberate on the connections between the execution of large capital projects and health, HIV and gender vulnerability. Using the Environmental Assessment Barometer for Africa, key gaps in the current EA system were further shown and an action plan hinged on eight key areas developed to address the noted gaps.

C. Prioritized actions for 2015

Based on discussions with EPA, 2 key action points have been selected for 2015 namely-

- Development of the certification guidelines for ESA consultants and,
- Development of a HIV and health module for selected tertiary institutions teaching the next crop of environmentalists.

Certification of ESA consultants is deemed crucial to ensure that anyone who conducts environmental and social assessments has the basic required skills to adequately integrate HIV and health issues in their assessments. Further, the development of HIV and health modules in tertiary institutions would ensure that environmentalists are exposed to these concepts early on in their training. A work plan to guide the implementation of these activities has also been subsequently developed.

D. Scope of work for the consultant

It is expected that the consultant would lead the process of developing the guidelines for the certification process for ESA consultants based on the already developed work plan.

Specifically, the consultant would have to:

- Conduct a desk based review of two countries who have developed consultant certification system
- Conduct a quick scan of the Ghana situation to help provide background data for the formulation of the certification guideline using primary and secondary data collection methods
- Design a draft certification guideline for Ghana
- Present the draft certification process for validation by expert stakeholders
- Finalize the draft guidelines based on recommendations by expert stakeholders
- Submit final guidelines to EPA

E. Expected outputs and Deliverables

- The expected deliverables may be described as follows
- A literature review and situational analysis report within 1 week of contract signing
- A draft certification guideline for validation by expert stakeholders (EPA, IAIA etc) within 2 weeks of contract signing

Deliverables/ Outputs	Estimated Duration to Complete	Target Dates	Due	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)
Literature review and Situational analysis	1 week	1 week after signing of contract		Programme specialist HIV health and development
Draft certification guidelines for validation	1 week	2 weeks after signing of contract		Programme specialist HIV health and development

E.

Institutional Arrangement

The consultant's work would be supervised by the program specialist HIV, health and development in UNDP Ghana. The consultant would liaise with EPA and IAIA in the course of the assignment. A draft certification guideline prepared by the consultant would also be presented to the expert stakeholders for validation during the course of duty

F. Duration

The consultancy is for 10 working days. Tentative start and end date is 14th September 2015 and 28th September, 2015.

G. Qualifications

- Advanced university degree (masters or above) in environmental science, social science or any relevant field
- At least 7 years of progressive professional experience in the field of environmental and social impact assessments
- Demonstrable understanding of the linkages between health including HIV, gender and large capital projects
- Strong understanding of the environmental regulatory regime in Ghana
- Demonstrable experience in research, analysis and writing reports
- Ability to manage time effectively and adhere to deadlines
- Excellent written, communication and presentation skills

H. Scope of price proposal and payment schedule

Schedule of payment is as follows:

Deliverable/Action	Payment
Signing of contract	20%
Completion of literature review and draft certification guideline	20%
Submission of a draft certification guideline	60%

Payments are all inclusive, this implies that all costs (professional fees, travel costs, communications, etc.) that could possibly be incurred by the contractor are factored into the final amounts submitted in the proposal.

I. Recommended Presentation of Offer

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services [Note: this is optional for support services];
- d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

J. Criteria for Selection of the Best Offer

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30% would be used in selecting the ideal candidate.

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

The award of the contract would 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 490 points will be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>	70%	700
Academic Qualifications	20%	200
Professional Experience	35%	350
Quality of written samples	15%	150
<u>Financial</u>	30%	300