

Consultant - UNDP GEF Preparation Grant: International Team Leader & GEF Project Development Specialist

Location :	Home Based with Some Travel to Republic of Congo
Application Deadline :	30-April-16
Practice Area	Biodiversity and Ecosystems
Type of Contract :	Individual Contract
Post Level :	International Consultant
Languages Required :	English, French
Starting Date : (date when the selected candidate is expected to start)	At contract signing
Duration of Initial Contract :	Up to 45 effective working days in 2016
Expected Duration of Assignment :	Up to 45 effective working days in 2016

Background

In mid-2015, the Council for the Global Environment Facility (GEF) approved, as part of its "Programmatic Approach" titled Global Partnership on Wildlife Conservation and Crime Prevention for Sustainable Development, a Child Project Concept for the Republic of Congo with UNDP as the selected GEF agency. The project has the following titles and reference:

UNDP-GEF Project Title: **Integrated and Transboundary Conservation of Biodiversity in the Basins of the Republic of Congo (Congo Republic).**

Reference short title: **PIMS 5612 Congo Wildlife Trade**

See more information about the GEF's Programme here:

www.thegef.org/gef/project_detail?projID=9071

Refer to the approved Child Project Concept for Congo here:

<http://bit.ly/1OnqFjW>

The project's target GEF funding is \$3.1M and it has been duly endorsed by the Government of Congo.

The full project to be developed on the basis of the Child Project Concept will be implemented by the Ministry of Forest Economy and Sustainable Development with support from UNDP and key management agencies at the focal PAs and landscapes (to be selected during the PPG phase).

The project's objective is to build Congo's capacity for protection of key persecuted species (such as forest elephants) and natural resources management through increased capacity and coordination of key law enforcement agencies (for wildlife and general crime) at both national and site level, and supporting sustainable rural development and conservation through a landscape approach in key poaching hotspots. This will be achieved through the delivery of three integrated components, including:

- o Improving the effective management of globally significant protected areas in the Congo Basin
- o Strengthening capacity for effective PA and Illegal Wildlife Trade governance in Congo, and
- o Reducing poaching and illegal trade in threatened species [site level].

Project Preparation Process

The project responds to national priorities and its PRODOC needs to be prepared in alignment with international wildlife crime strategies and in close collaboration with key government partners in several institutions, financing partners, research entities, the private sector and in particular with the CSOs responsible for the management of targeted protected areas.

In order to prepare the required documentation for the final approval of the project, a Project Preparation Grant (PPG) provided by the GEF is being implemented with clear and realistic targets and deliverables.

The GEF submission documentation to be prepared consists of a complete UNDP Project Document (PRODOC) and a CEO Endorsement Request form, to be duly filled in on the basis of the PRODOC, which takes precedence. These two key documents are to be accompanied along with co-financing letters, indicator tracking tools for the applicable GEF focal areas and social-environmental risk screening, using UNDP's methodological procedure.

All PPG consultants share the responsibility of mobilizing co-financing and forging partnerships useful for the project. They are expected to work as a team to implement the following activities:

PPG Activity 1: Baseline review

PPG Activity 2: Site-level engagements and assessments to strengthen wildlife protection against IWT

PPG Activity 3: Design of a capacity-building programme for IWT law enforcement in Congo

PPG Activity 4: Assess baseline investment, project risk, develop the strategy, budget and consolidate the project documentation for submission

The PPG phase will be implemented between **may 2016 and November 2016**. Consultants are expected to start work in **May 2016** and follow a detailed chronogram.

The final deadline for delivering the complete and finalized UNDP-GEF documentation for the internal review by government, partners and **UNDP is 30 November 2016**. This deadline is non-negotiable.

Duties and Responsibilities

Function as the International PPG Team Leader, working in close collaboration with the national and international consultants, Ministry of Forest Economy and Sustainable Development and UNDP in Congo, with the main goals of producing the overall GEF documentation, assuring the quality and timeliness of the process.

NB. The proposed project contains several activities which are similar to or closely aligned with the World Bank-GEF project, **‘Strengthening the management of wildlife and improving livelihoods in northern Republic of Congo’** – particularly with regards to national-level activities. The incumbent will be required to discuss and clarify with the leader of the WB-GEF project and relevant Government departments the coordination and alignment of aims and activities in order to avoid any overlap or conflict.

The incumbent will be required to:

Lead the implementation of the following PPG Activities **for the Congo PRODOC**:

(1.1) PPG Inception workshop

3.3) Design and cost activities to strengthen law enforcement and natural resources management (community-based as far as possible) in selected sites (for Components 1 and 3 of project)

3.5) Apply the relevant GEF Tracking Tool (TT) to selected PAs, for use in the indicator framework

4.1) Financial baseline assessment

4.3) Negotiate and finalize the management arrangement for the project in collaboration with the UNDP Country Office, the government and CSOs

- 4.4) Leverage the project's co-financing
- 4.5) Compose relevant and required chapters in the PRODOC for national validation
- 4.6) PRODOC Validation Workshop
- 4.7) Completion of project documentation in view of submission to the GEF

Co-lead, together with other PPG consultants, the implementation of the following PPG Activities:

- 3.2) Design and cost activities to strengthen coordination and implementation of law enforcement (including investigation and intelligence, regional and trans-border collaboration, arrests, prosecutions and convictions) – at national level (for Component 2 of project)
- 3.3) Design and cost activities to strengthen law enforcement and natural resources management (community-based as far as possible) in selected sites (for Components 1 and 3 of project)
- 3.4) Stakeholder engagement for draft design and costing of activities to strengthen institutional capacity to reduce poaching and illegal trafficking of large mammals

Support other PPG consultants with the implementation of the following PPG Activities:

- 1.2) Conduct comprehensive review of current policies, legislation and practices of forest and biodiversity conservation and management in Congo

Review of current means and modes (and capacity) of law enforcement with respect to wildlife crime

- 2.1) Stakeholder engagement and baseline studies in significant protected areas in the Congo Basin and more specifically in Messok Dja PA – local councils, site managers, supporting NGOs, local communities, private sector
- 2.2) Assessment of other NPs in Congo to determine suitability/need for local establishment of Ranger Training Centres, Wildlife Crime Units and other law enforcement teams (for Component 3 of project)
- 3.1) Design/update national strategies for PA management and for combating poaching and the illegal wildlife trade, in line with relevant international strategies (for Component 2 of project)
- 3.5) Apply the relevant GEF Tracking Tool (TT) to selected PAs, for use in the indicator framework
- 3.6) Assess the capacity of prospective project CSO implementing partner to play this role – to be tendered out [role: to coordinate the management consultancy]
- 4.2) Apply the UNDP Social and Environmental Safeguards (SESP) screening to the content of the PRODOC

Manage PPG phase budgeting, accounts and financial reporting

According to UNDP requirements and guidelines

DELIVERABLES

Specific Deliverables for which the incumbent will have lead responsibility include primarily the UNDP Project Document, plus the respective GEF CEO Endorsement Request and annexes, approved by the relevant agencies, and including (but not limited to) the following groups of deliverables:

Deliverables 1) Background, draft core strategy: *To be delivered by 20th May*

- Key chapters in the PRODOC Situation Analysis following a logical structure and typical presentation in a PRODOC, including a detailed analysis on the barriers to achieving the long-term solution proposed in the project. (Sections will be either contributed by international consultants, or based on reports written by national consultants, or need writing from scratch):
 - o Introduction
 - o Context and problem being addressed (refer to PRODOC structure template for sub-chapters herein)
 - o Barrier Analysis and Long Term Solution
 - o Baseline Analysis (financial part subject to refining)
 - o Stakeholder Analysis
- Critical review of project outcomes and outputs in close collaboration with UNDP-GEF RTA.

Deliverables 2) Fully-fledged strategy and indicators, budget, safeguards, articulation of benefits and other related PRODOC chapters. (Sections will be either contributed by international consultants, or based on reports written by national consultants, or need writing from scratch): *To be delivered by 31st July 2016, along with a refinement of deliverables in group #1*

- Fine-tuning of the project's baseline, including of the status quo and of the baseline finance.
- Detailed descriptions of project outcomes, outputs and activities, with deliverables, timing, cost estimates (where possible and applicable), and proposed implementation responsibilities.
- To include determination of funding options for community livelihoods – GEF SGP or MCG programme
- Definition of project indicators and their hierarchical and logical organization within the Strategic Results Framework (log frame), with their baseline and, where possible, target values duly assessed (aligned with the indicators in the overall Programme Framework Document for the IWT programmatic approach).
- Inclusion of selected UNDP 'Strategic Plan: Integrated Results and Resources Framework' (SP IRRF) Output and Indicator(s) – Output 1.3 or Output 2.5 (see UNDP guidance) – on cover page of PRODOC, ensuring alignment of project indicators to the SP IRRF indicator (to be discussed with Country Office).
- Overall project budget(s), in required formats and with detailed budget notes (in excel).
- Summary of local, national and global biodiversity benefits of project.

- TOR for envisaged knowledge products.
- Gender, Replication Sustainability considerations.
- Analysis of project risks and corresponding mitigation measures.
- Cost effectiveness analysis.
- Application of UNDP's Environmental and social screening of UNDP supported, GEF/LDCF/SCCF/NPIF financed projects (format and examples to be provided by UNDP-GEF RTA)
- Project Monitoring and Evaluation Plan.

Deliverables 3) Conclusion of the incremental analysis, fine-tuning of log frame, institutional anchoring, TOR and response to comments: *To be delivered by 31 October 2016, along with co-financing letters.*

Note: initial RTA clearance will be provided approx. 3 weeks from delivery date (i.e. by 21 November 2016). Inputs from incumbent may still be required in November and December 2016.

- Capacity assessments of partners checked for quality control.
- All of the remainder PRODOC chapters completed, including the following:
 - o Implementation Arrangements
 - o Monitoring and Reporting
 - o Links to relevant templates and M&E learning resources
 - o Standard chapters (5.1 Legal clause; 5.2 Audit Clause; 5.3 Communication and visibility requirements)
 - o Total Budget and Work plan (with notes and in excel)
 - o Project Fit (building from PIF)

Essential project annexes:

- TORs for consultants and service providers
- GEF Tracking Tools – BD (including METT), LD, SFM, CCM. To include assessment of baseline carbon stocks (supported by UNDP global team if required)
- List of PPG Studies
- Incremental reasoning
- Links and synergies with other initiatives
- Strategy for stakeholder engagement
- Methodology developed and applied to determine the dollar value for the In Kind contribution to be made by Community-Based Organizations around focal PAs and landscapes
- Co-financing effectively mobilized, with all letters checked and totals calculated, plus non-English letters duly translated
- Participation in the validation workshop
- All previously completed PRODOC chapters adjusted on the basis of feedback, in particular all elements of Log frame fine-tuned, with confirmed indicators' baseline and targets.
- UNDP CO supported for the final negotiations on the management arrangements for the Full Project, in view of capacity assessment results.
- Response to comments from GEF Secretariat, STAP and Council members.
- CEO Endorsement Tables completed in Excel.

An abridged version of the PRODOC (composed of key chapters from the situation analysis and the project strategy) will be presented during the planned validation meeting.

Proposed schedule of fee payments:

- Contract signature: 10%
- **1st June 2016**, upon clearance of Deliverables Group 1: 45%
- **15 Aug 2016**, upon clearance of Deliverables Group 2: 25%
- Final payment expected by **10 Dec 2016**, upon clearance of complete CEO Endorsement documentation (Deliverables Group 3): 20%

Note on sub-contracting:

Given the intensity of the work required within a very short time frame, **the IC holder can opt to subcontract parts of the assignment to max. one other professional assisting consultant (as per IC Terms and Conditions Clause #6)**, but must be responsible for the overall quality and review of the final product. The profile and CV of the assisting consultant will need to be presented to UNDP as part of the overall technical and financial proposal.

Note on missions

The assignment will include at least two missions to Congo, including meetings in Brazzaville (1-2 week in total) and visits to some of the project sites (lasting normally 2-2.5 weeks). A third mission will be deemed necessary, as the PPG progresses.

Indicatively, the missions will take place as follows (noting some flexibility on dates, but summing maximum 6 weeks):

- 1st mission, with 2-3 weeks duration: arriving prior to working week starting on **1st April 2016**;
- 2nd mission, with 2-3 weeks duration: **in June 2016** (exact working weeks to be defined);
- Optionally a 3rd mission, with 1 week duration: in **August 2016**, in connection with the Validation Workshop (exact working weeks to be defined).

The scheduling of travel dates should reflect an attempt to maximize the number of week days in the country.

Competencies

- Promoting ethics and integrity, creating organizational precedents;
- Building support and political acumen;
- Building staff competence, creating an environment of creativity and innovation;

- Building and promoting effective teams;
- Creating and promoting enabling environment for open communication;
- Leverages multi-disciplinary, institutional knowledge and experience;
- Creates and cultivates networks of partners to promote UNDP's image;
- Performed analysis of political situations and scenarios, and contributes to the formulation of institutional responses;
- Leverages different experiences and expertise of team members to achieve better and more innovative outcomes;
- Strong analytical and writing skills;
- Ability to communicate effectively in order to communicate complex, technical information to both technical and general audiences;
- Skills in negotiating effectively in sensitive situations;
- Skills in achieving results through persuading, influencing and working with others;
- Skills in facilitating meetings effectively and efficiently and to resolve conflicts as they arise.

Required Skills and Experience

Profile required (max 100 points in total):

Education:

- Master degree in a relevant field such as social sciences, biodiversity, land use management and ecosystem services (either with ecological or socio-economic background) and with professional specialization in issues of biodiversity, sustainable landscape management and wildlife crime. (max. 10 pts)

Experience:

- At least 15 years of overall professional experience, with incremental responsibilities, preferably with some experience in the UN system. (max. 15 pts)
- At least 7 years of experience and in-depth knowledge of biodiversity and sustainable landscape management issues in the context of project design, management or oversight at the international level, is an eliminary requirement. (max. 15 pts)
- Demonstrated track record in the preparation of documents, project proposals, evaluation reports and, preferably also, publications within the theme of biodiversity, wildlife crime, ecosystem services and land-use is a highly sought qualification for this position. (max. 25 pts)
- Knowledge of environmental issues, policies and programs in Eastern Africa is preferred, but not

required. (max. 10 pts)

- Specific experience with GEF project development, with a demonstrated track record in preparation of PRODOCs, is an eliminary requirement. (max. 15 pts)

Language:

- Excellent mastery of written English is an eliminary requirement. (max. 10 pts). Good working level of oral French will award 2/3 of max points for this aspect, while excellent skills in written French will award full points. (max. 10 pts).

Profile required (max 100 points in total)

Application Submission Process:

Submission must be online following the instruction given on the website. Please submit the following to demonstrate your interest and qualifications. Please note that all the documents below must be submitted as one PDF file.

- P11 (required), 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;
- Personal CV (optional);
- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided [see link further down];
- Financial proposal (All-inclusive daily fee): Interested individuals are kindly requested to submit an all-inclusive daily consultancy fee.

Travel: All envisaged international travel costs must be included in the financial proposal in a separate line, though not the cost of in-land travel, which will be handled directly by the UNDP Country Office.

Application Evaluation Process

Individual consultants will be evaluated based on the Cumulative Analysis methodology [weighted scoring method], where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

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

Technical Criteria weight; [70%]

Financial Criteria weight; [30%]

Only Individual Consultants obtaining a minimum of 70% of the obtainable 100 points in technical

evaluation would be considered for the Financial Evaluation.

Technical Evaluation Criteria: Adequacy of Profile (Max 100 points)

General Conditions of Contract for the ICs:

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>

UNDP Personal History form (P11) required of all applicants:

http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

Letter of Confirmation of Interest and Availability

https://www.dropbox.com/s/789q1hvdrdgwqqc/PPG_Cons_Letter%20of%20Interest%20and%20Availability.docx?dl=0