
TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

GENERAL INFORMATION

Services/Work Description:	International Consultant for Revision of Guidelines for Integrating HIV and Gender related issues into Environmental Assessments in East and Southern Africa
Project/Program Title:	UNDP RSC Health and gender sensitive ESIA's project
Post Title:	International Consultant (IC)
Consultant Level:	Level C (Senior Specialist)
Duty Station:	Home-based
Expected Places of Travel:	None
Duration:	35 working days distributed over 4 months
Expected Start Date:	Immediately after Signing the Contract and/or indicate range of months the consultancy assignment will commence

I. BACKGROUND / PROJECT DESCRIPTION

Lessons from past projects, clearly show that the execution of large capital projects frequently requires the resettlement of local communities, causes induced in-migration of job seekers and contract workers, and changes local sexual networks. These structural shifts increase the health risks and vulnerabilities such as HIV for construction workers, miners, truck drivers, women, girls and sex workers. Additionally, large projects such as gold mining operations have the propensity to induce tuberculosis due to excessive exposure to silica by mine workers.

Most countries in Africa have laws and policies requiring proponents of such large capital projects to conduct an environmental and social impact assessment (ESIA). The inclusion in the analysis of determinants of health – especially HIV, TB, malaria and their implications for women, men, boys and girls – has been found to be weak. This omission includes understanding the risks and vulnerabilities of impacted communities and in the way that the risks are managed on the ground. This is despite the fact that the continent shoulders more than two-thirds of all global infections and carries a disproportionately high share of the global malaria burden. For instance in 2015, the region was home to 88% of malaria cases and 90% of malaria deaths.


Although large development finance institutions and national environmental management authorities have tried to include health and gender in the environment and social impact assessment processes and safeguards systems, these have been found to be inconsistent and not comprehensive enough to rival the intensity of analysis, formulation of measurable mitigation measures, investments and commitments accorded the biophysical components of ESIA's. This could be attributed among others to:

- inadequate capacities within the ESIA practice and in management authorities,
- lack of clarity as to the role of the developer in addressing social mitigation issues vis-a-vis governments,

- lack of commitment by policy makers and management authorities to fully create the required partnerships necessary to address the social impacts associated with large capital projects comprehensively,
- absence of policy or standard procedures and guidelines on how the issues of health and gender should be addressed coherently and in an integrated manner.

The urgent need to address health, HIV and gender issues in infrastructure investments through environmental and social impact assessment processes is central to the technical and strategic partnership between United Nations Development Programme (UNDP), the African Development Bank (AfDB) and the African Union Commission (AUC). This partnership was created after the development of a guideline (2013) on integrating HIV and gender related issues in environmental assessments in the eastern and southern Africa, which aims specifically to guide the integration of HIV and its gender dimensions in ESIA's in a region that occupies less than 5% of the world's population but shoulders more than 60% of all global HIV infections.

At the second technical meeting on health and capital projects in Pretoria organized by the AUC, AfDB and UNDP brought together a pool of experts to share and discuss emerging trends, tools and topics necessary to improve the understanding of health and gender equality impacts within ESIA's in Africa. At this meeting, it was recommended that scope of the health and social implications associated with large capital projects be broadened to include other communicable diseases such as malaria, TB, hepatitis C, as well as non-communicable diseases (NCDs), and the linkages of these to migration and occupational health. It also recommended that a holistic approach to the health and social impacts of the current development boom on the continent be pursued by the joint initiative in order to secure sustained socio-economic development in the region. This is because the health impacts (HIV, malaria, TB, NCDs and occupational health) of such projects on the workforce and the local population (particularly women and girls), both during and after construction has been proven to be very significant. Yet there appears to be little progress in consciously tackling this challenge during the planning and implementation stages of such projects.

In 2015, African Heads of States endorsed the AIDS Watch Africa Technical Experts recommendation that urges "Member States to improve the integration of HIV/AIDS, TB, Malaria and Gender equality responses in the execution of large capital projects (to leverage Public and Private Sector Partnerships to increase domestic financing as part of innovative approaches for sustainable funding for health" 

As a result, the existing guidelines used to train over 800 ESIA experts, practitioners, authorities and civil society organisation (CSOs) need significant revision. In 2015, two background studies were commissioned to serve as background documents for the revision of the existing guideline. These are:

- The health impacts of development
- Review of International Environmental and Social Safeguards to determine the extent of integration of social and health issues

UNDP's overall work in promoting health and gender sensitive ESIA's is expected to contribute to the achievement of SDGs 3,5,6,7,9,11,13 and 16. The revision of the guideline is therefore considered an integral part of this process.

II. SCOPE OF THE WORK

The revision and drafting of the comprehensive Health and Gender Sensitive ESIA Guidelines will mainly be a desk review with extensive discussions and consultations with stakeholders such as WHO (Geneva, Brazzaville, Harare), UN WOMEN, Southern African Institute for Communicable Diseases, (Johannesburg) ILO Addis/Pretoria, UNDP (Addis and HQ) Regional Economic Communities (RECs) (SADC, EAC), AUC, AU

Countries, DFIs etc. Without limiting the scope, the study will also look at health, gender and human rights issues across Africa and will be buoyed by lessons learnt across the globe in integrating such issues into ESIA policy and practice with the view to developing a guideline that will be useful across a wide spectrum of institutions and practitioners.

In executing the assessment, it is expected that the Consultant will;

- Conduct further research into global health targets such as those for NCDs, TB, malaria, human rights, gender as well as existing good practice ESIA, ESMPs, implementation monitoring reports, Strategic Environmental and Social Assessments (SESA), ESIA policies, contracts, objectives, national development plans, documented tendering procedures, instructions, licenses and permits, specifications, records, such as inspection records, meeting minutes, reports on customer complaints, previous assessment reports (if any)
- Review data summaries, analyses, metrics and performance indicators for health, gender and human rights as available;
- Hold interviews /discussions with key stakeholders and CSOs, government ministries, and large developers such as Anglo American and those in the oil and gas sector etc.;
- Review the SDGs and other international agreements, declarations and commitments in the areas of health, gender and human rights;
- Will rely heavily into existing guidelines from other organisations especially IFC to draft the new guideline with proposed M&E indicators for demonstrating results on integrating Health and Gender in EIAs of Large capital projects.
- Liaise closely with UNDP, AfDB and the AUC to finalise the Guideline

III. EXPECTED OUTPUTS AND DELIVERABLES

The consultant will be expected to produce a comprehensive guideline that provides guidance on HOW to integrate health (communicable and non communicable conditions), gender and human rights into ESIAs and SEAs The revised guidelines will be presented and validated by key stakeholders including member states, DFIs and CSOs.

The assignment is intended to update significantly the existing guideline which focuses on HIV and Gender in Eastern and Southern Africa to include broader health issues particularly TB, malaria, NCDs and occupational health. It is also intended that such a revised guideline will be the basis for training and capacity building for experts and national government and management authorities across Africa and would address the cross cutting issues of gender and human rights comprehensively.

Broadly the Consultant will carry out the tasks as per the schedule and estimated budget below:

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Agreement on new structure and scope of content for the new guideline	2 Working days	UNDP HHD Unit
2	Research and writing of new content (partially done, but need more depth, consultation and case studies)	7 Working days	UNDP HHD Unit
3	Complete first draft	15 Working days	UNDP HHD Unit
4	Edit/revise based on comments and produce 2nd draft	5 Working days	UNDP HHD Unit
5	Edit/revise based on comments and produce 3rd draft	3 Working days	UNDP HHD Unit
6	Produce final for publication	3 Working days	UNDP HHD Unit

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Consultants shall report to the HHD Team Leader (Tilly Sellers), who will administratively oversee the assignment. Final outputs will have to be satisfactory to UNDP HHD and its partners. The Task Manager (Benjamin Ofose-Koranteng) and Alternate Task Manager (Annah Rutebuka) will work closely with colleagues from the AfDB and AUC to arrange technical and logistical matters to the extent possible, including, providing information/relevant documentation, liaising with DFIs, Countries, Ministries, and other relevant organs and any other assistance necessary to facilitate the completion of the assignment.

VI. DURATION OF THE WORK

The assignment is expected to be completed within the period beginning of July 2016 and completed towards end of October 2016. It is estimated that the assignment will require 35 person days. The person days will be based on actual days worked.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

- The senior consultant will have at least advanced degree in Development Planning, Environmental Management, and Environmental Science, Social Science or any other related field.

b. Experience:

- Demonstrates capacity to undertake desk research on health, gender, human rights issues, as related to national governments, development finance institutions as well as institutions involved in ESIA globally
- Strong analytical skills and strategic thinking, including a sound understanding of the current regional and country contexts relating to ESIA regulations, status and their application and SEAs
- Understanding of the linkages between health, gender, human rights and ESIA, Environmental and Social Management Plans (ESMPs), SEAs and Environmental and Social Safeguards
- At least 12 years' practical experience in Environmental Assessments and Policy reviews at the highest level
- 10 years' practical knowledge of the Environmental Assessment practices in the Africa region
- Understanding of health impact assessments and social impact assessment as an integral part of environmental assessments
- Familiar with the formulation of environmental management plans
- Proven experience with monitoring of ESMP
- Demonstrated understanding on health and other social impacts including HIV in the execution of capital projects

c. Language and other skills:

- English language fluency and strong writing skills required. Basic knowledge of French and or Portuguese will be an advantage

d. Functional Competencies:

- Excellent skills in facilitation skills, partnerships building and leading group processes involving senior managers
- Ability to work with a team and communicate complex environmental and social (especially health, gender, human rights) issues

e. Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Important Note:

The Consultant is required to have the abovementioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	35	50 pts
▪ Minimum 10 years of experience in similar consultancy projects and/or IC contracts	21	30 pts
▪ Minimum educational background as per the requirement in the ToR	7	10 pts
▪ Ability to discharge the consultancy service within the timeframe as per the ToR	7	10 pts
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Upon submission and approval of agreement on new structure and scope of content for the new guideline	HHD Head of Unit	5.7%
2 nd Installment	Upon submission and approval of research and writing of new content (partially done, but need more depth, consultation and case studies)	"	20%
3 rd Installment	Upon submission and approval of complete first draft	"	42.9%
4 th Installment	Edit/revise based on comments and produce 2nd draft	"	14.4%
5 th Installment	Edit/revise based on comments and produce 3rd draft	"	8.5%
6 th Installment	Upon submission and approval of final for publication	"	8.5%
TOTAL			100%

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed *Table of Contents*. Therefore prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.