INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Contracting Unit: UNDP Suriname

Description of the assignment: International Consultant GEF Project Design Specialist

Division/Department: Improving Environmental Management in the Mining Sector of Suriname, with Emphasis on Gold Mining

Period of assignment/services (if applicable): 56 days over 10 months from 24 November 2016 – 31 August 2017

Location Home based (40 days), Suriname based (16 days – 2 missions - 2 x 8 days’ mission)

Expected Start Date: 24 November 2016

The applicant is requested to submit a proposal (quotation) accompanied by a resume and P11 History form for this particular assignment and a brief methodology on how you will approach and complete the assignment to the following email address procurement.sr@undp.org no later than 17 November 2016 (Midnight NY, USA time) with the assignment name as subject.

Please indicate clearly your availability during period mentioned above

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail address indicated above. UNDP Suriname 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.

1. BACKGROUND

Suriname is the smallest sovereign state in South America with a land area of approximately 163,000 km². It has extremely high levels of tropical rainforest cover, forming part of the Amazon river basin. It is estimated that 90% is still forested, corresponding to approximately 14.8 million hectares (Report to CBD 2012), and it is considered a 'High Forest Cover- Low Deforestation Rate' country. While 13% of the country's land area has been set aside in protected areas, a substantial amount of forest and associated biodiversity is found within productive landscapes. Mining is a vital sector of Suriname's economy and has
grown significantly over the last decade, particularly gold mining, contributing an estimated 1.62 billion USD in 2012 versus 34 million USD in 2000. In 2011, small-scale gold mining was believed to provide 20,000 direct jobs as well as a significant number of jobs in subsidiary services. The majority of mining is taking place in Suriname's Greenstone Belt, in which the majority of gold deposits are believed to be found. Unfortunately, due to its largely unregulated and uncontrolled nature, mining, and in particular small and medium-scale gold mining (SMGM), is causing significant negative environmental impacts on forests, freshwater, fish and other groups of species.

The government of Suriname through the Office of the President has requested UNDP to provide support in the design, preparation and elaboration of one Suriname Full Size project from Suriname STAR allocation under GEF-6 funding as well as other pertinent GEF resources available to support this Multi focal area solution.

UNDP's Sustainable Development Cluster of the Bureau for Policy and Program Support (BPPS) is responsible for providing leadership and technical support for the delivery of the Environment and Sustainable Development pillar of UNDP’s Strategic Plan. Its main focus is on helping countries develop the capacity to fully incorporate environmental sustainability into development at national and local, but also global and regional, levels. The principal areas of work are in environmental mainstreaming, environmental finance, adaptation to climate change, and local governance of resources, including energy.

The objective of UNDP’s biodiversity and ecosystems work is to assist countries to maintain and enhance the beneficial services provided by natural ecosystems to secure livelihoods, food, water and health security, reduce vulnerability to climate change, sequester carbon, and avoid greenhouse gas emissions. Besides the identification and selection of project opportunities and their stakeholders in the Region, this duty includes the design, preparation and elaboration of full GEF project documentation, ready for submission for GEF-6 funding.

The United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), is providing assistance to Suriname in the preparation of the GEF Full Size Project (FSP) “Improving Environmental Management in the Mining Sector of Suriname, with Emphasis on Gold Mining”.

In accordance with UNDP procedures, UNDP is hiring a team of consultants to develop the FSP proposal for ‘Improving Environmental Management in the Mining Sector of Suriname, with Emphasis on Gold Mining’ for submission to the GEF Secretariat fully compliant with the applicable GEF guidelines and standards as part of the GEF Project Preparation Grant (PPG).
The purpose of the PPG is to fully design the activities, outputs, and outcomes of the ‘Improving Environmental Management in the Mining Sector of Suriname, with Emphasis on Gold Mining’ full size project and to fully develop a full set of project documentation, UNDP project document and GEF CEO endorsement document, for submission to the UNDP and the GEF. The GEF templates and guidelines can be found at: http://www.thegef.org/gef/guidelines_templates

2. DESCRIPTION OF RESPONSIBILITIES

The principal responsibility of the international consultant is to contribute to the development of the FSP project document fully compliant with the enforced GEF rules and standards as lead expert on project design, closely collaborating with the national project counterpart team at the National Institute for Environment and Development, the Ministry of Natural Resources, other relevant national stakeholders, national consultant team and UNDP Co on setting Project Preparation implementation strategy.

Within the framework of this terms of reference, the Project Design Specialist is expected to perform the following tasks and duties:

Specific responsibilities include:

- Incorporation of Best practices and lessons learned from previous GEF projects
- Identifying the most strategic, cost-effective project intervention, with input from national experts;
- Defining the Project Strategic Results Framework (with input from national consultants, the national counterparts and UNDP);
- Developing the project Monitoring and Evaluation Plan;
- Identify project incrementality and global environmental benefits;
- Identifying and including strategies for project sustainability;
- The final output of this consultancy will include a complete Project Document, based on GEF guidelines including all relevant sections, including but not necessarily limited to: project context (environmental, socio-economic, legal and policy, institutional); threats; long-term solution and barriers; baseline projects; stakeholder analysis; project rationale and policy conformity; country ownership; design principles and strategic considerations; UNDP comparative advantage; project Objective, Outcomes and Outputs; incremental reasoning, global environmental benefits and socio-economic benefits; key indicators, risks and assumptions; Project Results Framework; total budget and work plan; management arrangements; monitoring and evaluation; legal context; and relevant Annexes, including tracking tools.
- The Project Development Expert will also draft the CEO Endorsement document as per the most up to date template
- Responsible for responding to comments from GEF Secretariat and Council members on the draft Project Document in cooperation with the UNDP/GEF Regional Technical Advisor.
Explore opportunity with IFI (IsDB, WB) and local financial institutions for incentivized use of environmentally responsible mining practices and appropriate technologies.

Identify and explore with existing networks (Guiana Shield Initiative, ACTO, WWF/Gomian, SDSN) and new networks the possibility of greater information and knowledge sharing on ASGM.

Final technical responsibility for social and Environmental Screening

Prepare an indicative Procurement Plan
- guidance to completion of background studies, ensuring they are appropriate in scope and provide required analyses;
- Provide technical and professional support to the national Consultant team and national stakeholders.
- Assume main responsibility for writing the draft project document and CEO request document, with significant input from all local consultants.

Another key role of the project design specialist is to look for other key partners that the project might partner with and seek co-financing from, working closely with the UNDP Country Office and UNDP Regional Hub.

In addition to desk review of the relevant documents the consultant will undertake two missions to the country, in full collaboration with the national project counterpart, team of consultants, UNDP Country Office and Regional Hub. The missions will include:

- Consultations with key partners and relevant sectoral ministries as identified in the PIF;
- Facilitation of project design inception workshop and validation workshop.

3. **Expected Outputs:**

The key products to be delivered are as follows:

1. Detailed Assignment Work plan, including approach and design of consultation and validation workshops (within 3 weeks of start of the assignment by 17th December 2016)
2. Detailed project Results and Resource Framework, including appropriate and smart indicators (within 12 weeks of start of the assignment by 25th January 2017)
4. Payment for Services

The international Project Design Specialist shall receive payment in four installments from UNDP as follows:

1. 25% upon submission and acceptance of the assignment work plan including PPG work plan, design of consultation and validation workshops;
2. 25% upon submission and acceptance of draft project Results and Resource Framework, including appropriate and smart indicators;
3. 30% upon submission and acceptance of the draft UNDP Project Document, including project Results and Resource Framework, GEF Tracking Tool and Request for CEO Endorsement;
4. 20% upon clearance by Regional Technical Advisor of the project documentation fully compliant with the GEF rules and standards and its submission to GEF Secretariat which includes assistance to UNDP with response to any GEF Sec comments.

5. Responsibility for Managing the People and the Work Plan

The principal responsibility for managing the consultant will lie with the Regional Technical Advisor at the UNDP Regional Hub in Panama and with the Program Specialist Energy and Environment UNDP Suriname. The timeframe and duration of activities are estimated to be broken down as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration (estimated) / days</th>
<th>Estimated Timing and deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation of the Assignment Work plan, methodology design of consultation and validation workshops</td>
<td>5</td>
<td>17th December 2016</td>
</tr>
<tr>
<td>Development of Project Results Framework</td>
<td>10</td>
<td>25 January 2017</td>
</tr>
<tr>
<td>Mission 1 – Paramaribo</td>
<td>6</td>
<td>18th January – 26th January 2017</td>
</tr>
<tr>
<td>Preparation of Draft Request for CEO Endorsement</td>
<td>5</td>
<td>27th February 2017</td>
</tr>
<tr>
<td>Activity</td>
<td>Duration (estimated)</td>
<td>Estimated Timing and deadline</td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
<td>----------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Preparation of Draft UNDP Project Document</td>
<td>10</td>
<td>27&lt;sup&gt;th&lt;/sup&gt; February 2017</td>
</tr>
<tr>
<td>Preparation of GEF Tracking Tool</td>
<td>10</td>
<td>27&lt;sup&gt;th&lt;/sup&gt; February 2017</td>
</tr>
<tr>
<td>Mission 2 – Paramaribo (Validation Workshop)</td>
<td>6</td>
<td>13&lt;sup&gt;th&lt;/sup&gt; March – 22&lt;sup&gt;nd&lt;/sup&gt; March 2017</td>
</tr>
<tr>
<td>Finalization of Project Document &amp; CEO request</td>
<td>2</td>
<td>17&lt;sup&gt;th&lt;/sup&gt; April 2017</td>
</tr>
<tr>
<td>Revisions of Documents following GEF comments</td>
<td>2</td>
<td>Until August 31&lt;sup&gt;st&lt;/sup&gt;, 2017</td>
</tr>
<tr>
<td><strong>TOTAL working days</strong></td>
<td></td>
<td><strong>Approx.56</strong></td>
</tr>
</tbody>
</table>

Prior to approval of the Request for CEO Endorsement, UNDP Project Document, and GEF Tracking Tool fully compliant with the enforced GEF guidelines and standards, a draft version shall be submitted for comments to UNDP by 27<sup>th</sup> of Feb. 2017. UNDP and the stakeholders will submit comments and suggestions within 10 working days after receiving the draft. The finalized documents shall be submitted by 17<sup>th</sup> of April 2017 with the aim of getting the project documents all approved by the GEF Secretariat by the end of July 2017, by the end of the assignment.

6. Competencies

**Technical work**

- Strong expertise in Environmental Management.
- Experience in developing institutional arrangements for multi-national projects.
- Familiarity with the International Conventions addressing Climate Change, Desertification and Biodiversity Conservation.
- Experience in drafting multi focal area project proposals.
- Ability to pick up new terminology and concepts easily.
- Familiarity with GEF policies, templates and requirements for FSP.

**Partnerships**

- Maturity and confidence in dealing with senior members of national institutions.
• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
• Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal.
• Excellent coordination skills and result oriented collaboration with colleagues – especially for this case the national level consultants.

Results

• Promotes the vision, mission, and strategic goals of UNDP.
• Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
• Good team player who has ability to maintain good relationships.

7. Qualifications

Education

- Graduate degree in Ecology, Environmental Sciences, Environmental Management, or a closely-related field;

Experience

- Minimum of 10 years’ experience working with developing countries on ecosystems and biodiversity issues;
- Proven experience with GEF project development, implementation and management;
- Experience in the policy development processes associated with environment and sustainable development issues;
- Strong interpersonal and communication skills; commitment to team work and to working across disciplines;
- Good understanding of the GEF rationale and procedures;
- Previous experience with UNDP is a great advantage;
- Previous experience working in Suriname is an asset.
- Ability to explain complex issues to UNDP staff and external partners;

Languages

Excellent drafting ability and presentation and communication skills, both oral and written in English;
8. Application procedures

Qualified candidates are requested to apply by 17th November 2016 by sending their application packages to procurement.sr@undp.org with the subject line “Improving Environmental Management in the Mining Sector of Suriname, with Emphasis on Gold Mining”.

The application should contain:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position and a **brief methodology** on how you will approach and conduct the work (if applicable). Please paste the letter into the “Resume and Motivation” section of the electronic application.

- **Filled P11 form** including past experience in similar projects and contact details of referees, please upload the P11 instead of your CV (a template can be downloaded from [http://www.undpsuriname.org/files/hrforms/P11_modified_for_SCs_and_ICs.doc](http://www.undpsuriname.org/files/hrforms/P11_modified_for_SCs_and_ICs.doc))

- **Financial Proposal** - specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days – in home office and on mission, travel – international and local, per diems and any other possible costs), preferably according to the following template.

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<table>
<thead>
<tr>
<th>Nr. of units*</th>
<th>Units</th>
<th>Rate / USD</th>
<th>Total / USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work in home office**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPG Workplan, Workshops Design</td>
<td>15</td>
<td>man/days</td>
<td>0</td>
</tr>
<tr>
<td>Prod. RCE, and Tracking Tool</td>
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<td>man/days</td>
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<tr>
<td>Work on mission**</td>
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<tr>
<td>Mission 1</td>
<td>6</td>
<td>man/days</td>
<td>0</td>
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<tr>
<td>Mission 2</td>
<td>6</td>
<td>man/days</td>
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<tr>
<td>Sub-total fee</td>
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</tr>
<tr>
<td>Travel costs</td>
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<td></td>
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<td>International travel to and from country/ies</td>
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<td>0</td>
</tr>
<tr>
<td>DSA</td>
<td>12</td>
<td>overnights</td>
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</tr>
<tr>
<td>Sub-total travel costs</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Miscellaneous (communication, printing, visa)</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
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* Estimates are indicated in the TOR, the applicant is requested to review and revise, if applicable.

** Add rows as needed

Please note that the **financial proposal is all-inclusive** and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination, office costs and any other relevant expenses related to the performance of services...). All envisaged **travel costs** must be included in the financial proposal. This includes all travel to join duty station/repatriation travel.

**Payments** will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.
Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives set forth under dss.un.org

General Terms and conditions as well as other related documents can be found under: http://www.undp.org/home/jobs

Qualified women and members of minorities are encouraged to apply.

Incomplete applications will not be considered. Please make sure you have provided all requested materials.