

Terms of Reference

Social and Environmental Safeguards Consultant for Sudan child project under the Africa Mini-grids Program

Duty Station:	Home Based with mission travel to Sudan
Type of Contract:	Individual Contract
Level:	International Consultant
Languages Required:	English
Starting Date:	23 March 2020
Duration of assignment:	Maximum 30 working days through 31 January 2021
Supervisor(s):	UNDP-GEF Regional Technical Advisor (RTA) for Climate Change Mitigation

Background:

The Global Environment Facility (GEF) Council recently approved the Program Framework Document (PFD) for the Africa Mini-grids Program (AMP). The overall program objective of AMP is to support African countries to increase energy access by reducing the cost and increasing commercial viability of renewable energy mini-grids. The program has two main elements:

- A cohort of National 'Child' Projects, each with a set of tailored activities in line with the program's three thematic areas of: (i) policy and regulations; (ii) business model innovation and private sector; and (iii) innovative finance. The program will initially support a first round of 11 national child project concepts approved in the GEF December 2019 work program. These 11 countries are: **Angola, Burkina Faso, Comoros, Djibouti, Ethiopia, Eswatini, Madagascar, Malawi, Nigeria, Somalia and Sudan**. Funding for national child projects has come from GEF STAR resources (9 of the 11 approved concept notes), UNDP TRAC and AfDB Sustainable Energy for All (SEFA), as well as, other co-financing sources;
- A Regional Project, to support the program's national child projects, and the Africa mini-grid market more generally, offering three core sets of activities: (i) knowledge tools for both public and private actors; (ii) tailored technical assistance to countries; and (iii) convening, dissemination, and tracking of progress. The Rocky Mountain Institute is UNDP's main partner for the regional project. Rocky Mountain Institute (RMI) is an impartial not-for-profit organization with a 37-year history of creating market-led energy transformations globally. Its work in mini-grids focuses on reducing cost of service and supporting innovative business models.

The AMP program is broadly focused on supporting appropriate policies and enabling environments, cost-reduction – across hardware costs, soft costs and financing costs, and promoting innovative business models for mini-grids. The programmatic approach aims to achieve greater impact by helping create new mini-grid markets across the continent, which, in aggregate, will create scale and momentum, attracting private sector interest and investment. The programmatic approach will also allow for a broader sharing of good practice and create economies of scale in providing program services. The program will support and facilitate knowledge management and information sharing between the regional project and national child projects, within the program's community of practice, as well as, broader information sharing amongst the larger mini-grid community.

The initial 11 aforementioned countries participating in the program represent a diverse cross-section of African countries: both large as well as smaller markets; Anglophone and Francophone countries; small island developing states; and countries in post-crisis contexts.

The program is structured as four components, across national child projects and the regional child project, as set out in Figure 1 below. This structure allows for a clear results framework for measuring impact across national child projects, with a commonality in outcomes, outputs and indicators in each component.

UNDP is now commencing a detailed project preparation phase expected to last 9-12 months. The PFD was approved by the GEF Council on 20 December 2019. At the end of the preparation phase, UNDP will finalize 9 project documents and CEO endorsements for approval/endorsement by the GEF CEO for the national child projects allocated GEF resources and one project document and CEO endorsement for the regional project supported by the GEF. In the case of Angola and Madagascar, while both projects are officially part of the Africa Mini-grids Program, these two projects are funded separately from the GEF, using UNDP TRAC and AfDB Sustainable Energy Fund for Africa (SEFA) resources. For Angola and Madagascar, UNDP will work closely with the AfDB SEFA team to prepare the required project documentation.

The Project Preparation Grant (PPG) team composition for each national child project will include the following international consultants:

- International UNDP-GEF Project Development (PPG Team Leader);
- International Social and Environmental Safeguards Coordination Consultant;
- International Social and Environmental Safeguards Support Consultant;
- International Social and Environmental Safeguards expert for a high-risk country (only for Sudan);
- Gender Specialist;
- Mini-grids Technical Experts (providing services for all participating child projects).

As per the 2018 GEF cancellation policy, the following key milestones will apply for the project preparation phase for each national child project:

Table 1: Key Dates for the GEF PPG

Milestone	Date	Notes
Internal submission date for all documentation for UNDP-GEF review and clearance	19 October 2020	2 months prior to the first submission deadline and 8 months prior to the program commitment deadline of 19 June 2021
First GEF Submission Deadline for CEO Endorsement	19 December 2020	The first submission must be 6 months before the program commitment deadline. Failure to submit a ProDoc and CEO ER to the GEF Sec by this date will lead to the automatic cancellation of the project by the GEF Secretariat.
CEO Endorsement Deadline after which the project will be cancelled if not endorsed	19 June 2021	GEF Endorsement must be by the program commitment deadline. If the project has not been CEO endorsed by this date, then it will be automatically cancelled by the GEF Secretariat.

UNDP's [Social and Environmental Standards](#) (SES) underpin our commitment to mainstream social and environmental sustainability in our Programmes and Projects to support sustainable development. The objectives of the standards are to:

- Strengthen the social and environmental outcomes of Programmes and Projects;
- Avoid adverse impacts to people and the environment;
- Minimize, mitigate, and manage adverse impacts where avoidance is not possible;
- Strengthen UNDP and partner capacities for managing social and environmental risks;
- Ensure full and effective stakeholder engagement, including through a mechanism to respond to complaints from project-affected people.

A key mechanism to ensure these standards are applied is through UNDP's project-level [Social and Environmental Screening Procedure](#) (SESP) which is a requirement for all proposed projects. The objectives of the SESP are to: (a) Integrate the SES Overarching Principles (human rights, gender equality and environmental sustainability); (b) Identify potential social and environmental risks and their significance; (c) Determine the Project's risk category (Low, Moderate, High); and (d) Determine the level of social and environmental assessment and management required to address potential risks and impacts.

UNDP's SES and SESP came into effect January 1, 2015. All guidance on UNDPs Social and Environmental Safeguards can be found in the [SES Toolkit](#). Pre-SESPs were done for all national child project concept notes developed as part of the PFD submission and all child projects – with the exception of Sudan – were classified in the pre-SESP as medium-risk. Sudan received a high-risk classification in the pre-SESP.

UNDP, in collaboration with the participating Governments, seeks to engage a qualified International Social and Environmental Safeguards Expert to support the PPG team leader in the finalization of the Social and Environmental Screening Procedure (SESP) for the Sudan child project and to prepare the Environmental and Social Management Framework (ESMF) for the Africa Mini-Grids Program. The consultant will also prepare an Indigenous Peoples' Plan, with the support of national consultants who will collect data for all relevant national child projects. The International Social and Environmental Safeguards Expert for Sudan will work with the PPG team leader for Sudan to finalize the required screening assessment and ESMF for the Sudan child project.

Task:

The Social and Environmental Safeguards consultant will support the PPG Team Leader to conduct the necessary assessments to identify potential environmental and social risks, ways to avoid negative environmental and social impacts where possible, and where risk avoidance is not possible, to identify appropriate mitigation and management measures, in line with the UNDP Social and Environmental Standards.

The consultant will:

- 1) Support the PPG Team Leader for Sudan in updating the Social and Environmental Screening Procedure (SESP);
- 2) Design the ESMF for Sudan including Indigenous Peoples Plan. The Consultant will collect and coordinate content from country level analyses, including indigenous people considerations, and legal and institutional frameworks for Sudan.

Responsibilities:

The list below outlines key responsibilities and deliverables of this contract:

A. Preparatory Technical Studies and Reviews (Component A)

- Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader for Sudan, including:
 - Review the pre-screening (SESP) of the Concept Note;
 - Agree to a project-specific safeguards approach, workplan and mission schedule (as needed) with the PPG Team Leader, UNDP Sudan Country Office and the UNDP-GEF Regional Technical Specialist (RTS);
 - Familiarize other PPG team members with UNDP's SES and specific requirements, as appropriate;
 - Update the SESP and develop the draft ESMF, in line with [UNDP's Guidance Note on Assessment and Management](#);
 - Finalize the ESMF for Sudan based on inputs from the national consultants carrying out stakeholder consultations and review of legal and institutional frameworks;
 - Support the PPG team leader in updating and finalizing the SESP report based on the ESMF;
 - Assist and/or advise the PPG Team in applying Free, Prior and Informed Consent (FPIC) where required. Complete an Indigenous Peoples Plan based on FPIC for Sudan.

B. Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):

- Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader to ensure alignment with and consideration of safeguards, including but not limited to, Risk Table and "Risks and Assumptions" section, Relevant project Outcomes and/or Outputs, and Terms of Reference for the project team. The consultant is also expected to provide guidance, and provide inputs, to the Gender Specialist during the preparation of the Stakeholder Engagement Plan, Gender Analysis and Action Plan, and to carry out an Indigenous Peoples Plan.

C. Validation Workshop (Component C):

- Contribute to the preparation of the validation workshop (no mission required);
- Support all necessary revisions that arise during the workshop, as appropriate.

Expected Outputs and Deliverables:

Table 2. Deliverables, estimated duration, dates, fee percentage and required approvals

	Deliverables	Duration	Tentative Dates	Fee (%)	Review and Approvals Required
1	Draft Environmental and Social Management Framework ¹ for Sudan including Indigenous Peoples Plan	17 days	30 June 2020	57%	UNDP COs and RTS
2	Inputs to Sudan ProDoc and CEO ERs, including annexes	7 days	31 July 2020	23%	UNDP COs and RTS
3	Submission of the ESMF document, as part of the CEO ER package, to UNDP-GEF Directorate for technical clearance and submission to GEF SEC for CEO endorsement for Sudan	3 days	30 September 2020	10%	UNDP COs, RTS and PTA
4	Address comments from GEF SEC relevant to Sudan	3 days	31 January 2021	10%	UNDP COs and RTS
	Total	30 days			

Information on Working Arrangements:

- The consultant will be home-based with mission to Sudan;
- The consultant will report to, and be directly supervised by, the relevant Regional Technical Advisor for Climate Change Mitigation and Energy at the Addis Regional Hub, and will receive directions from and coordinate closely with UNDP's Senior Advisor on Environmental Finance and Private Sector Development;
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will work in close coordination with the Social and Environmental Safeguards Coordination Consultant and PPG Team leader to finalize the overall ESMF;
- The Consultant will closely interact with the other consultants hired as part of the PPG Team;
- The Consultant will be responsible for providing her/his own workstation (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection;
- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked (with a "day" calculated as 8 hours of work) and outputs delivered.

¹ **IMPORTANT:** For child projects that have a high-risk rating, the draft ESMF must be posted for public disclosure. At the end of the disclosure period the Safeguards Specialist must address comments and finalize the ESMF.

Travel:

- Missions to Sudan with an estimated duration of 5 days (including travel days) is required;
- Mission travel must be approved in advance and in writing by the Supervisor;
- The [BSAFE course](#) must be completed before the commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when traveling to certain countries, as designated by the [UN Medical Director](#);
- Consultants are also required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>;
- The consultant will be responsible for making his/her mission travel arrangements in line with [UNDP travel policies](#);
- All travel expenses related to mission travels will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations for consultants. Costs for mission airfares, terminal expenses, and living allowances should not be included in financial proposal.

Competencies:**Corporate**

- 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.

Functional

- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner;
- Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Excellent analytical and organizational skills;
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner;
- Works well in a team;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback.

Qualifications:**Education**

- Master's Degree or higher in a relevant field, such as Environment, Renewable Energy, Environmental Sciences, Development or a related discipline (Max 15 points).

Experience

- Minimum 10 years of demonstrable experience related to social and environmental safeguards and/or impact assessment in an international development context (Max 15 points);
- Demonstrable experience of in carrying out an ESMF in line with SES guidelines is required (Max 10 points);
- Knowledge of human rights, including child labor and indigenous peoples (i.e. Free, Prior and Informed Consent and/or Indigenous Peoples Plans) (Max 10 points);
- Work experience with sustainable development environmental management issues, as related to decentralized renewable energy such as mini-grids, is an asset (Max 10 points);
- Work experience in African countries an asset (Max 5 points);
- Previous working experience with GEF project agencies and familiarity with GEF and UNDP policies, procedures and practices are assets (Max 5 points).

Language

- Excellent oral and written communication skills in English (Pass/Fail).

Evaluation Method:

- Only those applications, which are responsive and compliant, will be evaluated. Incomplete applications will not be considered;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language [max. 70 points] and interview [max. 30 points]) will be based on a maximum 100 points;
- Only the top 3 candidates that have achieved a minimum of 49 points from the review of education, experience and language will be considered for the interview;
- Candidates obtaining 21 points or higher in the interview will be deemed technically compliant and considered for financial evaluation;
- Financial score (max 100 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment);
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Documentation to be Submitted:

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including Education/Qualification, Professional Certification, Employment Records /Experience;
- Applicants must reply to the mandatory questions asked by the system when submitting the application.

- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment to be downloaded from the UNDP procurement site.

Links

UNDP Personal History form (P11):

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

General Conditions of Contract for the ICs:

https://procurement-notice.undp.org/view_file.cfm?doc_id=201192

Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment: <https://procurement-notice.undp.org/search.cfm> (reference 64177)