Terms of Reference (TOR) for National Consultant/Small Grant Manager

Project title: Ensuring Sustainability and Resilience (ENSURE) of Green Landscapes in Mongolia

Type of Position: Consultant/Small Grant Manager
Type of contract: Individual consultant
Duty Location: Ulaanbaatar, expected to travel to all 4 pilot areas
Languages Required: English and Mongolian
Expected Start Date: 20 April 2020
Duration of contract: 180 working days (intermittent)

1) Project Description

The Ministry of Environment and Tourism (MET) of Mongolia is implementing the “Ensuring Sustainability and Resilience (ENSURE) of Green Landscapes in Mongolia” project funded by GEF through UNDP. The project is being implemented in four aimags with objective to enhance ecosystem services in multiple landscapes of the Sayan and Khangai mountains and southern Gobi by reducing rangeland and forest degradation and conserving biodiversity through sustainable livelihoods.

The project will deliver the four outcomes (i) enhanced enabling framework and systemic tools help conserve biodiversity and ecosystem services, (ii) rangelands, forests and biodiversity are restored, and protected areas strengthened at landscape scale, (iii) Sustainable livelihoods provide benefits to local communities and support biodiversity, (iv) Improved knowledge management, monitoring and evaluation supports sustainability and up-scaling. The project applies the GEF multi-focal area approach by simultaneously integrating biodiversity conservation and sustainable land and forest management, through the application of best practice and innovative green development approaches at landscape scale. It addresses the drivers of biodiversity loss and degradation in rangeland and forest landscapes in a holistic manner through systemic strengthening and field application of Mongolia’s green development policy and community-based natural resources management. National and local authorities, communities and the private sector will be engaged to reduce threats to globally significant biodiversity and ecosystem services while supporting sustainable livelihoods. More effective application of existing regulatory and financial mechanisms will be achieved, capacity for green development will be built and livelihoods made more sustainable in the project demonstration landscapes through participatory landscape-based planning and management of natural resources. Small grants will be allocated to support prioritised concerted actions for globally significant biodiversity in the project area.

Activities that are contributing to achievement of the project’s Objective-level target of improving the conservation status of 6 globally threatened iconic species, snow leopard, goitered gazelle, Argali sheep, red deer, Musk deer, red thumb in the project area will be catalysed through small grant funding. These species will be used as flagships to develop systemic support for the conservation of globally significant biodiversity in the project area. To achieve this, partnership working will be boosted to provide much needed strengthening of MET’s National Endangered Species Program, by facilitating a partnership or task force under MET’s leadership that will draw together the combined energies of national and international NGOs, research institutes and universities. This partnership will support improved coordination of evidence, planning, action and fundraising for the conservation of globally significant biodiversity – with seed-funding being made available for prioritised partnership actions through a small grants fund overseen by a multi-partner committee. Small grants will be provided to
incentivise community-based action to support biodiversity projects. Thematic areas of the small grant focus will be provided by UNDP CO, according to the project objective.

The territories of the target aimags are located in four major eco-regions of Mongolia notably Altay Sayan, Khangai, Central Asian Gobi and Desert, and sub-regions of Southern Gobi and Gobi Altay of Great Lakes' Depression covering 13 soums of Arkhangai, Zavkhan, Bayankhongor and Gobi-Altai aimags (Table 1).

Table 1 Selected Pilot Landscapes

<table>
<thead>
<tr>
<th>#</th>
<th>Name of the pilot landscapes</th>
<th>Geographical zones</th>
<th>Aimag covered</th>
<th>Soums covered</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Tarvagatain Mountain</td>
<td>Forest Steppe</td>
<td>Zavkhan</td>
<td>1. Ikh-Uul</td>
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<td></td>
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<td>2. Tosontsengel</td>
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<td>2</td>
<td>Bukhun Mountain</td>
<td>Forest Steppe</td>
<td>Arkhangai</td>
<td>1. Battsengel</td>
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<td>2. Ulziit</td>
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<td>3. Khairkhan</td>
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<td>4. Erdenemandal</td>
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<td></td>
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<td></td>
<td>2. Bayankhongor</td>
<td>2. Baatsagaan</td>
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<td>3. Bayantsagaan</td>
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<td>4</td>
<td>Zaman Gobi</td>
<td>Desert Steppe</td>
<td>1. Gobi-Altai</td>
<td>1. Tsgot</td>
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<td></td>
<td></td>
<td></td>
<td>2. Bayankhongor</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>3. Bayan-Ondor</td>
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<td>4. Shinejinst</td>
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</table>

The direct beneficiaries of the project will be around 25,600 people living within target soums that disaggregated by gender.

2) OBJECTIVES AND SCOPE OF THE WORK

The overall objective of this consultancy is overview and analyse the small grants made from the Project in the selected 4 landscapes and based on analysis develop recommendations on overall feasibility and sustainability of submitted proposals, business plans in areas such as livestock products, timber and non-timber products, biodiversity conservation and ecosystem services. The grant manager will play in important coordination role amongst other consultants in the PIU.

Specific tasks:
The Grant Manager will work under the guidance of the National Project Director and Project Coordinator. S/he will be responsible execute functions as follows:

Grant Management

- Update Grant Manual prepared by consultants;
- Develop grant documents including templates for sub project proposals, contract templates and subgrant agreements, reporting templates, standard guidelines for sub project proposals (profiles and detailed proposals);
- Lead the implementation of Grant Manual for the project and monitor grant expenditures for assigned activities;
o To screen and review compliance of the proposed sub project proposals against the criteria;
  o Organise selection Committee meeting and present the screened and reviewed sub project proposals received from beneficiaries;
  o Getting approval from Selection Committee for the sub projects that comply the requirements;
  o Contracts prepared and signed for those awarded sub projects;
  
  • Work as secretary for Grant Selection Committee.

Integration to Overall Project Intervention

• Ensure integration of sub-projects with National related programs such as biodiversity program, green development policy and project interventions on ecosystem services, landscape based soum development planning, sustainable pasture management, sustainable forest management, conservation of biodiversity etc;
• Identify issues related to grant, grant subcontracts and sub project implementation in a timely manner and propose appropriate program adjustments;
• Identify best practices from the funding solutions for sustainable nature resource management specifically on pasture, usage of natural resources, ecosystem services and protected area management at local level based on sub-project monitoring;
• Support building technical capacity of community-based organizations (CBOs, Herder Groups, Pasture User Groups) to ensure the sustainable use of pastureland, forestland, conservation of biodiversity and ecosystem services through reflecting it in small grant implementations;
• Assist other duties assigned by project National Coordinator as required.

Monitoring and Reporting

• Create timelines for submissions of progress reports, milestones and any other issues by the proponent/beneficiary ;
• Prepare progress reports of sub-projects (grants) and monitor progresses of each indicator in the sub-grant’s proposal and submit reports to the PIU electronically;
• Field visits to enterprisers supported by sub grants and monitor the progress in the activities against expenditure;
• Ensure comprehensive grant files are up to date and available for use by the project staff;

3) Reporting requirement:
The Small Grant Manager will report to the Project Director and Project National Coordinator. He/she will work as a team member with other individual consultants and the Contractual Service providers. He/she will also work closely with the project Implementing partners, stakeholders specifically with Soum Sustainable Development Counsel who will be engaged in selection of proponent. He/she will report periodically on progress of the work and on any other issues during the implementation.

4) Duration of work: 180 working days in 2020-2021 (intermittent).

5) Institutional arrangement

The consultant will work for a total of 180 days between Apr 2020 and Dec 2021 in close collaboration with the PIU, UNDP CO and relevant stakeholders at national and local level. The consultant should
ensure a timely identification of potential risks and signal any delays in deliverables. The contract will be effective immediately upon signature by UNDP.

UNDP CO and PIU will have the following responsibilities:

- Provide guidance on the administration of the small grants;
- Establish Grant selection Committee;
- Discuss and agree on the methodologies of the assignment;
- Monitor and evaluate the progress of the assignment;

The present ToR may be subject to modification, without changing the overall objective and the scope of work, based on mutual consultations. UNDP will hold the copyright of the assignment deliverables.

6) Qualifications of the successful applicants:

Education:
- Degree in Business Administration and Management or Economy or another related field combined with relevant work experience.

Experience:
- At least 8 years of experience in grant management, value chain and business planning, development projects on biodiversity conservation, forest management, pasture management or closely related field;
- Strong knowledge on grant management in rural areas is mandatory;
- Demonstration of an extensive conceptual and practical knowledge of business plan, value chain, small grant assessment;
- Proven experience in facilitation of community activities and fundraising;
- Experience in dealing with international, national experts and institutions is an asset;
- Experience in environmental projects is an added value.

Competencies:
- Highly organized person, sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
- Ability to maintain overview in complex work situations, self-starter;
- Excellent team working skills, ability, willingness and openness to partner with stakeholders at all levels, NGO, community, government and private sector;
- Writes professional correspondence adequately;
- Works toward creative and innovative solutions by analyzing problems in more careful and logical ways;
- Result-orientation, able to deliver results on agreed schedule;
- Maintains professional relationships;
- Oral and written English.

7) Recommended Presentation of Offer

The following documents should be requested:

a) Letter of Confirmation of Interest: to conduct the assignment;
b) **Personal CV** indicating experiences from similar projects and contact details (email and telephone number) of the Candidate;

c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a proposed work plan, methodology and approach to complete the assignment.

8) **Criteria for Selection of the Best Offer**

The expert will be evaluated against a combination of qualifications and financial criteria (combined scoring method). Maximum score is 100% out of which qualification criteria equals 70% and financial criteria equals 30%.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

The ToR is approved by:

[Signature]

Khishigjargal Kharkhuu
Program Analyst
UNDP, Mongolia

Annex 1: Individual scoring sheet

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td><strong>Technical criteria 1: Education</strong></td>
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<tr>
<td>Degree in Business Administration and Management or Economy or another</td>
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<tr>
<td>related field combined with relevant work experience.</td>
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<td><strong>Technical criteria 2: Professional experience</strong></td>
<td>70</td>
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<tr>
<td>• At least 8 years of experience in grant management, value chain and</td>
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<tr>
<td>business planning, development projects on biodiversity conservation,</td>
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<td>business plan, value chain, small grant assessment;</td>
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<td>• Proven experience in facilitation of community activities and</td>
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<td>fundraising;</td>
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5
- Experience in dealing with international, national experts and institutions is an asset;
- Experience in environmental projects is an added value.

### Technical criteria 3: Competency

- Highly organized person, sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
- Ability to maintain overview in complex work situations, self-starter;
- Excellent team working skills, ability, willingness and openness to partner with stakeholders at all levels, NGO, community, government and private sector;
- Writes professional correspondence adequately;
- Works toward creative and innovative solutions by analyzing problems in more careful and logical ways;
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- Maintains professional relationships;

<table>
<thead>
<tr>
<th>Strong written English and Mongolian</th>
<th>10</th>
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**Technical Score**

| 70 | 100 |

### Weight for Technical Criteria

<table>
<thead>
<tr>
<th>Weak: below 70%</th>
<th>The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence</th>
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<tbody>
<tr>
<td>Satisfactory: 70-75%</td>
<td>The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence</td>
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<tr>
<td>Good: 76-85%</td>
<td>The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence</td>
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<tr>
<td>Very Good: 86-95%</td>
<td>The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence</td>
</tr>
<tr>
<td>Outstanding: 96-100%</td>
<td>The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.</td>
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