1 BACKGROUND

The Global Environment Facility (GEF) was established in 1991 as the financial mechanism of the main multilateral environmental agreements. Currently, the GEF is the largest public funder worldwide of projects aiming to generate global environmental benefits, while supporting national sustainable development initiatives.

The Global Environment Facility is a key supporter to the Kenya Government on financing of programs and projects towards sustainable development. Since joining the GEF, Kenya received GEF grants totaling US$67,591,959 that leveraged US$258,355,069 in co-financing resources for 29 national projects. These include 12 projects in biodiversity, seven in climate change, five in multi-focal areas, three in land degradation, and one each of international waters and persistent organic pollutants. Similarly, Kenya participated in 59 regional and global projects financed by the GEF totaling US$374,021,878 that leveraged US$992,481,322 in co-financing resources. These include 21 projects in biodiversity, 14 in climate change, 10 in international waters, seven in multi-focal areas, four in land degradation, and three in persistent organic pollutants. Additionally, the GEF Small Grants Programme (GEF SGP) which started in Kenya in 1993 received financial support totaling US$7,678,115 leveraging US$4,950,166 in co-financing resources for 287 projects executed by civil society and community-based organizations.

Resources for the GEF Trust Fund are replenished every four years when countries that wish to contribute to the GEF Trust Fund (referred to as “replenishment participants”) pledge resources through a process called the ‘GEF Replenishment.’ During the current GEF-5 replenishment period (July 2010 – June 2014), Kenya received an indicative allocation to formulate and execute projects for US$8,950,000 in biodiversity, US$5,000,000 in climate change, and US$4,260,000 in land degradation. Negotiations for GEF 6 scheduled to start in 2014 are currently on going.

Despite the long presence of GEF in Kenya, through various Implementing Agencies, GEF functions, roles, systems and procedures, particularly with respect to financing mechanisms, are not fully understood. Subsequently, the Government of Kenya has requested UNDP to support a National GEF capacity building workshop for its officers from the Ministry of Environment, Water and Natural Resources and her agencies for 2 days. The workshop will also be utilized to address the focus areas for the 6th GEF Replenishment period. The workshop is scheduled to take place in the last week of November 2013. The consultant is expected to prepare training material and facilitate the workshop. Facilitation will be done in conjunction with UNDP regional advisors on land degradation and adaptation.
The objective of the workshop is to build the capacity of officers from the Ministry and her agencies on roles, functions and procedures for accessing funding from the GEF in anticipation of the 6th GEF Replenishment period. Currently the National Executing Partners include: Ministry of Environment and Natural Resources, Ministry of Trade and Industry, National Environment Secretariat, Kenya Wildlife Service, Kenya National Council for Science and Technology, Agricultural Research Foundation (AGREF), National Environment Management Authority (NEMA), Kenya Forest Service, Kenya Wildlife Service, WWF East Africa. By the end of the workshop, the participants will be able to understand the roles and functions of different entities, procedures for accessing funds and reporting structures, and focal areas for the 6th GEF Replenishment period. Tools to help the government agencies to establish or to strengthen national processes and mechanisms to facilitate GEF programming will be strengthened.

1.1 Specific Tasks:

The one day workshop will address the following program areas:

1.1.1 The Institutional Structure of the GEF
1.1.2 GEF Resource Programming: STAR Update
1.1.3 Results-Based Management Framework
1.1.4 GEF Monitoring and Evaluation Policy
1.1.5 Focal areas for GEF 6
1.1.6 The GEF Trust Funds
1.1.7 How to Access GEF Funding and the Project Cycle
1.1.8 How to Prepare Multi-Focal Area Projects
1.1.9 Development of a roadmap to the National Portfolio Formulation Process for Kenya for GEF 6
1.1.10 Identification and alignment of GEF projects & programs to national priorities

2 METHODOLOGY AND REPORTING FRAMEWORK

2.1 During the Assignment, the appropriate methodology to be used will be suggested by the team of Consultants and will include:
INTERNATIONAL INDIVIDUAL CONSULTANT

TERMS OF REFERENCE

Facilitation of a National GEF Capacity Building Workshop for Kenya

2.1.1 Lecture and presentations
2.1.2 Question and answer sessions
2.1.3 Review of relevant case studies
2.1.4 Group works and discussions
2.1.4 Individual exercises (with a focus on STAR Allocations and GHG Emissions)

3 DELIVERABLES

3.1 During the Assignment, the team of Consultants will deliver:
3.1.1 Work plan for the training period;
3.1.2 Program/curriculum for the workshop;
3.1.3 Course material and workshop facilitation;
3.1.4 Workshop summary report including major findings and recommendations;

3.2 The final reports should include the following:

3.2.1 Executive summary: A part from a comprehensive consultancy report will constitute the major output of the consultancy; the Consultant is requested to produce a clear and well written three to five page summary bringing out the main findings and recommendations from the report. This will guide the presentation for stakeholders workshop to validate the findings of the report;
3.2.2 Conclusion and Recommendations: Prioritised list of recommendations and responsibilities and provide recommended action plan;
3.2.3 Annexes: shall include; Presentations, background materials, list of participants

The course material content should include the following:

- The Institutional Structure of the GEF
- Roles and responsibilities of different partners
- GEF Resource Programming: STAR Update
- Results-Based Management Framework
- GEF Monitoring and Evaluation Policy
- Focal areas for GEF 6
- The GEF Trust Funds
- How to Access GEF Funding and the Project Cycle
- How to Prepare Multi-Focal Area Projects
4 TRAVEL

4.1 The workshop is scheduled to be held in Naivasha Town. The only travel envisaged is from Nairobi to the workshop venue. UNDP will cater for a return economy class ticket to Nairobi and local transport to Naivasha town from the airport.

5 QUALIFICATIONS

5.1 The international consultant must have the following qualifications and experience:

1. Master’s degree in economics, environment policy, international relations or related areas and a minimum of 5 years of direct relevant experience;
2. Experience in developing countries and in dealing with a range of stakeholders as well as international organizations, development agencies, scientific and technical bodies, developing country counterparts, and NGOs is desirable; ability to develop constructive mutually beneficial working relationships with such groups;
3. Excellent oral and written communications and editing skills in English;
4. Demonstrated ability to think and write analytically, strategically, and programmatically;
5. Deep understanding of policies, procedures and technical issues related with the GEF and/or other similar global environmental/development operations;
6. Ability to work in a multi-cultural team environment in a collaborative and constructive way;
7. Ability to cooperate effectively with other professionals;
8. Proven capacity to organize and facilitate workshops and meetings;
9. Research and publication on a GEF related thematic area of program will be an added advantage;
8. Proven ability to train and facilitate workshops. Experience in facilitating GEF workshops in other countries will be an added advantage.
9. Experience in GEF issues, including country programming and STAR implementation
10. Computer literacy in full Microsoft Office Package and web browser capability;

6 REMUNERATION AND OTHER CONSIDERATIONS

The successful consultant will start the assignment as soon as possible following the completion of the selection process.

6.1 The subject assignment is an international consultancy.

6.2 The Successful Result of this Process will be a Contract for Services.

6.2.1 Duration of consultancy will be for six (6) working days excluding travel days.

6.2.2 Payment for this consultancy will be done in accordance with the relevant UNDP policies and procedures.
APPLICATION PROCESS

Interested and qualified candidates should submit their applications which should include the following:

1. UNDP Personal History Form (P11)
2. Detailed Curriculum Vitae
3. Proposal for implementing the assignment
4. List of previous work, contractual responsibility and successful completion of related consultancy services

Please quote “FACILITATION OF A NATIONAL GEF CAPACITY BUILDING WORKSHOP FOR KENYA” on the subject line.

Applications should be emailed to consultants.ken@undp.org to reach us not later than Friday 1 November 2013 at 24.00 hrs.