



United Nations Development Programme
Terms of Reference for the recruitment of a International Consultant
PPG Team Leader / Project Development Specialist for the development of the GEF7 PPG

Type of Contract:	IC
Duration:	75 days over 12 months
Location:	Seychelles
Duty station:	UNDP Seychelles
Expected Start Date:	15 th August 2020
Expected End Date:	31 st July 2021

Project Title: International Consultant for the role of Team Leader-Project Development Specialist for the Project Preparation Phase of GEF7

A. Introduction/Background

The Project Objective is to conserve Seychelles' globally significant biodiversity through effective management of Seychelles' expanded Marine Protected Areas system and promotion of nature-based solutions as pillars of the Blue Economy. It is structured around four components, as follows:

Component 1 – Strengthening political and institutional framework for effective implementation of Seychelles' Marine Spatial Plan (MSP): Seychelles' Marine Spatial Planning process has already led to the expansion of the country's MPA system, and additional MPA sites will be designated as the MSP completes its zoning process by the end of 2020. The expansion of the country's MPA system is a significant achievement, but in order to be effective the expanded systems will require strengthened institutional, policy and financial frameworks for MPAs to enable effective and systemic approaches, including the integration of Blue Economy approaches in MPA management.

Component 2 – Expanding and strengthening management effectiveness of Seychelles' MPA system: Component 2 will focus on Iles Cocos Marine National Park, Port Glaud Wetlands and Ramsar Site, Ste Anne Marine National Park and Aride Special Reserve in the Inner Islands

Component 3 - Investing in innovative nature-based solutions to development: IUCN¹ defines nature-based solutions (NbS) as “actions to protect, sustainably manage, and restore natural or modified ecosystems, that address societal challenges effectively and adaptively, simultaneously providing human well-being and biodiversity benefits”. NbS is thus an umbrella concept that covers a whole range of ecosystem-related approaches that address societal challenges and support achievement of the



Sustainable Development Goals. NbS will be piloted in three project sites; to establish partnerships between local businesses and communities to reduce localized threats to vulnerable coastal and marine ecosystems. The project will build on results of BIOFIN to promote investment in biodiversity conservation and facilitate the expanded uptake of the Seychelles Sustainable Tourism Label, particularly by small hotels and operators within or in areas adjacent to the selected project sites. As of July 2019, twenty hotels/resorts in the Seychelles had been certified in the SSTL program, but an assessment of the program needs to be carried out to both determine the reasons for the slow uptake as well as to confirm that the Label aligns with international best practices; the results of this assessment will guide further dialogue with and support for hotels/tourism operators.

Component 4 – Effective gender mainstreaming, knowledge management and M&E:

A gender empowerment strategy will be developed and used to guide project implementation and M&E at the three project MPA sites and to be embedded into the SOA as a gender empowerment strategy for all MPAs. A participatory M&E and learning framework will be developed and implemented for the project, and lessons learned through participatory M&E and gender empowerment will be used nationally and shared internationally, thereby cementing Seychelles' position as a global 'Blue Economy' leader. South-South cooperation on 'Blue Economy' with Indian Ocean countries and other SIDS including Comoros, Mauritius and Maldives will be facilitated to exchange best practices / lessons learnt, such as blue economy business models that have been effectively implemented in various SIDS; successful approaches to large-scale marine management; national enforcement strategies; and sustainable financing options at both national and regional levels.

B. Objectives of the assignment

The **International Project Development Specialist**, with a focus on Coastal and Marine Natural Resource Management, will be the **PPG Team Leader**, responsible for quality assurance and timely preparation of all reports and documentation, including the finalised UNDP Project Document (ProDoc) and GEF CEO Endorsement Request, with all mandatory and project-specific Annexes and supporting documentation, including the Final Validation Workshop Report. They will be responsible for managing all consultants on the PPG Team and coordinating the Team's work, working closely with the National PPG Co-ordination and Stakeholder Engagement Specialist. They will maintain a close liaison with the Working Group that will oversee the PPG phase.

Due to the COVID-19 pandemic, it is expected that this PPG process will be carried out remotely, to the greatest extent possible. No travel to the country is envisaged at this point. The PPG Team Leader will therefore have to ensure that they have the ability and capacity to carry out all PPG activities remotely, using all means available, e.g., phone and IT technology.



Should the circumstances change, the PPG Team Leader will consult with the RTA and UNDP CO on how best to adjust the workplan.

C. Description of Duties and Responsibilities

The following lists the overall responsibilities and deliverables that will be expected from the consultant. The PPG Initiation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly.

1. Management of the GEF PPG Team

- Define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities for the International Consultants (IC) and National Consultants (NCs);
- Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and
- Verify and ensure that all project components are technically sound and cost effective.

2. Preparatory Technical Studies and Reviews (Component A):

With inputs from the international and national consultants, as detailed in their respective TORs:

- Compile baseline/situational analysis for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate;
- Oversee the stakeholder analysis and consultations (led by the National PPG Co-ordination and Stakeholder Engagement consultant, as well as other consultants), and ensure that they are complete and comprehensive;
- On request of the UK Government (received through GEF SEC), initiate and lead stakeholder consultations with the UK government's representatives in the Seychelles to discuss opportunities for cooperation in the margins of this project, in light of past collaboration between the UK and the Government of Seychelles on the topic of the 'Blue Economy' and UK's objectives on climate change and the preparations for the COP26 (working closely with the National PPG Co-ordination and Stakeholder Engagement Consultant);
- Identify and outline the appropriate methodology (such as the Knowledge, Practice, and Awareness survey) to be carried out in the first year of project implementation for assessing **public understanding and awareness** of the Seychelles' vision and strategy for the 'Blue Economy', MSP and MPA system; establish baseline values, indicators, mid-term and end-of project targets and monitoring protocol which can be used to inform



further development of the public awareness strategy during the project implementation;

- Ensure the preparation of the gender analysis (by the Gender Specialist) and ensure its findings are meaningfully integrated into the project's strategy, theory of change, and results framework;
- Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage ("pre-screening") are fully implemented during the PPG, and update that screening in an iterative process throughout the PPG, and as appropriate;
- Oversee the confirmation of the project sites, with documentation of selection criteria and making sure that geo-referenced data and maps are clearly presented both for targeted protected areas and broader landscapes, as applicable;
- Develop the overall framework and specific project interventions related to developing and implementing a protocol for participatory M&E in all project sites;
- Design the project's strategy on knowledge sharing, strategic communication and information management. This strategy should also ensure effective regional cooperation through South-South Cooperation and knowledge transfer on the topic of the 'Blue Economy' with Indian Ocean countries and other Small Island Developing States. Identify the appropriate knowledge sharing mechanisms that should be supported and used to share knowledge and lessons among the key stakeholders;
- Oversee the identification of opportunities for private sector engagement and co-financing, ensuring that all required due-diligence assessments have been completed;
- Support the preparation of partner capacity assessments and discussions on project management arrangements early in the PPG process (with support from the UNDP CO in the Seychelles); and
- Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.

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

With inputs from the international and national consultants, as detailed in their respective TORs, and based on international best practice:

- Develop, present and articulate the project's **theory of change**, ensuring that the proposed strategy specifically elaborates on how these approaches could be effectively leveraged to assist the government to embark on a greener development pathway as it recovers from impacts of COVID-19, especially targeting the tourism sector and most affected communities;
- Develop the **Results Framework** in line with UNDP-GEF policy;
- Develop a detailed **Monitoring and Evaluation** Plan and Budget;



- Oversee and ensure the preparation (by the Stakeholder Specialist) of a **comprehensive Stakeholder Engagement Plan**;
 - Develop **Knowledge Sharing, Strategic Communication and Information Management Strategy and Plan**;
 - Oversee and ensure the preparation (by the Gender Specialist) of a **Gender Action Plan and Budget**;
 - Oversee and ensure the updating of the **SESP** (by the SESP Specialist) based on assessments undertaken during Component A, and ensure the development of required **environmental and/or social management plan(s)** as required;
 - Oversee the preparation of the required **GEF tracking tools (METTs)** (by the National 'Blue Economy' Specialist) and **GEF Core Indicators** and ensure these are supported by robust and validated data;
 - Secure all **co-financing letters** (with support from the UNDP CO in the Seychelles);
 - Prepare the **Total Budget and Work Plan (TBWP)** and **indicative procurement plan** (with support from the UNDP CO in the Seychelles);
 - Secure and present agreements on **project execution and management arrangements** and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support (with support from the UNDP CO in the Seychelles);
 - Ensure the completion of the required **official endorsement letters** (with support from the UNDP CO in the Seychelles); and
 - Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the templates.²
4. **Validation Workshop (Component C):**
- Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans. **Please note that this will likely be a virtual workshop**;
 - Oversee all necessary revisions that arise during the workshop; and
 - Ensure completion of Validation Workshop Report.
5. **Final Deliverables:**
- Consolidation of all technical and consultation inputs and comments including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;
 - Completion of the GEF CEO Endorsement Request;

² Please verify with the UNDP-GEF team that the correct templates are being used.



- Draft Public Awareness Strategy (or another appropriate methodology);
- Ensure the finalisation of the **SESP** and stand-alone management plans as required (by the SESP Consultant));
- All documentation from GEF PPG (including technical reports, meeting minutes, etc.); and
- Validation Workshop Report.

D. Deliverables

Deliverables	% Fees	Due Date	Review and Approvals required
Submission of Work Plan and Inception Report jointly with PPG Team	20%	30 th September 2020	Approved by PM
Facilitate the PPG Inception Workshop and Report	20%	31 st October 2020	Approved by PM
Produce Draft Prodoc by collating submissions by PPG team into the relevant chapters	20%	15 th April 2021	Approved by PM and RTA
Facilitate Validation Workshop and finalize report	10%	30 th May 2021	Approved by PM
Submission of all documents as listed in Final Deliverables	10%	15 th June 2021	Approved by RTA and PM
On approval and submission of Final Prodoc to GEF Sec	20%	15 TH July 2021	Approved by RTA and PM

E. Duration:

The duration of the contract will be for a period **of 12 months** from August 2020 until July 2021. An estimated total of 75 working days is expected with the workload being significant in the first quarter of 2021.

F. Duty Station



Home based (Unless travel restrictions are lifted)

Some travel may be required subject to local/ international guidelines.

G. Qualifications of the Successful Individual Contractor

Education

- Master's degree or higher in a relevant field, such as biodiversity conservation natural resource management, marine and coastal biology, or ecology;

Experience and Skills

- Minimum 15 years of demonstrable experience in the technical area of coastal and marine protected area management and financing, sustainable management of fisheries including community co-management; coastal zone management, and sustainable tourism; and in preparing high quality project documents, particularly for UNDP and GEF projects;
- Demonstrated experience in working with private sector partners to develop and advance the 'Blue Economy' approaches or similar highly desired;
- Excellent written and oral communication skills in English;
- Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using Theory of Change and the results-based management approaches;
- Experience guiding and managing a team of consultants;
- Ability and willingness to manage and carry out the PPG process remotely;
- Ability to deliver results, while remaining flexible and adaptive in light of challenging circumstances due to the evolving COVID-19 situation; and
- Experience working in the Seychelles on related initiatives highly desired.

H. Scope of Price Proposal and Schedule of Payments

The financial offer should be quoted as a lump sum amount, all-inclusive (professional fee, insurance, miscellaneous). UNDP will cover travel-related expenses only if inter-island travel is required during the contract period.

The contract price is fixed regardless of changes in the cost components. Payments will be effected based on deliverables as per section D above. *Financial Bids quoted in USD will need a relevant USD account.*

I. Recommended Presentation of Offer

The following documents are requested:

- a) Duly completed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;



- b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided by UNDP.

J. Criteria for Selection of the Best Offer

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Short-listing criteria:

All applicants will be requested to submit a price offer indicating their lump-sum fee for the assignment. Following UNDP procurement rules, both technical competence and the consultant financial proposal will be taken into account in the selection process. The technical evaluation will be based on the following evaluation criteria

Education	Experience	Technical skills	Stakeholder Engagement	Language /Report Writing
Master's degree in Environment; biodiversity conservation natural resource management, marine and coastal biology, or ecology	Minimum 15 years of demonstrable experience in protected area management, financing, sustainable management of fisheries; SIDS experience or knowledge of Seychelles is highly desirable.	Experience in and in preparing high quality project documents, particularly for UNDP and GEF projects; Must have experience of the GEF rationale and procedures, Theory of Change and the results-based management approaches	Demonstrated understanding of policy and institutional context for MSP, BE, and BD, conservation and development in the Seychelles; Excellent stakeholder management skills and discretion highly desirable	Excellent written and oral communication skills in English
20	20	30	20	10



Candidates scoring 70 or above will be short-listed.

The **financial offers** will be evaluated giving the lowest price proposal 30 marks and marking the other more expensive proposals reverse proportionally to the cheapest option.

The final scoring of short-listed candidates will take into account the technical Evaluation and the financial score:

Criteria	Weight	Max. Point
• Technical score	70%	70
• Financial score	30%	30

The candidate ranking highest shall be selected.

K. Approval

This TOR is approved by:

Signature

Name and Designation Programme Manager

Date of signing 20/07/2020