



**United Nations Development Programme**  
**Terms of Reference for the recruitment of an International Consultant**  
**Social and Environmental Safeguard Specialist for the development of the GEF7 PPG**

<b>Type of Contract:</b>	IC
<b>Duration:</b>	20 days over 12 months
<b>Location:</b>	Seychelles
<b>Duty station:</b>	UNDP Seychelles
<b>Expected Start Date:</b>	15 <sup>th</sup> September 2020
<b>Expected End Date:</b>	31 <sup>st</sup> July 2021

**Project Title:** International Consultant for the role of **Social and Environmental Safeguard 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:** IUCN<sup>1</sup> 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 **Social and Environmental Safeguards Specialist** will conduct the necessary assessments to identify potential environmental and social risks, and ways to avoid negative environmental and social impacts where possible. Where risk avoidance is not possible, this consultant will identify appropriate mitigation and management measures, in line with the UNDP Social and Environmental Standards and the GEF requirements. They will be responsible for developing mandatory project Annexes related to social and environmental safeguards and support adherence of project development to the UNDP’s SESP and GEF specific requirements.

**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 if an IC is recruited. This consultant will therefore have to have the ability and the capacity to carry out all necessary PPG work remotely, using all available means, e.g., phone and IT technology. Should the circumstances change, the consultant will need to consult with the RTA and the 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. **Preparatory Technical Studies and Reviews (Component A):** *Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:*

- Review the SESP pre-screening of the PIF; complete the UNDP Social and Environmental Screening Procedure (SESP), and support the detailed assessment of all project risks including consultations with local stakeholders;
- Determine what management plan(s) are most appropriate (e.g., Environmental and Social Management Framework (ESMF) and/or stand-alone management plan(s), i.e. Livelihood Action Plan and Biodiversity Management Plan, in consultation with other consultants;
- Carry out a socio-economic and livelihood assessments of the targeted communities including:
  - Collating and assessing socio-economic information to inform the description of project site profiles and determine baseline data on income generation (e.g. monthly income, livelihood strategies, existing sources of livelihood, and other information as appropriate), the exact number of direct project beneficiaries (sex-disaggregated), and socio-economic status of targeted communities in project sites. Document the methodology used and the basis for calculation / estimation of the socio-economic data;
  - Determine the extent to which tourism growth is impacting (negatively or positively) local communities and contributing to/or hampering their resource use and livelihoods;
  - Establish the precise details of local community access and use of natural resources the project sites and identify possible options for interaction based on allowable activities and bottlenecks for engagement (especially with a focus on women and youth); and
- Prepare a **Livelihood Action Plan** (with inputs from other consultants) and provide recommendations on how the project could meaningfully intervene in addressing these issues through piloting nature-based income generation activities and expanding the opportunities for communities to benefit from the sustainable tourism value chain.
- Carry out comprehensive, gender-responsible, consultations with communities within project sites. Assess capacity needs and priorities of local communities, community associations, and government institutions at project landscapes and their willingness to participate in the project (working with the National Co-ordinator and Stakeholder Engagement Specialist);
- Formulate a local community engagement strategy; sensitise this strategy with key stakeholders, the Implementing Partner and an Executing Partners; and consult with local communities in accordance with this strategy;



- Based on these assessments, integrate relevant matters into project design and the appropriate sections of the comprehensive Stakeholder Engagement Plan, the Grievance Redress Mechanism, and any other SES management plan as required, working closely with the National PPG Coordinator and other consultants;
- Develop all required SES management plan(s), in line with UNDP's Guidance Note on the SES Assessment and Management and all other relevant Guidance Notes, with input from other consultants as needed;
- Finalise all SES management plan(s) in coordination with the PPG Team Leader, based on stakeholder consultations and close engagement;
- Incorporate any comments from UNDP, GEF, and STAP related to SES;
- Update and finalize the SESP, based on the management plan(s);
- Support completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader.

**2. Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):**

- Complete the SESP, based on assessments undertaken during Component A and detailed development of project interventions, and identify management measures to mitigate risks to be incorporated into the ProDoc;
- Provide inputs into the comprehensive Stakeholder Engagement Plan, as needed;
- Develop Livelihoods Action Plan, Grievance Response Mechanism, and community engagement strategy and ensure that they are socially and gender Inclusive;
- Support the agreements on project management arrangements and ensure that social and environmental safeguards are adequately incorporated into these arrangements.

**3. Validation Workshop (Component C):**

- Contribute to the validation workshop (please note that this will likely be a virtual workshop); and
- Support all necessary revisions that arise during the workshop, as appropriate.

**4. Final Deliverables:**

- Finalized **Social and Environmental Screening (SESP)**;
- Finalized **environmental and social management plan(s)** for all risks identified as Moderate or High in the SESP;
- Finalized **Grievance Redress Mechanism, community engagement strategy and Livelihood Action Plan**;
- Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader.



## 5. Deliverables

Deliverables	% Fees	Due Date	Review and Approvals required
Submission of Work Plan and Inception Report jointly with the PPG leader and others	20%	30 <sup>th</sup> September 2020	Approved by PM
Finalized Social and Environmental Screening Plan(SESP);	20%	15 <sup>th</sup> December 2020	Approved by PM
Finalized environmental and social management plan(s) for all risks identified as Moderate or High in the SESP	20%	15 <sup>th</sup> February 2021	Approved by PM
Finalized Grievance Redress Mechanism, community engagement strategy and Livelihood Action Plan;	20%	30 <sup>th</sup> April 2021	Approved by PM
On approval and submission of Final Prodoc to GEF Sec	20%	15 <sup>TH</sup> July 2021	Approved by RTA and PM

## 6. Duration:

The duration of the contract will be for a period **of 12 months** from August 2020 until July 2021. An estimated total of 20 working days is expected with the workload being significant in the first quarter of 2021.

## 7. Duty Station

Home based (From country of residence)

Some travel may be required subject to local guidelines.

## 8. Qualifications of the Successful Individual Contractor

### Education

- Master's degree or higher in a relevant field, such as natural resource management, environmental management, economics, ecology, conservation biology, or relevant related fields;



## Experience and Skills

- Minimum 10 years of experience related to social and environmental standards; social and environmental safeguards risk assessment and mitigation; and impact assessment in an international development context;
- Prior experience in the safeguard assessments and processes of international organizations and donors, such as GEF, UNDP, World Bank, is required;
- Demonstrated experience in carrying out community consultations and engagement is required;
- Excellent analytical, writing, advocacy, presentation, and communications skills are required; and
- Excellent written and oral communication skills in English;
- Ability and willingness to carry out the PPG process remotely;
- Ability to deliver results, while remaining flexible and adaptive in light of challenging circumstances due to evolving COVID-19 situation.

### 9. 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.*

### 10. 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.

### 11. 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 10 years of experience related to social and environmental standards; social and environmental safeguards risk assessment and mitigation; and impact assessment in an international development context;	Experience in the safeguard assessments and processes of international organizations and donors, such as GEF, UNDP, World Bank, is required;	Demonstrated experience in carrying out community consultations and engagement is required; advocacy, presentation, and communications skills are required;	Excellent report writing skills. Fluency in English is a must
20	25	25	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.



## **12. Approval**

**This TOR is approved by:**

Signature

Name and Designation      Programme Manager

Date of signing              22/07/2020