



United Nations Development Programme
Terms of Reference for the recruitment of a National Consultant
National PPG Coordinator & Stakeholder Engagement Specialist for the development of the
GEF7 PPG

Type of Contract:	IC
Duration:	40 days over 12 months
Location:	Seychelles
Duty station:	UNDP Seychelles
Expected Start Date:	15 th September 2020
Expected End Date:	31 st July 2021

Project Title: National Consultant for the role of National PPG Coordinator and Stakeholder Engagement 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 **National PPG Co-ordinator and Stakeholder Engagement Specialist** will be responsible for assisting the PPG Team Lead with coordination of inputs from all consultants, coordinating the PPG team’s work, and assisting with co-ordinating the implementation of PPG activities in country, if and as needed. This consultant will work under the overall technical guidance and oversight of the International PPG Team Leader and in close collaboration with UNDP Country Office. This consultant will play a key role in co-ordinating consultations with the government, private sector partners, communities, and other relevant stakeholders and will also prepare a number of substantive assessments and analyses mentioned below.

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 within the country is envisaged at this point, although this may change depending on Government instructions. 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. Assistance with the co-ordination of the PPG Team:

- Support the international PPG Team Leader with all aspects of the PPG process;
- Provide coordination support to ensure adherence to the PPG work plan, and to ensure the timely delivery of PPG inputs from individual consultants;
- Coordinates and participates in national and field-level consultations.
- Assist in the coordination, preparation, conduct and follow-up of meetings, workshops and consultations, including liaison with government and other key stakeholders.

2. Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the Team Leader, including:

- Assist the UNDP Country Office in the Seychelles in overseeing the process of project preparation;
- Support the PPG Team Leader with the review of the draft ProDoc and Annexes; and in the identification of needed revisions and improvements to meet UNDP and GEF requirements;
- Carry out detailed analysis of the baseline programmes;
- Confirm and describe co-financing arrangements for the project, under PPG Team Leader's guidance;
- Identify all relevant government, private sector, and community stakeholders with input from other consultants;
- Lead stakeholder analysis and consultations (with guidance and support from the PPG Team Leader) and ensure that they are complete and comprehensive;
- Analyse other donor projects for synergies and map parallel initiatives relevant to the project;
- 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 PPG Team Leader);
- Support completion of due diligence of private sector partners including using UNDP Private Sector Risk Assessment Tool, co-ordinating work with the UNDP Country Office, and the international 'Blue Economy' and Sustainable Tourism Development Expert;



- Link (indicator) for one of the outcomes of the IRRF (together with the UNDP Country Office in the Seychelles);
- Support the PPG Team Leader in efforts to secure 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);
- Draft management arrangements for the project, assisting the PPG team leader;
- Prepare Project Organization Chart.

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

- Consolidate inputs of the international and national consultants into the relevant sections of the project document: threats & barriers analysis; socio-economic situation and institutional layout; relevant national policy and enabling environment; baseline scenario description; project structure; objective, outcomes and outputs; lessons learned and knowledge management;
- Prepare a comprehensive **Stakeholder Engagement Plan**, based on the stakeholder analysis and consultations, including those with the private sector and with inputs from other consultants;
- Contribute to preparing **Environmental and/or social management plan(s)** for all risks identified as Moderate or High in the SESP;
- Participate in consultations, workshops, meetings etc. and provide inputs to management arrangements.

4. Validation Workshop (Component C):

- Assist the PPG Team Leader in co-ordinating the validation workshop to present, discuss, and validate the final draft ProDoc and mandatory and project specific annexes (please note that this will likely be a remote workshop);
- Assist with all necessary revisions that arise during the validation workshop; and
- Assist with drafting of the **Validation Workshop Report**.

5. Final Deliverables:

- Work plan developed and agreed with the PPG Team Leader;
- Consolidated input of the international and national experts into the relevant sections of the project document;
- Detailed analysis of the baseline programmes;
- Co-financing letters and co-financing description of the Prodoc;
- Overview of technical consultancies/subcontracts for the project;
- Input into Environmental and/or social management plan(s);
- Comprehensive Stakeholder Engagement Plan;



- Assist in preparation of any SES risk management plans and Grievance Redress Mechanism;
- Appropriate inputs provided to the Project Document and Annexes, as agreed with PPG Team Leader; and
- All documentation from GEF PPG (including technical reports, meeting minutes, etc.).

6. 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 th September 2020	Approved by PM
Facilitate the PPG Inception Workshop and Report	20%	31 st October 2020	Approved by PM
Complete Stakeholder Assessments	20%	15 th April 2021	Approved by PM
Compile All co-financing letters from partners	20%	30 th May 2021	Approved by PM
On approval and submission of Final Prodoc to GEF Sec	20%	15 TH July 2021	Approved by RTA and PM

7. Duration:

The duration of the contract will be for a period **of 12 months** from August 2020 until July 2021. An estimated total of **40 working days** is expected with the workload being significant in the first quarter of 2021.

8. Duty Station

Home based (Seychelles).

Some travel may be required subject to local guidelines.



9. 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 7 years of demonstrable experience in the technical area of marine and coastal management; protected area management; community-based natural resource management or similar;
- Excellent coordination skills, as well as relationship management skills;
- Experience in carrying stakeholder consultations;
- Experience with UNDP project implementation, including quality assurance, SESP, risk management is desirable;
- 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.

10. 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.*

11. 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.



12. 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 7 years of demonstrable experience in the technical area of marine and coastal management; protected area management; community-based natural resource management or similar;	Excellent Coordination skills; past experience working on similar projects is desirable. Knowledge of Seychelles Blue Economy and relevant stakeholders is an advantage	Experience in carrying stakeholder consultations; Familiarity with UNDP GEF Stakeholder Assessments is an advantage	Excellent report writing skills. Fluency in English is a must
20	20	20	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.

13. Approval

This TOR is approved by:

Signature

Name and Designation Programme Manager

Date of signing 22/07/2020