

UNDP Belarus	
TOR	
Title:	International GEF Project Development Consultant - PPG Team Leader
Type of contract:	IC (consultant), International
Payment:	Lump sum
Office/Project:	Initiation Plan (IP) #00116466 “Conservation of Wetland Biodiversity and Sustainable Management of Freshwater Ecosystems in the Western Dvina/Daugava Transboundary River Basin”. Short title (Western Dvina IP).
Duty station:	Home-based, 1 mission to Minsk, Belarus (conditional to epidemiological situation)
Contract Duration:	31 August 2020 – 30 June 2021 (approximately 90 working days)
Itinerary:	<p>One in-country mission (of 3 working days not including travel days) Minsk, Belarus (conditional to epidemiological situation) to validate the proposed project strategy, activities, management arrangements, risks <i>etc.</i> may be possible during the period of March-April 2021, All travel-related and accommodation expenses should be included in the Financial Proposal.</p> <p>In the event of changes/extension of the mission duration approved by the Supervisor, additional payments to cover the travel expenses may be reimbursed to the individual contractor upon submission of a travel claim (F-10 form) and all necessary supporting documents.</p> <p>See also Section Sequence of work, terms and conditions for provision of services below.</p>
Work and payment terms:	<p><b>Outputs:</b></p> <p>The international consultant with inputs from the national consultants is responsible for the following outputs:</p> <p>1) <b>Preparatory Technical Studies and Reviews:</b></p> <ol style="list-style-type: none"> <li>Compile <b>baseline/situational analysis</b> 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;</li> <li>Oversee the stakeholder analysis and consultations and ensure that they are complete and comprehensive;</li> <li>Ensure the gender findings are meaningfully integrated into the project’s strategy, theory of change and results framework;</li> <li>Ensure action points, including risk assessments, from the <b>UNDP Social and Environmental Screening Procedure (SESP)</b> 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;</li> <li>Oversee the <b>identification of the project sites</b>, with documentation of selection criteria, as applicable;</li> <li>Ensure the design of appropriate project <b>knowledge management</b> activities, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes;</li> <li>Oversee the preparation of partner capacity assessments and discussions on <b>management arrangements</b> early in the PPG process;</li> <li>Oversee the consultations with partners regarding <b>financial planning</b>; and</li> <li>Ensure completion of any additional studies that are determined to be needed for</li> </ol>

	<p>the preparation of the ProDoc and all other final outputs.</p> <p>2) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes:</u></p> <ol style="list-style-type: none"> <li>Develop, present and articulate the project's <b>theory of change</b>;</li> <li>Develop the <b>Results Framework</b> in line with UNDP-GEF policy;</li> <li>Develop a detailed <b>Monitoring and Evaluation Plan and Budget</b>;</li> <li>Oversee the preparation of a comprehensive <b>Stakeholder Engagement Plan</b>;</li> <li>Oversee the preparation of a <b>Gender Action Plan and Budget</b>;</li> <li>Oversee the updating of the <b>SESP</b> based on assessments undertaken during Component A, the national expert input, and ensure the development of required environmental and/or social management plan(s) for all risks identified as Moderate or High in the SESP, as required;</li> <li>Oversee the preparation of the required GEF tracking tools (METT)</li> <li>Revise the <b>GEF Core Indicators Worksheet</b> to reflect the agreed results framework and ensure these are supported by robust and validated data;</li> <li>Present agreements <b>on project execution and management arrangements</b> and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support;</li> <li>Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the <b>draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes</b>, using the templates.<sup>1</sup></li> </ol> <p>3) <u>Final Deliverables:</u></p> <ol style="list-style-type: none"> <li>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;</li> <li>Completion of the GEF CEO Endorsement Request;</li> <li>Finalized SESP (and stand-alone management plans as required).</li> </ol> <p>The lump sum contract amount will be paid in three installments as follows:</p> <ol style="list-style-type: none"> <li>1) – 30% of the total contract amount following presentation and acceptance of draft baseline/situational analysis, draft strategic framework and draft project strategy by stakeholders – Completion of Deliverable 1.</li> <li>2) – 50% of the total contract amount following presentation and acceptance by UNDP of draft UNDP Project Document with all mandatory and project specific Annexes and GEF Request for CEO Approval – Completion of Deliverable 2.</li> <li>3) - 20% of the total contract amount following acceptance by GEF of the final UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes – Completion of Deliverable 3).</li> </ol>
Qualifications	<ul style="list-style-type: none"> <li>- Master's degree or higher in a relevant field, such as environmental management, Natural Resource Management, Natural Sciences, Development Studies or another closely related field;</li> <li>- Minimum 7 years of demonstrable experience in the technical area of natural resource management/BD conservation;</li> <li>- Previous demonstrated experience in formulation of GEF-funded project proposals confirmed by at least 2 successful projects approved by the GEF;</li> <li>- Previous experience of working in the Eastern European and/or CIS countries will be an asset.</li> </ul>
Competencies:	<ul style="list-style-type: none"> <li>- Experience in team management confirmed by previous working experience in managing at least three employees;</li> <li>- Fluency in English confirmed during an interview or by a diploma/certificates or</li> </ul>

<sup>1</sup> Please verify with the UNDP-GEF team that the correct templates are being used.

	other relevant documents; - Working knowledge of Russian, confirmed during an interview or provided diploma / certificate / other relevant documents, will be an asset; - Excellent report writing skills confirmed by at least 3 examples of reports.
Direct supervisor:	Igar Tchoulba, Program Officer. Energy & Environment

**General background information on the context of the engagement:**

**Objectives of the assignment:**

The United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), is providing assistance to the Republic of Belarus in the preparation of the GEF Project “*Conservation of Wetland Biodiversity and Sustainable Management of Freshwater Ecosystems in the Western Dvina/Daugava Transboundary River Basin*” (Western Dvina IP).

The proposed project is geographically focused on the Western Dvina/Daugava river basin. Within this transboundary freshwater basin, the project will support transboundary cooperation and promote mechanisms for the integrated management of the water resources. Improving the management of transboundary waters in the Western Dvina river basin will be based on the implementation of respective national-level management plans for the transboundary river basin, in Belarus and in Latvia. Simultaneously, the project will support further development, appraisal and adoption of the transboundary cooperation agreement between the two countries. The project will assist the two countries with preparation of a regional Strategic Action Programme (SAP), outlining the key priorities and directions for joint management actions and transboundary cooperation in the basin for conservation and sustainable use of the shared transboundary resources, as a roadmap for the implementation of the transboundary cooperative agreement. The project will further accelerate the transformative processes in the Western Dvina basin in Belarus by pilot testing conjunctive management solutions offered through the national Western Dvina River Basin Management Plan and providing targeted incremental support to concrete activities aimed at restoring and protecting valuable freshwater ecosystems and ecosystem services.

The project will achieve its stated objectives through two components:

a. **Component 1:** Effective integrated management of freshwater resources within the Western Dvina basin. Mechanisms for transboundary cooperation in the water resources management of the transboundary Daugava/Western Dvina river basin will be developed and agreed upon between two riparian countries (Latvia and Republic of Belarus). At present, river basin management plans (RBMS) for the Dnieper, Pripyat, Neman, and Western Bug River Basins have been or are being developed in Belarus, while there is no Western Dvina River Basin management plan. The two countries shared the final draft of the Agreement in July 2019. Internal appraisal procedures need to be carried out before the respective governmental authorities can sign it. The GEF project will facilitate the consultations and assist the two countries with the development of a road-map for the implementation of the bilateral agreement, in the form of the Strategic Action Programme for conservation and sustainable use of the Western Dvina/Daugava basin.

b. **Component 2:** Conservation, restoration and sustainable management of wetlands and associated freshwater ecosystems in the Western Dvina Basin. Sustainable management of key internationally important wetland areas (Ramsar sites and/or national level protected areas) in the Western Dvina River Basin will be ensured at 194,500 ha. The activities will be aimed at ensuring the sustainable functioning of wetland protected areas. The management plans will be developed for the existing Ramsar wetlands (Drozhbitka-Svina, Vileyty, Yanka) . For the better management, their boundaries, protection and sustainable use regimes will be re-visited. Management units will be established for Yanka, Krozhbitka-Svina and Golubitskaya Puscha refuges in cooperation with the local authorities. The project will support, where feasible, implementation of the new management plans, including development of sustainable finance solutions. For capacity strengthening and financial sustainability of Ramsar refuges Kozyansky, Sinjsa and Drozhbitka-Svina the project will provide incremental support to development of agricultural and ecological tourism, establishment of tourism infrastructure and valorisation of Ramsar sites. The project will also attempt to develop mechanisms for profitable engagement of private sector stakeholders who use the wetland bioresources. The Osveysky refuge will become a pilot for developing and testing of co-management scenarios involving PA management and bioresource users (fishing, hunting, ecotourism).

Following the GEF 7 Programming Directions, the project will help the country intensify its national efforts towards achieving the Aichi Targets, including finding new ways to increase financing for biodiversity conservation and sustainable use and applying new approaches to eliminate threats to biodiversity.

The full-fledged Western Dvina project will be developed within a UNDP Initiation Plan (IP) the purpose of

which is to develop a full UNDP project document and GEF Request for CEO endorsement including all the required annexes and supporting documentation to be submitted to the GEF Secretariat before 31 December 2021. Before submission to the GEF Secretariat, the project documentation should be duly reviewed and cleared by UNDP. Technical clearance of the complete submission package requires sign off by (i) UNDP Belarus CO, (ii) UNDP Istanbul Regional Technical Advisor on Climate Change and (iii) UNDP GEF Principal Technical Advisor on Climate Change mitigation in New York.

**Scope of the assignment:**

Under the guidance and direct supervision of the Environment Programme Officer at UNDP, Belarus and the UNDP Regional Technical Advisor on Climate Change Mitigation at UNDP Istanbul Regional Hub (IRH) the International GEF Project Development Specialist - PPG Team Leader (hereinafter referred to as PPG Team Leader) will prepare the UNDP project document, including all the required annexes and supporting documentation, the GEF Request for CEO Endorsement, the climate change mitigation tracking tool/GEF Core indicators and any other document required by the GEF Secretariat and UNDP as a part of Western Dvina project submission package.

The PPG Team Leader will supervise and work closely with a team of international and national experts hired by UNDP.

The PPG Team Leader will play a key role in determining the project strategy and preparing and finalizing all project documentation for submission to GEF Secretariat and full approval of all project documentation.

The PPG Team Leader:

Familiarizes himself/herself with the approved PIF and PPG documents, along with the comments to the PIF/PPG from the GEF Secretariat, GEF Board and STAP.

**Schedule of work:**

Deliverable 1. By 15 February 2021 – Draft baseline/situational analysis, draft strategic framework and draft project strategy presented for stakeholder consultations.

Deliverable 2. By 31 March 2021 – drafts of the following documents submitted to UNDP Belarus and UNDP Regional Office in Istanbul: (i) GEF Request for CEO Approval (template and examples of recently approved documents are provided separately), and (ii) UNDP Project Document with all mandatory and project specific Annexes (template and examples of recently approved documents are provided separately), including co-financing letters. In-country mission (of 3 working days not including travel days) to Minks, Belarus ( conditional to epidemiological situation) to validate the proposed project strategy, activities, management arrangements, risks etc. is completed.

Deliverable 3. By 30 June 2021 – Documents revised following GEF Sec comments which includes revised GEF Request for CEO Approval and revised UNDP Project Document with all respective annexes (may take several iterations)

**Sequence of work, terms and conditions for provision of services**

The consultant will be recruited by UNDP Belarus Country Office through a selective process. Once hired, the consultant will get in touch with the UNDP Belarus Country Office Environmental Focal Point to establish email communication with him/her, as well as with the key local consultants. For app. two weeks after that, the international consultant develop and submit a **detailed methodology and work plan** in consultation with the other consultants with clear delegation of responsibilities for the international and national consultants comprising the PPG team, including which basic information is to be gathered by the local team, and in what format, by when, translation needs, and when it will be finally made available to the international consultant.

The overall 90 days broken down as follows:

**BREAKDOWN OF COSTS<sup>2</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**A) Breakdown of Cost by Components:**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees			
<b>II. Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

**B) Breakdown of Cost by Deliverables\***

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount
Deliverable 1	30%	
Deliverable 2	50%	
Deliverable 3	20%	
Total	100%	USD .....

*\*Basis for payment tranches*

In the financial proposal, the consultant should indicate the fee as a Lump Sum Proposal to UNDP and clearly indicate the number of days that the consultant will spend on the Milestones specified in the template. The consultants may include additional items/lines if he/she deems it necessary.

Please note that the **financial proposal is all-inclusive** and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination, office costs and any other relevant expenses related to the performance of services...).

**Payments** will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

**General Terms and conditions** as well as other related documents can be found under: [https://www.eurasia.undp.org/content/rbec/en/home/about\\_us/jobs/general-terms-and-conditions.html](https://www.eurasia.undp.org/content/rbec/en/home/about_us/jobs/general-terms-and-conditions.html)

Qualified **women** and members of **minorities** are encouraged to apply.

Signature of Supervisor: UNDP Programme Officer	
Signature of Subscriber:	

<sup>2</sup> The costs should only cover the requirements identified in the Terms of References (TOR).

