

Terms of reference



GENERAL INFORMATION

Title Project Development Specialist (GEF-PPG Team Leader)
(International Consultant)
Project Name: 7th Operational Phase of the GEF Small Grant Programme in Indonesia
Report to: Programme Manager
Duty Station: Home-based
Expected Places of Travel: N/A
Duration of Assignment: 40 Working Days (October 2020 – July 2021)

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	8 CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select : (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor CATEGORY OF INTERNATIONAL CONSULTANT, please select : (6) Junior Specialist (7) Specialist (8) Senior Specialist
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	P11 or CV with three referees
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

- ☐ partial (explain)
☒ intermittent (at least 2 times for presenting deliverables in agreed schedule)
☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☐ Yes ☒ No
Equipment (laptop etc): ☐ Yes ☒ No
Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services: N/A

I. BACKGROUND

"UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nations.

UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We

work in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, with the overarching aim of reducing poverty in Indonesia. Besides the four priority areas, UNDP Indonesia is also engaged in a variety of crosscutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development.”

The direct involvement of local communities who depend on natural resources for their livelihoods and therefore have the strongest incentive to develop appropriate solutions is most pertinent in local and global efforts to address serious environmental challenges that we face today. The SDGs and the Paris Agreement on Climate Change also recognized the importance of participation of communities and Civil Society Organizations (CSOs) if we are to achieve the SDGs and halt the threat of serious climate change. In this regard, the UNDP implemented, GEF financed, Small Grants Programme (SGP) is a proven programme that was set up to support community-based initiatives led by the civil society and community-based organizations addressing the environment and development issues of global relevance. Over the last 26 years, the SGP has implemented over 24,000 projects in total 133 countries, providing grants totalling USD 611.6 million. In the new phase, the SGP will adopt and strengthen primarily five interrelated approaches including empowering local communities, supporting community innovation on emerging issues, promoting partnerships and broader adoption, serving as a dependable global community-based grant mechanism and platform for the environment etc. In doing so, the SGP aims “to promote and support community-based innovative, inclusive, and impactful initiatives, and foster multi-stakeholder partnerships to tackle global environmental issues” in programme countries.

SGP will employ several strategic initiatives (SI) namely: community-based conservation of threatened ecosystems and species; sustainable agriculture and fisheries, and food security; low-carbon energy access co-benefits; local to global coalitions for chemicals and waste management; catalysing sustainable urban solutions; CSO-Government-Private Sector Policy and Planning Dialogue Platforms; Enhancing social inclusion; and Monitoring and Evaluation and Knowledge Management.

Objectives

In close coordination with GEF, UNDP and relevant stakeholders, the consultant is requested to develop a project document inline with the templates of UNDP-GEF on the 7th Operational Phase of the GEF Small Grant Programme in Indonesia.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The Project Development Specialist (GEF PPG Team Leader) will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the GEF PPG Team and coordinating the Team’s work.

Under the coordination of the Programme Manager, the consultant is expected to lead the process of project document (prodoc) development in consultation with UNDP RTA, GEF-OFP, the management of Yayasan Bina Usaha Lingkungan (YBUL), and relevant stakeholders. He/she is responsible to assure the presence of these following information in the prodoc in coordination with 3 (two) other consultants recruited by UNDP focusing on (1) biodiversity and community-based participatory landscape planning and management, (2) gender and safeguard specialist, (3) community-based climate change mitigation.

The consultant is required to carry out these following activities:

Responsibilities and Deliverables

1) Management of the GEF PPG Team

- a) Define and submit a detailed methodology and work plan in consultation with the SGP National Coordinators and other consultants with clear delegation of responsibilities for the International Consultant (IC) and National Consultants (NCs);
- b) Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and

- c) 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 national consultants, as detailed in their respective TORs:
- a) 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;
 - b) Lead and oversee the stakeholder analysis and consultations, with support from national consultants, and ensure that they are complete and comprehensive including consultations with the private sector and tourism associations and bodies;
 - c) Ensure the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
 - d) 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;
 - e) Oversee the identification 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;
 - f) Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes;
 - g) Lead and oversee the identification of opportunities for private sector engagement and co-financing;
 - h) Ensure the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process;
 - i) Oversee the consultations with partners regarding financial planning; and
 - j) Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.
- 3) Identification of project sites
- a) Based on the above reviews, and through consultation with stakeholders, the targeted project demonstration sites (landscapes) will be identified and detailed, ensuring that geo-referencing is clearly presented for all targeted project areas and surrounding landscapes. This should include providing geographic coordinates, maps and shapefiles for inclusion in the ProDoc. The following sites have been identified at the PIF stage as target geographies, to be further refined during PPG implementation:
 - i) Sabu Raijua Regency (part of the Savu Sea National Park in East Nusa Tenggara)
 - ii) Nantu Boliyohuto Forest (Gorontalo and Boalemo Regencies)
 - iii) Bulukumba Regency (South Sulawesi)
 - iv) Kendal and Wonosobo Regencies (Central Java).
 - b) Potential safeguards risks will be identified giving consideration to all project sites.
- 4) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): (50% Payment)
- With inputs from the national consultants, as detailed in their respective TORs, and based on international best practice:
- a) Develop, present and articulate the project's theory of change;
 - b) Develop the Results Framework in line with UNDP-GEF policy;
 - c) Develop a detailed Monitoring and Evaluation Plan and Budget;
 - d) Oversee and ensure the preparation of a comprehensive Stakeholder Engagement Plan;
 - e) Oversee and ensure the preparation of a Gender Action Plan and Budget;
 - f) Oversee and ensure the updating of the SESP based on assessments undertaken during Component A, and ensure the development of required environmental and/or social management plan(s) as required;
 - g) Oversee the preparation of the required GEF Core Indicators and ensure these are supported by robust and validated data;
 - h) Secure all co-financing letters;
 - i) Prepare the indicative procurement plan (with UNDP CO support);
 - j) Secure and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support;
 - k) Ensure the completion of the required official endorsement letters; and

- l) 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.¹
- m) Mandatory Annexes included in the prodoc:
 - i) In addition to the documents listed above, the following Annexes should be prepared by the GEF PPG team:
 - ii) Project map and Geospatial Coordinates of project sites
 - iii) Multi Year Work Plan
 - iv) Monitoring Plan
 - v) UNDP Risk Log
 - vi) Overview of Technical Consultancies
 - vii) GEF 7 Taxonomy
 - viii) Initial Project Team Procurement Plan and TORs for key Project Team staff
 - ix) List of people consulted during project development.
 - x) Upon a request from the UNDP GEF UCP Global Coordinator and Technical Adviser during the PPG implementation, the PPG team may be required to prepare additional annexes.
- 5) Validation Workshop (Component C):
 - a) 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;
 - b) Oversee all necessary revisions that arise during the workshop; and
 - c) Ensure completion of Validation Workshop Report.
- 6) Financial planning, Co-financing and investment mobilized – as defined in the GEF Policy and Guidelines on co-financing - will be confirmed, and additional sources identified through a series of consultations with partners to ensure a coherent and sustainable financing package for the project, including post-GEF grant phase to the extent possible. The GEF is seeking high co-financing/investment mobilized to GEF grant ratios with a preference for grants, loans and other public investments over in-kind co-financing. The GEF also expects the Government to significantly support the costs associated with project execution (i.e. PMC).
- 7) Final Deliverables (50% Payment):
 - a) 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;
 - b) Completion of the GEF CEO Endorsement Request;
 - c) Finalized SESP (and stand-alone management plans as required);
 - d) All documentation from GEF PPG (including technical reports, meeting minutes, etc.); and
 - e) Validation Workshop Report.

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of Working Days	Completion Schedule	Review and Approvals
Deliverable 1: Approved detailed methodology, work plan and prodoc structure in accordance with preliminary assessment (analysis)	2	October 2020	UNDP & Implementing Partner
Deliverable 2: 1 st Draft of project document (prodoc) in compliance with UNDP and GEF	20	November 2020	UNDP & Implementing Partner
Deliverable 3: 2 nd draft of the prodoc accepted by relevant stakeholders via a Validation Workshop	10	March 2021	UNDP & Implementing Partner

¹ Please verify with the UNDP-GEF Team the correct templates.

Deliverable 4: Final Project Document	8	Jun 2021	UNDP & Implementing Partner
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III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will work closely with UNDP and the Implementing Partner as well as other PPG team. In addition, he/she should seek guidance from the UNDP/GEF Regional Technical Advisor and UNDP Indonesia Programme Manager on building communication with partners/stakeholders and targeted beneficiaries as well as more details project concept and UNDP-GEF policies. The consultant will be given access to relevant information necessary for execution of the tasks under this assignment.

The consultant will be responsible for providing her/his own workstation (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection. Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones.

Duration of the Work

Proposed contract duration is 40 working days including travel/field visit that will be spread out in the period of October 2020 – July 2021.

Duty Station

The consultant will work from home. Any travel costs to Jakarta and project sites will be provided by the project and will use a rate agreed prior travelling.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Master's degree or higher in a relevant field, such as in economics, law, business administration, Natural Resources Management, Conservation Biology or Sustainable Development, social sciences with a specialization in environment and development, or any other relevant study area.
- A Bachelor's degree with additional years of relevant experience will be accepted in lieu of a Master's degree;

Years of experience:

- Minimum 15 years of experience in the area of sustainable development;
- Experience preparing project documents for UN entities, particularly for UNDP and GEF projects is highly desirable;
- Experience managing GEF-funded project for Small Grant Programme
- Experience with formulation of GEF-funded project proposals is desirable;
- Experience in biodiversity conservation and in community livelihoods diversification is desirable;
- Experience working on related initiatives is highly desired, especially in the region.

III. Competencies and special skills requirement:

- Have a working network with the government agencies, private sector and provincial administrations as well as communities.
- A solid experience in the areas of biodiversity conservation and community development related programmes.
- Ability to conduct independent research and facilitate group discussion.
- Excellent presentation skills.
- Strong capacity in report writing.
- Fluency in English is required.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on cumulative analysis. In this method, the contract will be made to the successful consultant who is:

- 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:
 - * Technical Criteria weight (70%)
 - * Financial Criteria weight (30%)

Only candidates obtaining a minimum of 65 point would be considered for the Financial Evaluation. The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment). Further, applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including latest education certificate.

Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Criteria	Weight	Maximum Point
Technical	70	100
Criteria A: qualification requirements as per TOR	70%	70
1. Master's degree or higher in a relevant field, such as in economics, law, business administration, Natural Resources Management, Conservation Biology or Sustainable Development, social sciences with a specialization in environment and development, or any other relevant study area. A Bachelor's degree with additional years of relevant experience will be accepted in lieu of a Master's degree;		5
2. Minimum 10 years of experience in the area of sustainable development;		10
3. Experience preparing project documents for UN entities, particularly for UNDP and GEF projects is highly desirable;		10
4. Experience managing GEF funded projects for Small Grant Programme		10
5. Experience with formulation of GEF-funded project proposals is desirable;		10
6. Experience in biodiversity conservation and in community livelihoods diversification is desirable;		15
7. Experience working on related initiatives is highly desired, <u>especially in the region.</u>		10
Criteria B: Brief Description of Approach to Assignment	30%	30
1. Understanding the task and applies appropriate methodology for the task		10
2. Important aspects of the task addressed clearly and in sufficient detail		10
3. Sound logical and realistic planning for delivering expected outputs		10