



TERMS OF REFERENCE NATIONAL STAKEHOLDER ENGAGEMENT AND CAPACITY DEVELOPMENT SPECIALIST

A. Project Title:

Enhancing Integrated Sustainable Management to Safeguard Samoa's Natural Resources

B. Project Description or Context and Background:

The Biodiversity Focal Area programming of the Global Environment Facility in its 7th replenishment (GEF-7), responds directly to the GEF7 Four-year Framework of Program Priorities agreed by countries at CBD COP-13, as well as the Strategic Plan for Biodiversity, 2011-2020. Specifically, the proposed Biodiversity Focal Area is built around achieving the Four-year Programs three objectives: (i) Mainstream Biodiversity Across sectors as Well as Within Production Landscapes and Seascapes, (ii) Reduce Direct Drivers of Biodiversity Loss, and (iii) Strengthen Biodiversity Policy and Institutional Frameworks.

In line with the GEF-7 strategic programming for Biodiversity, the project "*Enhancing Integrated Sustainable Management to Safeguard Samoa's Natural Resources*" aims to equip and empower local communities to safeguard Samoa's indigenous species, natural ecosystems and food production systems from Invasive Alien Species (IAS) and unsustainable land use practices. The project's objective is to provide a 'catchment lens' to the Community Integrated Management Plans, in order to transcend administrative and village boundaries to ensure that ridge to reef connectivity is maintained, strengthened and/or restored throughout the catchment to safeguard biodiversity and other natural resources from competing interests from invasive species, unsustainable land use practices (i.e. sediment from soil erosion and agricultural runoff) and the rising intensity and frequency of natural events that can increasingly be attributed to climate change.

The expected Global Environmental Benefits that will result from an integrated sustainable management from ridge to reef safeguarding the integrity and functioning of ecosystems and production systems include:

- Some 15,533 ha of terrestrial KBAs will be safeguarded on Savai'i .
- Some 5,292 ha of coastal marine KBAs (Vautupua, Vaisigano and Apolima) about the target catchments and, therefore, will benefit from their improved management practices and safeguards.

Other global benefits include:

- 5,618 ha of terrestrial and 6,152 ha of marine protected areas will be under improved IAS management
- The investment will directly benefit an estimated 26,610 community members (48.7% female, 51.3% male), distributed across 60 villages and representing about 14% of Samoa's population.
- US\$ 20 million of leveraged co-financing and invested in this catchment management approach to IAS management and SLM.

- Improved management of priority invasive species, specific priority species for each site to be determined during the PPG phase.
- Raising awareness and understanding about safeguards, particularly IAS, and increased technical capacity within relevant government sectors and communities to implement control measures. The latter will be based on community members becoming accredited as 'Practitioners' in IAS management, organic farming, biological control of pests and other applied technologies.

Table 1. brief description of the Project's objectives, grant amounts, components, project location and the PPG team composition

Project Title: Enhancing Integrated Sustainable Management to Safeguard Samoa's Natural Resources
Objective: To equip and empower local communities to safeguard Samoa's indigenous species, natural ecosystems and food production systems from Invasive Alien Species (IAS) and unsustainable land use practices.
Grant amount: USD 4,000,000
Co-financing amount: USD 20,000,000
Implementing Agency: UNDP
Implementing Partner: MNRE
Target Locations (Catchment names): <ul style="list-style-type: none"> 1. Mulifanua 2. Apolima Island 3. Leafe 4. Nuusuatia 5. Tafitoala 6. Maninoa 7. Falealupo 8. Palauli 9. Asau
Pre-SESP rating: Moderate
Components: <ul style="list-style-type: none"> 1) Enhancing institutional and technical capacity in safeguarding indigenous species, natural ecosystems, and production systems from IAS; 2) Demonstrating integrated management of catchments from ridge to reef to safeguard indigenous species, natural ecosystems and food production systems from IAS and unsustainable land use practices; 3) Gender mainstreaming and knowledge management
International Consultant Team (3) <ul style="list-style-type: none"> • International GEF Project Development Specialist (GEF PPG Team Leader) • International Gender and Safeguard Specialist • International Invasive Alien Species Specialist
National Consultant Team (2) <ul style="list-style-type: none"> • National Stakeholder Engagement and Capacity Development Specialist



<ul style="list-style-type: none"> • National Junior Coordination Consultant 	
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UNDP, in collaboration with the Government of Samoa via the Ministry of Natural Resources and Environment seeks to engage a qualified National Stakeholder Engagement and Capacity Development Specialist to support the PPG Team Leader in developing mandatory project Annexes related to application of IAS. The consultant will be contributing to the delivery of the PPG tasks as specified below.

The PPG phase will complete all the preparatory work required to draft and finalize all the documentation required by the GEF for CEO Endorsement. The PPG phase will be underpinned by a participatory approach, with regular consultation and working meetings with all key PPG stakeholders throughout the PPG phase. Specific attention will be given to gender issues by undertaking a gender analysis to ensure optimal involvement of women in, and beneficitation from project interventions.

The National Stakeholder Engagement and Capacity Development Specialist will support all the preparatory work required to draft and finalize all the documentation required by the GEF for CEO Endorsement, specifically on tasks related to all stakeholder consultation and engagements, capacity development assessment, capacity development plan and the capacity development scorecard associated with the project.

C. Scope of Work

The Stakeholder Engagement and Capacity Development Specialist will support the PPG Team Leader and ensure that the interests of all project stakeholders, especially vulnerable groups and marginalized groups such as Indigenous Peoples and women, are adequately considered in project development and that adequate provision is made for their participation in both the PPG and implementation phases of the project. In addition, the specialist will also support the PPG Team Leader with; a) preparing a capacity development assessment and, the capacity development plan and preparing the capacity development scorecard; and b) developing a baseline framework for measuring Knowledge, Attitudes and Practices (KAP) on awareness of environmental impacts of IAS and unsustainable land use practices among target audiences including local communities, with inputs from other consultants. The consultant will be a stakeholder engagement and capacity development expert with experience issues related to Indigenous Peoples/Pacific Islanders.

The following outlines the key responsibilities and deliverables of this contract. The PPG Initiation Plan for this project provides a more detailed guidance regarding the responsibilities of the prospective PPG team and must be consulted accordingly;

- 1) Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:
 - a. 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;
 - b. Working closely with the international consultant on the E&S safeguard and Gender Specialist, assess presence of Indigenous Peoples/Pacific Islanders within project landscapes and their interests. If present, assess potential impacts of the project on rights and interests, lands,



territories, resources, and traditional livelihoods and determine when FPIC applies in accordance with national contexts and preferences. Carry out consultations with communities at demonstration landscape to assess level of understanding and capacity to give consent and identify community preferences for FPIC process. Based on these assessments, and if relevant, integrate relevant matters as needed including FPIC into project design and into the comprehensive Stakeholder Engagement Plan;

- c. A detailed profile and institutional analysis of Public Institutions working on Invasive Alien Species (IAS), with clear roles in project implementation, based on a thorough assessment using the capacity scorecards modified for IAS;
 - d. Prepare inputs for the baseline/situational analysis on national IAS frameworks and capacity including baseline projects, activities, budgets, and goals;
 - e. Identify key training needs for IAS management agencies (national and provincial) and the key training needs for the stakeholders in demonstration landscapes (in collaboration with the E&S safeguard and Gender Specialist for the project site);
 - f. Adapt the UNDP Capacity Assessment Scorecard to suit IAS and conduct baseline assessments of the capacity of IAS agencies using the adapted scorecard, and provide inputs to the IAS analysis and management plan and work closely with the GEF PPG Team Leader to ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
 - g. Assess any potential impacts of the project on Indigenous Peoples, Pacific Islanders, women, and other relevant stakeholders; and propose project engagement with the stakeholders.
 - h. Organize, facilitate and guide consultations with the project stakeholders to determine project strategy, priorities, key partners, and key barriers to success.
 - i. Prepare Knowledge, Attitudes, Practices (KAP) framework;
 - j. Prepare detailed stakeholder consultation report(s) including the list of participants.
 - k. Appropriate inputs to the final UNDP-GEF project document and GEF CEO ER based on guidance from the PPG Team Leader.
- 2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):
- a. Prepare a comprehensive Stakeholder Consultation and Engagement Plan/s;
 - b. Prepare the Indigenous People/Pacific Islanders Plan and Budget, if deemed required;
 - c. Provide relevant quality text sections for the ProDoc package on capacity development, KAP framework and Low Value Grant mechanisms and the aspects mentioned above.
- 3) Validation Workshop (Component C):
- a. Contribute to the validation workshop; and
 - b. Support all necessary revisions that arise during the workshop, as appropriate.

4) Final Deliverables:

- a. Stakeholder analysis report and engagement plan with budget;
- b. Completed capacity assessments for IAS agencies using the UNDP Capacity Development Scorecard (adapted for IAS);
- c. KAP framework
- d. Indigenous People/Pacific Islanders Plan with budget, if required;
- e. Inputs into the SESP and ESMF, as required.

D. Expected Outcomes and Deliverables:

Below are the key outputs to be delivered:

* Tentative dates are subject to be updated prior issuing the contract*

No.	PPG Milestones	Duration	Tentative Dates *	Fee Disbursement (%)	Review and Approvals Required
1	First Mission ¹ : detailed mission plan including PPG initiation workshop, field visits and meeting with key stakeholders in coordination with the PPG team leader	8 days	September 2020	10%	UNDP CO & RTA
	PPG inception workshop report and workplan				
2	First draft of the Project Document, including all mandatory and project specific annexes, in compliance with the UNDP-GEF ProDoc format and the GEF requirements.	8 days	December 2020	30%	UNDP CO & RTA
3	Second Mission: Final consultation and validation workshop	10 days	February 2021	10%	UNDP CO & RTA
	Validation Workshop Report				
4	Second draft of the Project Document, including all mandatory and project specific annexes to UNDP-GEF for the technical	8 days	April 2021	30%	UNDP CO, RTAs & PTA

¹ Note that Travel bans, restrictions and requirements will likely affect the dates and structure of the missions. The above table provides tentative information for mission budgeting/ICs financial proposal purposes only. Flexibility is expected from the selected candidate in terms of the possibility of having alternative mission and consultation arrangements (i.e. online consultations and online inception/validation workshops. Having one single consultation/truth-grounding mission when travel restrictions are lifted, etc.).

	clearance and submission to GEF SEC for CEO endorsement for review.				
5	Finalized the Project Document with the mandatory and project specific annexes and the CEO Endorsement Request revised with comments from the UNDP teams, and the GEF SEC	6 days	November 2021	20%	UNDP CO, RTA & GEF SEC
	Completion of assignment i.e. approval by the GEF SEC				
	Total	40 days		100%	

E. Institutional Arrangement:

- The Consultant will be home-based and will report to, and be directly supervised by UNDP MCO in Samoa and will coordinate closely with the corresponding Ecosystems and Biodiversity Regional Technical Advisor based in Bangkok;
- The consultant will work closely with the Ministry of Natural Resources and Environment for execution of the tasks under this assignment.
- 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;
- The consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones; and
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked (with a "day" calculated as 8 hours of work) and outputs delivered.

COVID19 considerations notes:

All PPG Consultants should plan for contingencies due to COVID19 impacts. All consultants should plan for future work and manage the workload with anticipation of changes in the key PPG dates and the final submission deadline.

Schedule and work modality flexibilities are expected from all consultants to complete the necessary tasks using all means available, including remote PPG missions if international travel is not possible.

F. Duration of the Work:

The assignment will last 40 working days, and to be completed within an 18-month period.

G. Duty Station:



Consultant will be based in Samoa for contract duration

H. Qualifications of the Successful Contractor (TOTAL 100 points):

Education:

- Minimum Master's degree or higher in capacity development, stakeholder engagement, natural resource management, environment, sustainable development or closely related area **(20 points)**;

Experience:

- Minimum 7 years of relevant professional experience in stakeholder consultation, capacity development assessment and plan. Ideally, the specialist will have knowledge and experience stakeholder consultation and capacity development, especially prevention with indigenous population, ethnic minority groups and women on IAS **(20 points)**;
- Prior experience in the stakeholder consultation, stakeholder analysis and preparing stakeholder engagement plan for projects supported by international organizations and donors, such as World Bank, UNDP, etc **(15 points)**
- Demonstrated experience in carrying out consultations with Indigenous Peoples, FPIC, protection of cultural heritage, and/or community engagement is highly desired **(10 points)**
- Experience working with government institutions, as well as, civil society/private organizations, Indigenous Peoples, ethnic minority Groups and consultants **(10 points)**
- Experience with project development and results-based management methodologies is highly desired **(10 points)**
- Excellent analytical, writing, advocacy, presentation, and communications skills are required **(5 points)**
- Experience working with relevant stakeholders in Samoa or the Pacific is essential **(5 points)**; and
- Excellent written and oral communication skills in English and knowledge of Samoan will be an advantage **(5 points)**

I. Scope of Bid Price & Schedule of Payments:

	DELIVERABLES	ESTIMATED DUE DATE %	AMOUNT IN ST TO BE PAID AFTER CERTIFICATION BY UNDP OF SATISFACTORY PERFORMANCE OF DELIVERABLES
1	First Mission ² : detailed mission plan including PPG initiation workshop, field visits and meeting with key stakeholders in coordination with the PPG team leader	September 2020 10%	\$xxx

² Note that Travel bans, restrictions and requirements will likely affect the dates and structure of the missions. The above table provides tentative information for mission budgeting/ICs financial proposal purposes only. Flexibility is expected from the selected candidate in terms of the possibility of having alternative mission and consultation arrangements (i.e. online consultations and online inception/validation workshops. Having one single consultation/truth-grounding mission when travel restrictions are lifted, etc.).



	PPG inception workshop report and workplan		\$xxx
2	First draft of the Project Document, including all mandatory and project specific annexes, in compliance with the UNDP-GEF ProDoc format and the GEF requirements.	December 2020 30%	\$xxx
3	Second Mission: Final consultation and validation workshop	February 2021 10%	\$xxx
	Validation Workshop Report		
4	Second draft of the Project Document, including all mandatory and project specific annexes to UNDP-GEF for the technical clearance and submission to GEF SEC for CEO endorsement for review.	April 2021 30%	\$xxx
5	Finalized the Project Document with the mandatory and project specific annexes and the CEO Endorsement Request revised with comments from the UNDP teams, and the GEF SEC	November 2021 20%	\$xxx
	Completion of assignment i.e. approval by the GEF SEC		\$xxx
		40 working days	\$XXXX

The financial proposal shall specify an all-inclusive daily fee including all foreseeable expenses to carry out the assignment.

All envisaged travel costs must be included in the financial proposal. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed based on provision of supporting documentation.

*Due to the COVID19 travel restrictions the missions could be organized virtually. Any necessary mission travel must be approved in advance and in writing by the PPG Supervisor(s).

J. Recommended Presentation of Proposal:



Complete proposals must be submitted by **14 September 2020** electronically via email: procurement.ws@undp.org. Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- [Letter of Confirmation of Interest and Availability](#) using template provided by UNDP;
- **CV or P11 Form** indicating all past experience from similar projects, as well as the contact details (email and telephone number) and at least three (3) professional references (most recent)
- **Statement of capabilities addressing the evaluation criteria** of why the you consider yourself the most suitable for the assignment,
- **A brief methodology** on how you will approach and conduct the work (2 pages maximum),
- **Financial Proposal** specifying the daily rate in US Dollars and other expenses, if any (Annex II)

Queries about the consultancy can be directed to the UNDP Procurement Unit
procurement.ws@undp.org

ANNEXES:

ANNEX I - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX II - [Offeror's letter to UNDP Confirming Interest and Availability](#)

ANNEX III - [P11 Form](#)

K. Criteria for Selection of Best Offer

- Only those applications that are responsive and compliant will be evaluated. Incomplete applications will not be considered;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria (Section H) will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language) will be based on a maximum 70 points. Only the top 4 candidates that have achieved a minimum of 70 points (70% of 100 points) from the review of education, experience and language will be deemed technically compliant and considered for financial evaluation;
- Financial score (max 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- 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).
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

L. Approval

This TOR is approved by : *[indicate name of Approving Manager]*

Signature _____



Name and Designation _____

Date of Signing _____