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## PROCUREMENT NOTICE: SAFEGUARD AND GENDER SPECIALIST

**PROCUREMENT NOTICE No. IC/UNDP/NATL/GCF-LDCF/2020/055**

**Date: October 20, 2020**

**Country: Liberia**

**Country:** Liberia

**Duty Station:** Monrovia

**Description of the assignment:** SAFEGUARD AND GENDER SPECIALIST

**Project name:** GCF/LDCF

**Duty Station** Monrovia, Liberia (Field visits to Sinoe County and other Coastal Counties as the need arises)

**Start Date:** Immediate

**Duration of Assignment:** 45 days over 10 months

**Contract type:** Individual Contractor

**Languages:** English

Proposals should be submitted at the following address: **by email to [bids.lr@undp.org](mailto:bids.lr@undp.org) (Please include procurement notice number in the subject area- No. IC/UNDP/NATL/GCF-LDCF/2020/055)** All bids should be submitted no later than **Monday, 26 October 2020 at 3:00 PM (GMT)**. Any request for clarification must be sent by standard electronic communication to the address or e-mail indicated below: [info.lr.procurement@undp.org](mailto:info.lr.procurement@undp.org)

UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

### 1. Background

The Global Environment Facility (GEF) Council in its May 2020 Council meeting approved a project preparatory grant (PPG) for Liberia. The grant is intended to develop a full-sized GEF proposal to access USD8.9 million of GCF/LDCF for enhancing the resilience of vulnerable coastal communities in Sinoe County.

The proposed LDCF project will upscale successful project experiences of GEF's community-based adaptation projects in Liberia and apply integration and innovation approaches for transformational impact to better address sea and river defense management in Liberia. It will also use data generated from and implement the outcomes of the GCF-funded readiness project which is under implementation in Liberia. The initiation and implementation of innovative sea and river defense planning, adoption of private sector new alternative

business models linked to infrastructure techniques for integrated farming practices coupled with encouragement for community entrepreneurship will be considered in the project.

Importantly, the GEF's Policy on Gender Mainstreaming recognizes the importance of gender equality within its financed projects for achieving global environmental benefits as well as the goals of gender equity and social inclusion. The approach shall seek to open the space for other entrepreneurial initiatives especially those in other value chains such as fisheries, fuelwood, which will open opportunities for women's involvement. The project will focus on coastal communities within Sinoe County to support integrated coastal adaptation practices for a number of coastal settlements within the County though with the capacity for the project outcomes to benefit other coastal counties in Liberia.

The project will therefore seek to empower communities and institutions to better plan and implement coastal adaptation interventions in a deliberate and proactive manner, reducing reliance on the Government of Liberia (GoL) to help provide already scarce resources for climate change adaptation solutions. Building community self-reliance and by providing a community planning focus (with new livelihood alternatives) will enable them to tailor adaptation tools and technologies to their specific needs. It will also build the capacities of the administrations of other coastal counties to design and implement integrated coastal adaptation plans. As well as ensure that the project interventions achieve its global environmental objectives, focusing on enhancing both women's and men's contributions and considering their different needs, roles, and situations in every step of the project, including project design, implementation, and monitoring and evaluation.

At the local level, new technologies in combination with traditional technologies will be promoted to ensure that productivity and sustainability of livelihoods are maintained. These adaptation actions and associated technologies or practices will build on the natural resilience and innovativeness of Liberian communities to build their self-reliance and capacity to continue the adaptive process iteratively. Such adaptation strategies such as coastal ecosystem-based adaptation solutions, participatory sea and river defence planning approaches, climate-smart integrated farming systems, coastal protected area establishment and diversification of livelihood options are all in combination critical elements for a long-term adaptation solution in the context of risks and vulnerabilities of Sinoe County. The project shall also seek to learn and upscale some of the well-tested practices that is being undertaken to support community benefit-sharing mechanisms (CBSM) in forest ecosystems for the Production-Protection Approach project of IDH in Sinoe County (2017) which is based on best practices of operational CBSM in Liberia.

Finally, of major concern is the apparent lack of strategic delivery of a sustainable and strategic sea and river defense risk management approach policy to address these concerns. Coastal protection and sea defense structures are currently not planned with regard to their purpose, their outcome and importantly, their long-term maintenance costs. Despite the professional efforts of the Ministry of Mines and Energy (MoME) and the Environment Protection Agency (EPA) to address the problems being faced, the approach to shore protection (at present) is reactionary and without long term national planning mechanisms in place.

As part of implementation of the PPG, UNDP is seeking to hire a national Safeguard and Gender Specialist. This national consultant will also be responsible for the collection of data on safeguard and gender issues. He/she will work very closely with the international Safeguard and Gender Specialist.

### **III. Scope of Work**

Under the guidance of the International Safeguards and Gender Specialist, the National Safeguard and Gender Specialist will:

- 1) Contribute to the Inception Report and support the presentation and discussion during the inception workshop
- 2) Preparatory Technical Studies and Reviews (Component A):
- 3) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)
- 4) Validation Workshop (Component C)

#### IV. Deliverables

<b>Deliverables/ Outputs</b>	<b>Schedule of Payments</b>
Submission of Inception Report which includes a summary of the context, the scope of the analyses and detailed methodology to be used as agreed by the initial scoping with key sector stakeholders and based on initial review of data.	20% of the contract amount
Submission and acceptance of a Baseline study of on-going projects, detailed elaboration of barrier descriptions, full justification of project objectives and activities under Component 1- 4 (Specific sections to be elaborated in the ToR), the geographic analysis of project site with documentation of selection criteria and stakeholder engagement process;	50% of the contract amount
Contribute to the validation workshop and addressing comments	20% of the contract amount
Finalization of Comments from UNDP and GEF	10 % of the contract amount

#### V. Impact of Results

Support and strengthen the efforts of the United Nations Development Programme (UNDP) and its partners in collecting and analyzing project baseline data on environmental and social safeguards and gender, and drafting the safeguards, gender and stakeholder engagement documents the under the guidance of the Team Leader, as well as support the international safeguards specialist and other members on the preparation of other analysis (gender, safeguards, coastal adaptation) during the ProDoc preparation.

VI. Recruitment Qualifications	
Education:	Master's degree or higher in a relevant field, such as natural, environmental or social science, geography, disaster risk management or other relevant disciplines
Experience:	<ul style="list-style-type: none"> <li>➤ Minimum 5 years of demonstrable experience in the technical area of environmental and social assessments;</li> <li>➤ Experience in stakeholder engagement and field research</li> <li>➤ Skilled in using Geographic Information Systems (GIS) and analysis</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>➤ Fluency in English, excellent oral and written communication skills and outstanding interpersonal skills</li> </ul>

#### **Core Competencies**

- Strong organizational, analytical and writing skills;
- Ability to work strategically to realize organizational goal;
- Result oriented, strong team player with good interpersonal and organizational skills;
- Ability to work independently and under pressure and to meet deadlines;
- Ability to handle multiple tasks without compromising the quality of work.

#### **Documents to be included when submitting the proposals:**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

##### 1. Proposal:

(i) Explaining why they are the most suitable for the work (1 page); detailed methodology on how they will approach and conduct the work

##### 2. Financial proposal

##### 3. Personal CV including experience in similar projects and at least 3 references

#### **a) Financial Proposal**

The financial proposal shall specify an all-inclusive daily fee. Payments will be made to the Individual Consultant based on specific and measurable deliverables as specified in the TOR upon completion of all deliverables.

#### **b) Evaluation**

Individual consultants will be evaluated based on the following methodologies:

##### Cumulative analysis

*Award of the contract will 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*

*\* Technical Criteria; 70 points]*

*\* Financial Criteria; [30 points]*

*Only candidates obtaining a minimum of 70% of the maximum points would be considered for the financial evaluation*

The technical revision of CVs will consider the following criteria:

1. Relevance of Academic Qualifications
2. Professional Experience in similar projects
3. Appropriateness of proposed methodology for the requirement
4. Adequacy of Competencies and Skills for the Assignment

**ANNEXES**

**ANNEX 1-** TERMS OF REFERENCES (TOR)

**ANNEX 2-** INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

**ANNEX 3 –** OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT