

## Terms of Reference for a National Coordinator for a GEF PPG Project on Human Wildlife Conflict in Southern Africa

Request for:      Consultant      ☒      Individual contractor      ☐

**Organizational Unit:** UNEP South Africa Office.

POSITION TITLE : Consultant: National Coordinator for a GEF PPG Project on Human Wildlife Conflict in Southern Africa  
 ORGANIZATION : United Nations Environment Programme  
 TYPE OF CONTRACT : Consultant  
 DUTY STATION : Home based, may include in-country travel  
 TITLE OF SUPERVISOR : Head, UNEP South Africa office  
 PROPOSE PERIOD : 15 February 2021 – 15 February 2022  
 ACTUAL WORK TIME : 12 Months  
 DEADLINE FOR : 28 January 2021  
 SUBMISSION

### A. INTRODUCTION AND BACKGROUND

The Government of South Africa has acquired Project Preparation Grant (PPG) funds from the GEF through UNEP for development of a project titled: **“Reducing Human Wildlife Conflict through an Evidence-based and Integrated Approach in Southern Africa”**. The PPG funds are for assisting to prepare a Full-Sized Project (FSP) document, based on the approved project proposal concept note. The project focusses on Human-Wildlife Conflict (HWC) related to the Trans frontier Conservation Areas (TFCAs) of the SADC region with the elephant as the target species.

The PPG phase is considered as a preparatory phase and its final output will be a UNEP /GEF project document and GEF CEO Endorsement Request submitted to and approved by UNEP and GEF, with all the required supporting information.

The PPG phase will need to support various data collection efforts and undertake validation of the indicative outcomes and outputs contained in the PIF; the development of a costed Monitoring & Evaluation plan including appropriate indicators and baseline; and the development of a participatory plan to involve communities and Government stakeholders as well as agreed on implementation arrangements and co-financing. The final output of the PPG phase will be a UNEP GEF project document and GEF CEO Endorsement Request submitted to and approved by UNEP and GEF, with all required supporting annexes. The PPG phase will include four interrelated steps:

Step 1: Technical review: Baseline studies: this will include a desktop review of all relevant documents, actual and previous studies on the Human Wildlife Conflict in South Africa and the SADC region with special focus on the elephant and the Transfrontier Conservation Areas (TFCAs). This will also include an analysis of the existing regulatory frameworks on the Human Wildlife Conflict in South Africa and the SADC region with special focus on the elephant and the Transfrontier Conservation Areas (TFCAs). Key actions include:

- Integration with development plans, policies, budgets and complementary projects;
- Multi-stakeholder meetings with Government and partners (technical and financial) are planned to investigate the implementation of this project development to identify on-going projects and other initiatives to be incorporated in the project document. Activities of similar types could be implemented jointly and or in parallel as long as project calendars will permit it;
- Completion of all the required GEF focal area tracking tools;
- Stakeholder consultations during technical review: Mobilize and engage stakeholders during project design. Negotiate partnerships with on-going projects to align their activities and the project to build synergies;
- Document these consultations.

#### Step 2: Institutional arrangements, monitoring and evaluation

The outputs of step 1 will be used as technical input to step 2 for the formulation of the UNEP/GEF project document. Requirements of step 2 include:

- Finalization of project results framework: Further define the results framework with appropriate objective-level and outcome-level quantitative and qualitative Specific, Measurable, Achievable, Results-oriented and Time-bound (SMART) indicators, and end-of-project targets. Special attention will be made to include socio-economic and sex disaggregated indicators;
- Definition of monitoring and evaluation (M&E): A detailed M&E work plan will be developed, including clear identification of responsibilities and accountabilities, as well as an appropriate M&E budget. The plan will be based on the standard template provided in the UN Environment -GEF project document template that reflects the mandatory requirements of the GEF M&E Policy;
- Sustainability plan: The sustainability plan will outline the principles and guidelines for ensuring the long-term sustainability of project achievements. It will also outline an exit strategy, seeking the continuation of key activities/achievements without the need of long-term international financing;
- Definition of management arrangements: The organizational structure governing the project will be decided. This will include identification of the project board;

Stakeholder consultations during step 2: Involve key agencies in the development of the project strategy to ensure strong national ownership, and engage local communities that are directly affected. In close collaboration with key government representatives and other stakeholders, ensure full participation in the development of the project results framework and ensure agreement on the project objectives and outcomes. Undertake consultations to secure agreement(s) on project implementation arrangements; including roles, responsibilities, and accountabilities of lead and partner agencies. Document these consultations.

#### Step 3: Financial planning and co-financing investments:

- Prepare a detailed multi-year budget following the standard template provided in the UNEP/ GEF project document template that reflects the mandatory requirements of the GEF M&E Policy;
- Explore multilateral and bilateral co-financing opportunities: undertake a series of consultations with partners to ensure a coherent and sustainable financing package for the project including post-GEF grant phase;
- Ensure completion and acquisition of the required Co-financing letters: Co-financing letters will be collected from participating government institutions, bilateral development partners, multilateral development partners and NGOs that wish to provide grant, loan or in-kind contributions to the project;
- Stakeholder consultations during Component step 3: During the implementation of the PPG project, consultation will be carried out with key stakeholders (including civil society organizations, indigenous people, gender groups, and others as relevant) and describe how they will be engaged in project preparation. All financial and technical partners and the government will be involved at an early stage for their commitment to ensure the cost-benefit ratio and agree on financial allocation and arrangement(s).

#### Step 4: PPG Inception meeting and the validation workshop

The consultant will organize and facilitate the PPG inception meeting and validation workshop, either virtually or physically depending on the prevailing conditions at the time. The validation workshop will gather representatives from all relevant stakeholders to present, discuss and validate the final draft project document.

UNEP is, therefore, seeking the services of a national consultant to act as a project coordinator and to provide required information to be used in development of the project document and CEO endorsement request.

#### **B. PURPOSE OF THE CONSULTANCY**

The overall purpose of the consultancy is to provide required information for Component 2 on biosecurity communications and information flows in the country to be used in development of the project document and CEO endorsement request.

Ultimate results of the consultancy	<ul style="list-style-type: none"><li>• Provide organization and coordination of the project design, team members and participants involved in preparing the project (e.g., Project Preparation Steering Committee).</li><li>• Fully fledged project documentation submitted and approved by GEF</li></ul>
Title of the project:	GLOBAL ENVIRONMENT FACILITY Project Preparation Grant (PPG) of the project titled “: “Reducing Human Wildlife Conflict through an Evidence-based and Integrated Approach in Southern Africa”.”.
Identification number of the project:	11227/S1-32GFL-000617/14AC0003 / SB-015507
Source of funds;	extra-budgetary
Budget line to charge:	xxxx
Indicative level of remuneration	C
The total remuneration payable for this service	\$20,000

#### **C. DUTIES AND RESPONSIBILITIES OF THE CONSULTANT**

Under the direction and supervision of the Chief Director: Biodiversity Monitoring and Specialist Services, Department of Environment, Forestry and Fisheries (DEFF), the consultant/coordinator will be required to undertake the following specific tasks in close collaboration with the Team Leader/Project Development Expert, UNEP/GEF Task Manager, other project consultants, and members of the national Project Preparation Steering Committee or technical working group:

- i. Coordinate all the activities and process of this PPG project.
- ii. Coordinate the works of the consultants.
- iii. Coordinate the travels of the consultants within the country. Generate a travel plan of the consultants and the project country team, if needed.
- iv. Organize consultation processes of the PPG including individual and group consultations and meetings, workshops and /or conferences.
- v. Generate the timetable or programme of the events of the consultants while in the country.
- vi. Generate a list of persons/institutions and their contact address, to be consulted or met by the consultants.

- vii. Fix the appointments of the consultants to meet with key persons in the country and in the SADC region.
- viii. Organize and facilitate the inception meeting and produce a meeting report. Ensure that key stakeholders attend this inception meeting.
- ix. Organize and facilitate the validation workshop and produce a workshop report.
- x. Provide a record of all consultation events/meetings including minutes, meeting/workshop reports and list of participants/attendees.
- xi. Provide input to the Team Leader/Project Development Expert for production of the strategy or action framework for the COVID-19 pandemic for this project.
- xii. Provide input to the Team Leader/Project Development Expert for production of project's sustainability strategy and the exit strategy according to GEF guidelines.
- xiii. Provide input to the Team Leader/Project Development Expert for development of the GEF project budget.
- xiv. Provide input to the Team Leader/Project Development Expert for production of the co-financing plan and developing a co-finance budget.
- xv. Secure Co-financing letters and maintain an accurate, up to date ledger of co-finance commitments in USD, Rand and other national currencies as required.
- xvi. Provide input to the Team Leader/Project Development Expert for production of the costed M & E work plan, as well as an appropriate M&E budget.
- xvii. Provide input to the Team Leader/Project Development Expert for production of the project result framework with the appropriate and correct baseline, midterm and end of project targets.
- xviii. Provide input to the Gender and Social Safeguards consultant on the development of actions to address gender gaps and improve gender equality and women's empowerment.
- xix. Provide the list and contact address of PA management staff to work with to produce the METTs for the selected protected areas and/or TFCAs the project will work in. Organise meetings with these PA staff and support the preparation of the METTs for each PA in collaboration with the consultants for components 1, 2 and 3.
- xx. Together with the Team Leader/Project Development Expert, compile and produce a fully-fledged UNEP/GEF project document with all the required annexes and the GEF CEO Endorsement request document with all the required annexes/attachments and submit them to the UNEP Project review committee (PRC) for their review.
- xxi. Together with the Team Leader/Project Development Expert address all comments raised on the project documentation by the Chief GEF BD LD unit, UN Environment Project Review Committee (PRC); and the Scientific and Technical Advisory Panel, the GEF Council and the GEF Secretariat until the project is approved.

#### D. OUTPUTS/EXPECTED DELIVERABLES

Deliverable no.	Type of deliverable	expected deliverable date	Conditions for approval
Deliverable 1:	A detailed methodology and work plan of the assignment	One week upon signing the contract	approved by the UNEP GEF Task Manager, DEFF and the UNEP SA HoA
Deliverable 2:	iii. A travel plan of the consultants and the project country team, in place. iv. the timetable/programme of the consultation processes of the PPG including individual and group	By 28 Feb 2021	As above

	<p>consultations and meetings, workshops and /or conferences in place and accepted by the project team</p> <p>v. The timetable or programme of the events of the consultants while in the country in place and accepted by the project team</p> <p>vi. A list of persons/institutions and their contact address, to be consulted or met by the consultants is in place and accepted by the project team</p> <p>vii. Appointments of the consultants are fixed and facilitated/effectuated to meet with key persons in the country and in the SADC region.</p>		
Deliverable 3:	viii. the PPG inception meeting is organized and attended by key stakeholders and meeting report is produced	By 30 April 2021	
Deliverable 4:	<p>xi. The strategy or action framework for the COVID19 pandemic for this project is produced.</p> <p>12. the project's sustainability strategy and the exit strategy are produced according to GEF guidelines.</p>	By 30 July 2021	As above
Deliverable 5:	<p>xiii. the GEF project budget is produced</p> <p>xiv. the co-financing plan and a co-finance budget are developed</p> <p>xv. Co-financing letters are secured</p> <p>xvi. The costed M &amp; E work plan, as well as an appropriate M&amp;E budget are developed.</p>	By 30 Aug 2021	
Deliverable 6:	xvii. the project result framework with the appropriate and correct baseline, midterm and end of project targets is produced.	By 30 Aug 2021	
Deliverable 7:	xviii. A gender analysis exercise of this project is supported	By 30 June 2021	
Deliverable 8:	xx. The list and contact address of PA management staff to work with and support provided for the preparation of the METTs for the selected protected areas and/or TFCAs. Meetings with those PA staff are conducted and the METTs for each PA are produced by the consultants for components 1, 2 and 3.	By 30 June 2021	
Deliverable 9:	<p>i. Coordinate all the activities and process of this PPG project</p> <p>ii. Coordinate the works of the consultants</p>	Continuous	
Deliverable 10:	<p>ix. Organize and facilitate the validation workshop and produce a workshop report</p> <p>x. Provide a record of all consultation events/meetings including minutes, meeting/workshop reports and list of participants/attendees</p>	By 30 Sept 2021	As above
Deliverable 11	xxi. the first draft of a fully-fledged UNEP / GEF project document with all the required annexes and the GEF CEO Endorsement request document with all the required annexes/attachments are produced and submitted to UNEP Project review committee (PRC) for their review	By 10 Oct 2021	As above

Deliverable 12	xxii. All comments raised on the project documentation by the Chief GEF BD LD unit, UNEP Project Review Committee (PRC); and the Scientific and Technical Advisory Panel, the GEF Council and the GEF Secretariat are Incorporated in the prodoc and CEO ER until when the project is approved	30 Dec 2021	
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#### **E. REPORTING ARRANGEMENTS**

The UNEP South Africa office will contract the consultant to undertake the assignment on behalf of the government of South Africa. The consultant will report to the Chief Director: Biodiversity Monitoring and Specialist Services, Department of Environment, Forestry and Fisheries (DEFF). All deliverables submitted by the consultant should be cleared by the Team Leader/Project Development Expert and approved by the Chief Director and the UNEP GEF Task Manager before any payment is made.

#### **F. DUTY STATION**

The assignment is home-based, however, the consultant will be accorded free access to UNEP South Africa office and the DEFF office.

#### **G. DURATION OF THE CONTRACT**

In approximately 12 months throughout the duration of the PPG process (various tasks are expected to be done concurrently), the consultant is expected to have completed the work preferably commencing on 15 February 2021 and ending by 30 December 2021.

#### **H: PAYMENT MODALITIES**

The consultant shall be paid the consultancy fees as structured below.

- i. 20% upon signature of the contract and submission of acceptance of Deliverables 1 and 2
- ii. 20% after completion, submission of acceptance of Deliverables 3, 4 and 5
- iii. 20% after completion, submission of acceptance of Deliverable 6, 7, 8 and 9
- iv. 20% after completion, submission of acceptance of Deliverable 10 and 11
- v. 20% after completion, submission of acceptance of Deliverable 12

#### **I: TRAVEL**

The assignment will require the consultant to travel. The actual travel costs and arrangements will be made by the UNEP country Office in South Africa.

#### **J: COMPETENCES, REQUIRED SKILLS AND EXPERIENCE**

Technical Criteria - 70% of total evaluation – max. 70 points:

- **Criteria A:** Master's degree in a relevant field such as business administration, political science, social sciences, Biology, Natural Sciences, Environmental Management, Social Sciences, Biodiversity, Land use Management and Ecosystem services (either with ecological or socio-economic background). (10)
- **Criteria B:** At least 5 years of overall professional experience, with incremental responsibilities, preferably with some experience in the GEF projects design and consultancies (15)
- **Criteria C:** 5 Years knowledge and experience across the range of wildlife management in South Africa. (15)
- **Criteria D:** Specific experience in the biodiversity sector would be an advantage. (15)
- **Criteria E:** Demonstrated track record in the preparation of documents, project proposals, evaluation reports, etc. (10)

- **Criteria F:** Experience working with international organizations, including UN Environment and the GEF is preferred. (5)

#### **Competencies**

- Ability to conduct research and analysis and strong synthesis skills;
- Strong team building skills, focuses on impact and result for the assignment and responds positively to critical feedback; consensus-oriented;
- Highly developed inter-personal, negotiation and teamwork skills, networking aptitude;
- Regional and national knowledge is highly desirable;
- Excellent English drafting and communication skills.

#### **Required Skills and Experience**

- Knowledge and experience across the range of wildlife management in South Africa:

#### **Education:**

- Master's degree in a relevant field such as business administration, political science, social sciences, , Biology, Natural Sciences, Environmental Management, Social Sciences, Biodiversity, Land use Management and Ecosystem services (either with ecological or socio-economic background),.

#### **Experience:**

- At least 5 years of overall professional experience, with incremental responsibilities, preferably with some experience in the GEF projects design and consultancies;
- Of which at least 5 years of experience and in-depth knowledge of wildlife management in South Africa
- Specific experience in the biodiversity sector would be an advantage;
- Demonstrated track record in the preparation of documents, project proposals, evaluation reports, etc.

#### **Language:**

- English and French are the working languages of the United Nations Secretariat. Fluency in English is required for this position.

Interested candidates may send their Cover Letter **with a proposed daily fee**, a P11 completed form and Curriculum Vitae to the Subject line **“National Coordinator for a GEF PPG Project on Human Wildlife Conflict in Southern Africa”** to:

[bid.pretoria@undp.org](mailto:bid.pretoria@undp.org)

*(incomplete applications will not be considered)*

For technical queries, please contact Cecilia Njenga at [cecilia.njenga@un.org](mailto:cecilia.njenga@un.org)

**Correspondence will be limited to shortlisted candidates only.**

**UNEP reserves the right not to make an appointment.**

**Deadline for submission: 28 January 2021**