

TERMS OF REFERENCE

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| Location | Honiara, Solomon Islands |
| Application deadline | 23 February 2020 |
| Type of Contract | Individual Contractor |
| Post Level and title | National Consultant – National Safeguards and Gender Consultant |
| Languages required: | English |
| Duration of Initial Contract: | 45 working days , from March to December 2021 |

BACKGROUND

United Nations Development Programme (UNDP), acting as Global Environment Facility (GEF) implementing agency, is providing support to the Ministry of Environment, Climate Change, Disaster Management & Meteorology, Solomon Islands Government, rolling out the Safeguarding Solomon Islands endemic and globally threatened biodiversity and ecosystem services from key threats, particularly invasive alien species , and unsustainable land management practices(SAFE Project) ,Project Planning Grant Initiation. The objective of the GEF PPG is to develop the project concept into a full project: *Safeguarding Solomon Islands endemic and globally threatened biodiversity and ecosystem services from key threats, particularly invasive alien species and unsustainable land use practices (SAFE project)*, and is aiming to safeguard Solomon Islands indigenous species and ecosystems from invasive alien species, land degradation, unsustainable resource use and climate-induced risks through effective government enabling and capacity, community participation and resilient blue/green livelihoods. A national consultant is required to lead the team at the national level and on site demonstration landscapes/seascapes with regards to safeguards and gender mainstreaming aspects of the project document development/PPG process.

The National Safeguards and Gender Specialist will work closely with the PPG team leader and other PPG consultants in the completion of the ProDoc/CEO Endorsement package. S/he will advise on safeguards and gender issues and develop mandatory project Annexes related to application of social and environmental safeguards and support adherence of project development to UNDP's SESP and specific requirements, as appropriate. The consultant will be a safeguards expert with strong experience in gender and social inclusion and in-depth gender analysis at community level in Solomon Islands.

Under the overall coordination of the PPG Team leader, the consultant will participate in and support the entire PPG process, research, field visits, project development and the preparation of the ProDoc/GEF CEO Endorsement Request package, providing country-specific inputs and expertise relevant to community engagement, gender mainstreaming and safeguards. S/he will work closely with the International Safeguards Specialist (and all other members of the PPG team).

DUTIES AND RESPONSIBILITIES

The list below outlines key responsibilities and deliverables of this contract. The PPG Initiation Plan provides more detailed guidance regarding the responsibilities of the PPG team and must be consulted accordingly. The consultant will prepare a detailed work plan, including inputs from the international Safeguards Specialist to be signed-off by the PPG Team leader, and will work closely with them to:

- 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 PIF, participate in the PPG inception workshop, field visits and related meetings
 - b. Review the SESP pre-screening of the PIF and other risks laid out in the PIF, check for additional risks and support the detailed assessment of all project risks and design of mitigation measures through consultations with national and local stakeholders.
 - c. Hold extensive and detailed consultations in each demonstration land/seascape with communities and tribal chiefs to assess/document the presence of Indigenous Peoples/ethnic minorities, women and vulnerable groups and their interests and cultural traditions, particularly with respect to customary land and cultural/archaeological features. Assess all 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. Assess level of understanding and capacity to give consent and identify community preferences for FPIC and grievance processes. Based on these assessments and sharing the results transparently, and if relevant, integrate relevant matters as needed including FPIC into project design and into the comprehensive Stakeholder Engagement Plan, SESP and ESMF. Obtain FPIC for proposed activities at each project demonstration land/seascape during the PPG if possible (if not FPIC can be obtained during inception).
 - d. Hold detailed consultations with women and other marginalised groups in the demonstration land/seascapes to gather information for the gender analysis and action plan including a detailed assessment of specific local challenges and inequalities for women and other marginalized groups. This will determine the roles of women, identify inequalities or vulnerabilities, cultural, social, religious, and other constraints on women's potential participation and any rights issues.
 - e. Hold consultations nationally and provincially to assess current challenges relating to capacity to uphold duties, rights, and safeguards, including consequences of the COVID-19 pandemic.
 - f. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader.

2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):

- a. Provide a summary report of the above assessments to support the International Safeguards Specialist to complete the SESP and other project risks and ESMF, including detailed development of management measures to avoid and mitigate risks, obtain FPIC if possible (if not FPIC can be obtained during inception) and design of a robust grievance redress mechanism, to be incorporated into the ProDoc
- b. Carry out consultations to obtain FPIC for proposed project activities in each demonstration land/seascape if possible (if not FPIC can be obtained during inception).
- c. Prepare a draft Gender Analysis and Action Plan (for completion by the International Safeguards Specialist), identifying appropriate project interventions to ensure gender mainstreaming through all project components, the project's results framework and theory of change
- d. Provide information for and review the Stakeholder Engagement Plan to ensure it is socially inclusive and gender responsive
- e. Support design of the project results framework and activities and ensure that gender and safeguards are adequately incorporated.

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. summary report on Safeguards and Gender
- b. Finalized Social and Environmental Screening Procedure (SESP) – with IC
- c. Gender Analysis and Action Plan
- d. Finalised ESMF – with IC
- e. Comprehensive Stakeholder Engagement Plan (with inputs from other PPG consultants) including on gender-responsive consultation and consultations with local communities and any Indigenous Peoples or Ethnic Minorities present within the demonstration land/seascapes – with IC
- f. FPIC obtained for project activities at each demonstration land/seascape if possible (if not FPIC can be obtained during inception)
- g. Tabulated list of all stakeholders consulted by the PPG team.
- h. Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader.

| Expected outputs /deliverables | Payment milestones | Deadline |
|---|--------------------|---------------|
| 1. Workplan and methodology of how assignment will be completed | 10 % | 15 March 2021 |

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| 2. Summary report on Safeguards and Gender; and Finalized Social and Environmental Screening Procedure (SESP) – with IC | 20% | 31 May 2021 |
| 3. Gender Analysis and Action Plan; and Finalised ESMF – with IC | 20% | 30 June 2021 |
| 4. Completed Comprehensive Stakeholder Engagement Plan (with inputs from other PPG consultants) including on gender-responsive consultation and consultations with local communities and any Indigenous Peoples or Ethnic Minorities present within the demonstration land/seascapes – with IC | 30% | 31 July 2021 |
| 5. Summary report on FPIC obtained for project activities at each demonstration land/seascape | 10% | 31 August 2021 |
| 6. Summary report detailing Tabulated list of all stakeholders consulted by the PPG team. And Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader. | 10% | 30 September 2021 |

Institutional Arrangement/ Working arrangements

The consultant will be directly supervised by the PPG Team Leader and will work under the guidance of the Regional Technical Advisor and Project PIF Design Expert, Biodiversity and UNDP Solomon Islands

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 working station (i.e. laptop, internet, phone, scanner/printer, software, etc.) and must have access to reliable internet connection.

Given possible 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.

COMPETENCIES

Corporate Competencies

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Functional Competencies:

- Results-driven, initiative-taking;
- Ability to work under pressure and to meet deadlines;
- Ability to plan and organise work and establish priorities;
- Remains calm and in control even under pressure, and consistently approaches work with energy and a positive, constructive attitude.

Client Orientation and Communication:

- Good interpersonal and networking skills, ability to establish and maintain effective working relations, supports and encourages open communication in the team, and facilitates team work;
- Ability to communicate verbally and in writing with a wide range of stakeholders, in a manner which is courteous and professional at all times, employing an appropriate level of formality and diplomacy;
- Ability to follow instructions accurately and also to work under minimum supervision.

REQUIRED SKILLS AND EXPERIENCE**Educational Qualifications:**

- MSc degree or higher in a relevant field, such as sustainable development, gender and development, women and environment

Experience

- Minimum 7 years of demonstrable experience in the technical area of gender mainstreaming, community development, and social and environmental safeguards risk assessment and mitigation
- Experience carrying out participatory gender analysis; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans
- Prior experience in the safeguards assessments and processes of international organizations and donors, such as UNDP, etc
- Demonstrated understanding of the links between sustainable development, social and gender issues

- Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations and Indigenous Peoples, FPIC, protection of cultural heritage, and/or community engagement
- Experience working with UNDP and/or on GEF projects an advantage.
- Experience with project development and results-based management methodologies is highly desired
- Excellent analytical, writing, advocacy, presentation, and communications skills are required; and

Language requirements

- Excellent English language skills (both oral and written), particularly in the preparation of written documents

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- **Deliverable 1** [Workplan and methodology of how assignment will be completed]: 10% of total contract amount;
- **Deliverable 2** [Summary report on Safeguards and Gender; and Finalized Social and Environmental Screening Procedure (SESP) – with IC]: 20% of total contract amount;
- **Deliverable 3** [Gender Analysis and Action Plan; and Finalised ESMF – with IC): 20 % of total contract amount;
- **Deliverable 4** [Completed Comprehensive Stakeholder Engagement Plan (with inputs from other PPG consultants) including on gender-responsive consultation and consultations with local communities and any Indigenous Peoples or Ethnic Minorities present within the demonstration land/seascapes – with IC): 30% of total contract amount;
- **Deliverable 5** [Summary report on FPIC obtained for project activities at each demonstration land/seascape if possible (if not FPIC can be obtained during inception): 10 % of total contract amount;
- **Deliverable 6** [Summary report detailing Tabulated list of all stakeholders consulted by the PPG team. And Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader]: 10% of total contract amount.

In general, UNDP shall 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 event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology: **Cumulative analysis**
The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

- **Criteria 1** “ MSc degree or higher in a relevant field, such as sustainable development, gender and development, women and environment” – Max 10 points;
- **Criteria 2**” Minimum 7 years of demonstrable experience in the technical area of gender mainstreaming, community development, and social and environmental safeguards risk assessment and mitigation”-Max 20 Points;
- **Criteria 3** “Experience carrying out participatory gender analysis; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans” – Max 15 points;
- **Criteria 4** “Prior experience in the safeguards assessments and processes of international organizations and donors, such as UNDP, etc” - Max 15 points;
- **Criteria 5** ” Demonstrated understanding of the links between sustainable development, social and gender issues; and Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations and Indigenous Peoples, FPIC, protection of cultural heritage, and/or community engagement ”- Max 10 points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.

- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in SBD.

Incomplete proposals may not be considered.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to procurement.sb@undp.org