

TERMS OF REFERENCE

Location	Home-based
Application deadline	23 February 2020
Type of Contract	Individual Contractor (LTA)
Post Level and title	International GEF Project Development Consultant / PPG Team Leader
Languages required:	English
Duration of Initial Contract:	80 working days, February 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. The services of an international expert is required to lead the team into the development of the project document.

The International Project Development Consultant will be the GEF PPG Team Leader and 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. Due to the ongoing COVID pandemic it is likely that the bulk of the work will be conducted remotely, but costs for one visit to Solomon Islands towards the end of the PPG has been included in the budget.

DUTIES AND RESPONSIBILITIES

Scope of Work

1) Management of the GEF PPG Team

- a. Define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities for the International Consultants (IC) and National Consultants (NCs) through agreed work plans

- b. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements, and takes into account COVID and climate risks
- c. Quality assure / sign-off all reports from the consultants
- d. 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 international and 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. Oversee the stakeholder analysis and consultations, with support from national and international consultants, and ensure that they are complete and comprehensive including consultations with farmers, fishers, women, vulnerable groups, the private sector (including larger importers and others relevant for IAS) and related associations and cooperatives, NGOs, and other projects (particularly those financed by GEF).
- 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 confirmation of the project land/seascapes, 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 land/seascapes
- g. Oversee the identification of opportunities for private sector engagement and co-financing, led by the National Blue/Green Economy and Livelihoods Specialist supported by UNDP-CO;
- h. Ensure the preparation of partner capacity assessments by UNDP CO and discussions on management arrangements early in the PPG process including finding the best arrangement for co-ordination in the project land/seascapes, possible facilitation by local Coordinators and working with the respective provinces, communities and national government agencies;
- 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.

2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): With inputs from the national and local 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 tracking tools (METT and FAO EXACT) and GEF Core Indicators and ensure these are supported by robust and validated data
- h. Ensure all co-financing letters are secured, with support of the National Institutional and Capacity and Specialist supported by UNDP-CO
- i. Prepare the indicative procurement plan
- 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. Assess in detail the project interventions against projected climate change impacts to ensure sustainable outcomes for GEBs
- n. Carry out a strategic assessment with MECDM and MAL of the ambition levels of the project and number of demonstration land/seascapes in relation to the funding available as well as external factors (e.g. COVID-19) and adapt the project document accordingly

4) 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.

5) Final Deliverables:

- 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; Completion of the GEF CEO Endorsement Request
- b. Finalized SESP (and stand-alone management plans as required)
- c. d.All documentation from GEF PPG (including technical reports, meeting minutes, etc.); and
- d. Validation Workshop Report.

Expected outputs /deliverables	Payment milestones	Deadline
Completed SESP (and stand-alone management plans)	20%	30 June 2021
Completed UNDP Project Document with all required sections and Annexes, in line with the	30%	30 July 2021

¹ Please verify with the UNDP-GEF team that the correct templates are being used.

standard UNDP-GEF ProDoc template and annotated		
Completed of the GEF CEO Endorsement Request Form	30%	30 August 2021
Validation workshop report	20%	30 September

Institutional Arrangement

The consultant will be directly supervised 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.

Payments will be made upon submission of certification of payment form, and acceptance and confirmation by the Supervisor on outputs delivered.

The consultant will be responsible for any facilities, administrative arrangements, communication costs, etc. No other costs except of fee will be covered by UNDP.

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 organize 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:**

- Master's degree or higher in a relevant field, such as Natural Resources Management, Ecology or Sustainable Development

Experience

- Minimum 10 years of demonstrable experience in the technical area of mainstreaming biodiversity into natural resources management and in preparing high quality project documents, particularly for UNDP and GEF projects
- Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches
- Knowledge of and experience in integrated landscape/seascape management and sustainable development
- Experience working in Asia/Pacific and SIDS on related initiatives highly desired.

Language requirements

- Excellent written and oral communication skills in English

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 [Finalized/ SESP (and stand-alone management plans as required)]: 20% of total contract amount

Deliverable 2 [Completed UNDP Project Document with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated]: 30% of total contract amount

Deliverable 3 (Completed of the GEF CEO Endorsement Request Form): 30 % of total contract amount

Deliverable 4 (Validation Workshop Report): 20% of the 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** “Master’s degree or higher in a relevant field, such as Natural Resources Management, Ecology or Sustainable Development.” – Max 10 points
- **Criteria 2** “Minimum 10 years of demonstrable experience in the technical area of mainstreaming biodiversity into natural resources management and in preparing high quality project documents, particularly for UNDP and GEF projects” - Max 20 Points
- **Criteria 3** “Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches etc ”-Max 20 points
- **Criteria 4** “ Knowledge of and experience in integrated landscape/seascape management and sustainable development”-Max 10 points
- **Criteria 5** “ Experience working in Asia/Pacific and SIDS on related initiatives highly desired”-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: International consultants must quote prices in United States Dollars (USD).

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