



## REQUEST FOR PROPOSAL (RFP)

To: All Interested Bidders	DATE: February 11, 2021
	REFERENCE: <b>RFP/UNDP/ENV/006/2021 - Development of a Project Preparation Grant</b>

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference **RFP/UNDP/ENV/006/2021 - Development of a Project Preparation Grant**

A **bidder's conference** will be held on:

Date/Time : 17<sup>th</sup> February 2021 starting 1400 hour (GMT+7)  
Place : Zoom On Line Meeting  
Meeting ID : 846 5949 7742  
Password : 357997

Detailed Terms of Reference (TOR) as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) **Event ID: IDN10 0000008519**

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with the RFP requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

NOTE! The **Technical Proposal and Financial Proposal** files **MUST BE COMPLETELY SEPARATE** and **uploaded separately in the system and clearly named** as either **"TECHNICAL PROPOSAL"** or **"FINANCIAL PROPOSAL"**, as appropriate. Each document shall include the Proposer's name and address.

The file with the **"FINANCIAL PROPOSAL"** must be **encrypted with a password** so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal.

The Proposer shall assume the responsibility for not encrypting the Financial Proposal. **NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1. Failed to meet this requirement, proposal will be rejected**

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies, the deadline indicated in the system shall prevail.

Kindly ensure that supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted files and the **FINANCIAL PROPOSAL IS PASSWORD PROTECTED**. Failed to meet this requirement, proposal will be rejected

**NOTE: The file name should contain only Latin characters (No Cyrillic or other alphabets.).**

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking **“Accept Invitation”** but not later than **17<sup>th</sup> February 2021**. If this is not the case, UNDP would appreciate indicating your reason, for our records.

If you have not registered in the system before, you can register by logging in using:

**Username: event.guest**

**Password: why2change**

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached “Instructions Manual for the Bidders”. Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to [Sestyo.wicaksono@undp.org](mailto:Sestyo.wicaksono@undp.org) and [yusef.millah@undp.org](mailto:yusef.millah@undp.org)

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and
3. At least one number.

New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.

For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.

The user guide and video are available to you in the UNDP public website in this link: <https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>.

You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the re-tendering system.

**No hard copy or email submissions will be accepted by UNDP.**

UNDP looks forward to receiving your Proposal and appreciate your interest to participate in UNDP procurement opportunities.

Sincerely yours,

A handwritten signature in black ink, appearing to be 'MS' or similar initials, followed by a horizontal line.

*Martin Stephanus Kurnia*  
*Head of Procurement Unit*  
2/11/2021

## Annex 1

## Description of Requirements

Context of the Requirement	<p>The government of Indonesia through the Ministry of Environment and Forestry supported by the United Nations Development Programme (UNDP) as GEF Agency developed a project concept titled <b><i>‘Investing in the Komodo Dragon and other globally threatened species in Flores (IN-FLORES)</i></b>. The project proposal (PIF) is endorsed by GEF Council in the December 2020 Work Programme and a Project Preparation Grant (PPG) was approved to develop the corresponding funding proposals and project document.</p> <p><b>Table 1:</b> brief description of The Project’s objective, components, geographies</p> <table> <tr> <td><b>Project title</b></td><td>Investing in the Komodo Dragon and other globally threatened species in Flores (IN-FLORES)</td></tr> <tr> <td><b>Objective</b></td><td>To promote conservation of Komodo dragon and other globally threatened species in Flores through strengthened and integrated management of multiple use landscapes and seascapes</td></tr> <tr> <td><b>Components</b></td><td> <ul style="list-style-type: none"> <li>• <b>Component 1:</b> Strengthened management and protection of multiple use landscapes/seascapes for Komodo Dragon and other globally significant species in threatened terrestrial and marine habitats in Flores</li> <li>• <b>Component 2:</b> Improved private sector, community engagement and diversified financing for biodiversity conservation and livelihood improvement across the Komodo dragon and threatened species landscape/seascape</li> <li>• <b>Component 3:</b> Knowledge Management, Gender Mainstreaming, and Project Monitoring &amp; Evaluation</li> </ul> </td></tr> <tr> <td><b>Target project sites</b></td><td> <ul style="list-style-type: none"> <li>• East Nusa Tenggara – Flores Island</li> </ul> </td></tr> </table>	<b>Project title</b>	Investing in the Komodo Dragon and other globally threatened species in Flores (IN-FLORES)	<b>Objective</b>	To promote conservation of Komodo dragon and other globally threatened species in Flores through strengthened and integrated management of multiple use landscapes and seascapes	<b>Components</b>	<ul style="list-style-type: none"> <li>• <b>Component 1:</b> Strengthened management and protection of multiple use landscapes/seascapes for Komodo Dragon and other globally significant species in threatened terrestrial and marine habitats in Flores</li> <li>• <b>Component 2:</b> Improved private sector, community engagement and diversified financing for biodiversity conservation and livelihood improvement across the Komodo dragon and threatened species landscape/seascape</li> <li>• <b>Component 3:</b> Knowledge Management, Gender Mainstreaming, and Project Monitoring &amp; Evaluation</li> </ul>	<b>Target project sites</b>	<ul style="list-style-type: none"> <li>• East Nusa Tenggara – Flores Island</li> </ul>
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Implementing Partner of UNDP	DG Conservation and Natural Resources/Ministry of Environment and Forestry (MoEF)								
Brief Description of the Required Services <sup>1</sup>	UNDP, in collaboration with DG Conservation and Natural Resources, Ministry of Environment and Forestry, the Government of Indonesia, seeks to engage a qualified service provider to support the PPG team leader (not included in this proposal) to develop individual funding proposals and project documents								

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	(ProDoc) for the Project, and the corresponding individual CEO endorsement requests (CEO ER) to be submitted for endorsement to the GEF. The team consist of: <ol style="list-style-type: none"> <li>1) Project Development Specialist – National Team Coordinator</li> <li>2) Specialist in Environmental and Social Safeguards</li> <li>3) Specialist in Stakeholder Engagement and Gender</li> <li>4) Specialist in Private Sector Engagement and Environmental Finance</li> <li>5) Specialist in Landscape/Seascape Management/Ecologist</li> <li>6) Specialist in local governance, participatory conservation and development planning</li> </ol>		
List and Description of Expected Outputs to be Delivered	The documents to be developed are: <ol style="list-style-type: none"> <li>1. UNDP-GEF Project Document (ProDoc).</li> <li>2. Mandatory annexes to the ProDoc listed in the <u>Annotated UNDP-GEF Project Document Template</u>.</li> <li>3. <u>GEF CEO Endorsement Request</u> and all mandatory annexes; and</li> <li>4. Validation Workshop report (required for projects with a high SESP categorization; as appropriate for all others).</li> </ol> Detailed outputs are listed in the Terms of Reference attached to this document.		
Person to Supervise the Work/Performance of the Service Provider	PPG Team Leader, UNDP Adviser for Climate and Environment Governance		
Frequency of Reporting	As requested by the Team Leader, UNDP Adviser for Climate and Environment Governance		
Progress Reporting Requirements	Update on the milestones and detailed plans for the upcoming tasks		
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal		
Expected duration of work	1	Project Development Expert – National Team Coordinator	Maximum 50 working days over 9 months
	2	Expert in Environmental and Social Safeguards	Maximum 25 working days over 9 months
	3	Senior Specialist in Stakeholder Engagement and Gender	Maximum 30 working days over 9 months
	4	Expert in Private Sector Engagement and Environmental Finance	Maximum 30 working days over 9 months
	5	Senior Specialist in Landscape/Seascape Management/Ecologist	Maximum 30 working days over 9 months
	6	Senior Specialist in local governance, participatory conservation and development planning	Maximum 30 working days over 9 months
Target start date	March, 2021		

Latest completion date	December 2021																				
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Brief Description of Purpose of the Travel</th><th>Number of days</th><th>Amount in Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr> <td>East Nusa Tenggara – Flores Island</td><td>PPG initiation workshop,</td><td>3</td><td>1</td><td>March 2021</td></tr> <tr> <td>East Nusa Tenggara – Flores Island</td><td>field visits and meeting with key stakeholders</td><td>10</td><td>3</td><td>March 2021</td></tr> <tr> <td>East Nusa Tenggara – Flores Island</td><td>Final consultation and validation workshop</td><td>3</td><td>1</td><td>June 2021</td></tr> </tbody> </table>	Destination/s	Brief Description of Purpose of the Travel	Number of days	Amount in Travel	Target Date/s	East Nusa Tenggara – Flores Island	PPG initiation workshop,	3	1	March 2021	East Nusa Tenggara – Flores Island	field visits and meeting with key stakeholders	10	3	March 2021	East Nusa Tenggara – Flores Island	Final consultation and validation workshop	3	1	June 2021
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Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>																				
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A																				
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required																				
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required																				
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency for <b><u>Local Bidders</u></b>																				
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																				

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																	
Payment Terms <sup>3</sup>	<table border="1"> <thead> <tr> <th data-bbox="456 642 764 705">Outputs</th><th data-bbox="764 642 927 705">Percentage</th><th data-bbox="927 642 1114 705">Submission</th><th data-bbox="1114 642 1421 705">Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td data-bbox="456 705 764 905">PPG initiation workshop, field visits and meeting with key stakeholders, Preparatory Technical Studies and Reviews (Component A)</td><td data-bbox="764 705 927 905">20%</td><td data-bbox="927 705 1114 905">March 2021</td><td data-bbox="1114 705 1421 1392" rowspan="4">           Within thirty (30) days from the date of meeting the following conditions:            a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and            b) Receipt of invoice from the Service Provider.         </td></tr> <tr> <td data-bbox="456 905 764 1104">Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)</td><td data-bbox="764 905 927 1104">35%</td><td data-bbox="927 905 1114 1104">July 2021</td></tr> <tr> <td data-bbox="456 1104 764 1167">Validation Workshop (Component C)</td><td data-bbox="764 1104 927 1167">10%</td><td data-bbox="927 1104 1114 1167">August 2021</td></tr> <tr> <td data-bbox="456 1167 764 1392">Submission of the documents to UNDP-GEF Directorate for technical clearance and submission to GEF SEC for CEO endorsement, addressing comments</td><td data-bbox="764 1167 927 1392">35%</td><td data-bbox="927 1167 1114 1392">December 2021</td></tr> </tbody> </table>	Outputs	Percentage	Submission	Condition for Payment Release	PPG initiation workshop, field visits and meeting with key stakeholders, Preparatory Technical Studies and Reviews (Component A)	20%	March 2021	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)	35%	July 2021	Validation Workshop (Component C)	10%	August 2021	Submission of the documents to UNDP-GEF Directorate for technical clearance and submission to GEF SEC for CEO endorsement, addressing comments	35%	December 2021
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Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	PPG Team Leader, UNDP Adviser for Climate and Environment Governance and UNDP RTA Biodiversity																	

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm 25% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 35% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 40% <p><b><i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i></b></p> <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  <p>Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>

<sup>4</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.



Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Written self declaration <input type="checkbox"/> Others <sup>6</sup> [pls. specify]
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<p><i>Sestyo Wicaksono and Yusef Saiful M.</i>  <i>Procurement Unit</i>  <i>Sestyo.wicaksono@undp.org and yusef.millah@undp.org</i></p> <p><b>Mandatory subject of email: RFP/UNDP/ENV/006/2021 - Development of a Project Preparation Grant</b></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: N/A</li> </ul>

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>7</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## Annex 2

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

**A. Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

**B. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

**C. Qualifications of Key Personnel**

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

*If required by the RFP, the Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables [list them as referred to in the RFP]</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1	PPG initiation workshop, field visits and meeting with key stakeholders, Preparatory Technical Studies and Reviews (Component A)	20%	
2	Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)	35%	
3	Validation Workshop (Component C)	10%	
4	Submission of the documents to UNDP-GEF Directorate for technical clearance and submission to GEF SEC for CEO endorsement, addressing comments	35%	
	<b>Total</b>	<b>100%</b>	

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component [This is only an Example]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home/Field Office				
a. Project Development Expert – National Team Coordinator		50 working days	1	
b. Expert in Environmental and Social Safeguards		25 working days	1	
c. Senior Specialist in Stakeholder Engagement and Gender		30 working days	1	
d. Expert in Private Sector Engagement and Environmental Finance		30 working days	1	
e. Senior Specialist in Landscape/Seascape Management/Ecologist		30 working days	1	
f. Senior Specialist in local governance, participatory conservation and development planning		30 working days	1	

<b>II. Out of Pocket Expenses (if any please specify)</b>				
1. Travel Costs and Daily Allowance				
2. Workshops				
3. Supplies				
4. Miscellaneous expenses				
<b>III. Other Related Costs (if any please specify)</b>				

*[Name and Signature of the Service Provider's  
Authorized Person]*

*[Designation]*

*[Date]*

## TERMS OF REFERENCE

<b>POST TITLE</b>	<b>: Service to support the development of a project preparation grant/project document titled Investing in the Komodo Dragon and other globally threatened species in Flores (IN-FLORES)</b>
<b>AGENCY/PROJECT NAME</b>	<b>: The Project Preparation Grant (PPG) received from GEF for the project <i>Investing in the Komodo Dragon and other globally threatened species in Flores (IN-FLORES)</i></b>
<b>PERIODE OF ASSIGNMENT/SERVICES</b>	<b>: March 2021 – November 2022</b>
<b>COUNTRY OF ASSIGNMENT</b>	<b>: Indonesia</b>
<b>STARTING DATE</b>	<b>: March 2021</b>

**1) BACKGROUND**

Indonesia is considered among one of the world's 17 megadiverse countries and is home to two of the biodiversity hotspots: Sundaland and Wallacea. The Wallacea hotspot has a total land area of 33.8 million hectares<sup>10</sup> and provides livelihoods for around 30 million individuals within regional development programs that results in global economic benefits, however this ongoing growth is also negatively impacting the environment in a variety of ways. For example, both regional population growth and changes in land use patterns has resulted in widespread habitat loss, with further environmental degradation projected as the region continues to experience rapid growth that prioritizes short-term economic gains over long-term sustainability<sup>11</sup>. Moreover, government policies and resource management schemes that have supplanted traditional management systems are introducing new issues stemming from poor monitoring, limited capacity and a lack of political will.

As identified in the GEF-7 Biodiversity Strategy, the five main direct drivers of biodiversity loss are: habitat change, overexploitation and unsustainable use (including illegal wildlife trade - IWT), invasive alien species, climate change, and pollution (The GEF). The goal of the GEF-7 biodiversity focal area strategy is to maintain globally significant biodiversity in landscapes and seascapes. To achieve this goal, GEF investments contribute to objectives identified in the CBD COP 13 Guidance to the GEF, including addressing direct drivers to protect habitats and species and further developing biodiversity policy and institutional frameworks.

Flores, East Nusa Tenggara Province is home to several endangered and critically endangered species, some of which are regionally endemic, such as: Flores hawk-eagle (*Nisaetus floris*), yellow-crested cockatoo (*Cacatua sulphurea*),argetooth sawfish (*Pristis pristis*), Tenggara hill myna (*Gracula venerata*), and Schmutz's worm snake (*Indotyphlops schmutzi*)<sup>12</sup>. On top of these endangered species, Flores supports a small extant population of Komodo dragon (*Varanus komodoensis*). The Komodo dragon is a globally threatened species classified as Vulnerable (VU) by the International Union for the Conservation of Nature (IUCN), which is endemic to Flores and can be found in Komodo National Park (KNP) as well as two areas on the Flores mainland, one on the western peninsula (e.g. Wae Wuul) and the other on the north coast (e.g. Longos Island and Riung)<sup>13</sup>.

Furthermore, some of these species are specifically endemic to the island of Flores, making conservation efforts on the island critical for the survival of several endangered bird and mammalian species, including in addition, the Flores crow

<sup>10</sup> Critical Ecosystem Partnership Fund (2014). Wallacea Biodiversity Hotspot.

<sup>11</sup> Ibid

<sup>12</sup> IUCN (2019), Red List of Threatened Species

<sup>13</sup> Ariefiandy, A., Purwandana D., Natali, C., Imansyah, M. J., Surahman, M., Jessop, T. S. & Ciofi, C. (2015) Conservation of Komodo dragons *Varanus komodoensis* in the Wae Wuul nature reserve, Flores, Indonesia: a multidisciplinary approach. International Zoo Yearbook, 49

(*Corvus florensis*), Flores hanging parrot (*Loriculus pusillus*), Flores monarch (*Monarcha sacerdotum*) and Flores scops-owl (*Otus alfredi*), Flores shrew (*Suncus mertensi*), Hainald's Flores Island rat (*Rattus hainaldi*), and Paula's long-nosed rat (*Paulamys naso*)<sup>14</sup>. These species are highly vulnerable to the pressures of: habitat degradation, landscape changes, overexploitation, climate change, illegal hunting, and other harmful human activities. The marine habitat around Flores, and the KNP, in particular includes one of the richest marine environments including coral reefs, mangroves, seagrass beds, seamounts, and semi-enclosed bays. These habitats harbor more than 1,000 species of fish, some 260 species of reef-building coral, and 70 species of sponges, dugong, sharks, manta rays, and at least 14 species of whales, dolphins, and sea turtles.

The government of Indonesia through the Ministry of Environment and Forestry supported by the United Nations Development Programme (UNDP) as GEF Agency developed a project concept titled '**Investing in the Komodo Dragon and other globally threatened species in Flores (IN-FLORES)**'. The project proposal (PIF) is endorsed by GEF Council in the December 2020 Work Programme and a Project Preparation Grant (PPG) was approved to develop the corresponding funding proposals and project document.

**Table 1:** brief description of The Project's objective, grant amounts, components, geographies

<b>Project title</b>	Investing in the Komodo Dragon and other globally threatened species in Flores (IN-FLORES)
<b>Objective</b>	To promote conservation of Komodo dragon and other globally threatened species in Flores through strengthened and integrated management of multiple use landscapes and seascapes
<b>Components</b>	<ul style="list-style-type: none"> <li>• <b>Component 1:</b> Strengthened management and protection of multiple use landscapes/seascapes for Komodo Dragon and other globally significant species in threatened terrestrial and marine habitats in Flores</li> <li>• <b>Component 2:</b> Improved private sector, community engagement and diversified financing for biodiversity conservation and livelihood improvement across the Komodo dragon and threatened species landscape/seascape</li> <li>• <b>Component 3:</b> Knowledge Management, Gender Mainstreaming, and Project Monitoring &amp; Evaluation</li> </ul>
<b>Target project sites</b>	<ul style="list-style-type: none"> <li>• East Nusa Tenggara – Flores Island</li> </ul>

## 2) OBJECTIVES OF THE ASSIGNMENT

The objective of the GEF PPG is to develop the project concept into a full project: Investing in the Komodo Dragon and other globally threatened species in Flores (IN-FLORES). In reference to the project concept (PIF), this project aims to promote conservation of Komodo dragon and other globally threatened species in Flores through strengthened and integrated management of multiple use landscapes and seascapes. As per the project's theory of change, this objective will be achieved through three components:

- Component 1: Strengthened management and protection of multiple use landscapes/seascapes for Komodo Dragon and other globally significant species in threatened terrestrial and marine habitats in Flores
- Component 2: Improved private sector, community engagement and diversified financing for biodiversity conservation and livelihood improvement across the Komodo dragon and threatened species landscape/seascape
- Component 3: Knowledge Management, Gender Mainstreaming, and Project Monitoring & Evaluation

UNDP, in collaboration with DG Conservation and Natural Resources, Ministry of Environment and Forestry, the Government of Indonesia, seeks to engage a qualified service provider to support the PPG team leader and a climate and environmental governance advisor to develop project preparation grant/project documents (ProDoc) for the Project, and the corresponding individual CEO endorsement requests (CEO ER) to be submitted for endorsement to the GEF. The team should consist of:

<sup>14</sup> Ibid

- 1) Project Development Expert – National Team Coordinator
- 2) Expert in Environmental and Social Safeguards
- 3) Senior Specialist in Stakeholder Engagement and Gender
- 4) Expert in Private Sector Engagement and Environmental Finance
- 5) Senior Specialist in Landscape/Seascape Management/Ecologist
- 6) Senior Specialist in local governance, participatory conservation and development planning

The final outputs of the GEF PPG are:

1. UNDP-GEF Project Document (ProDoc).
2. Mandatory annexes to the ProDoc listed in the Annotated UNDP-GEF Project Document Template.
3. GEF CEO Endorsement Request and all mandatory annexes; and
4. Validation Workshop report (required for projects with a high SESP categorization; as appropriate for all others).

Any additional studies and other reports produced under the GEF PPG and not included in Annex to the project document will be submitted to UNDP and saved for future reference.

### **3) APPROACH AND METHODOLOGY**

The methodology should be a mix of desk studies, field visits and stakeholder consultation.

### **4) SCOPE OF WORK**

#### **Component A: Preparatory Technical Studies & Reviews**

The following technical studies and reviews will be conducted by the service provider under the guidance from the PPG team leader

##### **Desktop and field-based studies and data collection**

This research should produce the background information required to prepare the ProDoc (including its Annexes) and CEO Endorsement Request, including but not limited to:

- Development challenge and strategy (including threats, problems and barrier assessment);
- Review of national policy and legislative frameworks;
- Problem and solution trees, assumptions and risks, developed in consultation with project stakeholders, for a robust Theory of Change, Results Framework and solid M&E plan;
- Review of relevant past and ongoing projects for lessons, including project evaluations; and
- Any other analyses required to address all comments on the PIF received from GEF Secretariat, GEF Council members and STAP

##### **Gender Analysis**

A gender analysis will be prepared to fully consider the different needs, roles, benefits, impacts, risks, differential access to and control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) and to identify appropriate measures to address these and promote gender equality and women's empowerment. See guidance available here.

##### **Social and Environmental Standards: Screening and Assessments**

The social and environmental safeguards pre-screening (pre-SESP) prepared during the PIF design phase has initially determined the overall risk categorization of this project as High and highlighted potential safeguard risks to be further assessed during the PPG phase.

An Environmental and Social Management Framework (ESMF) will be prepared, to ensure that the required assessments are carried out during the first phase of project implementation. A standard template for an environmental and social management framework is available here: ESMF outline. The ESMF and ProDoc must clearly state that none of the associated project activities

will commence until: the assessment(s) have been completed; the required management plan(s) have been prepared; and the plan(s) have been disclosed and approved by the Project Board.

### Identification of project sites

Based on the above reviews, and through consultation with stakeholders, the targeted project demonstration sites identified during preparation of PIF will be further verified and validated. This should include providing geographic coordinates, maps, and shapefiles for inclusion in the ProDoc. The following criteria were applied in the identification of the locations of the target landscape/seascape clusters:

- Conservation Areas that are key habitat of Komodo dragons and other threatened species (e.g. the presence of Flores Hawk-eagle, Yellow-crested Cockatoo, marine species, etc.), particularly where the PA management effectiveness of is limited.
- Forests (production and protection forests, outside conservation areas) that are key habitat for Komodo dragon, Flores Hawk-eagle, Yellow-crested Cockatoo and other threatened marine and terrestrial species.
- Community habitations that have strong influence on the habitats and populations of Komodo dragons and other threatened species.

The following landscapes are identified as the target project areas:

1. **West Flores Landscape:** covers key Komodo dragon populations, including the famed Komodo National Park as well as critical production and protection forest and other conservation areas in the western part of Flores Island.
  - (a) Komodo National Park- with an emphasis on Komodo Island and Rinca Island, which covers a targeted intervention terrestrial area of 58,068 hectares;
  - (b) Marine area of Komodo national park covering 115,232 hectares;
  - (c) Mbeliling and Tanjung Kerita Mese Protected Forests with a targeted intervention area of 9,098 hectares and 13,796 hectares of community owned lands;
  - (d) Nggorang Bowesle and Longos Island; and
  - (e) West Manggarai, Manggarai and East Manggarai Forest Management Units.
2. **The North Flores Landscape -** Target locations in the North Flores landscape/seascape are:
  - (a) Riung Nature Reserve and Wolotado Nature Reserve with a total area of 4,433 hectares;
  - (b) 17 Island Ecotourism Park with an area of 7,303 hectares;
  - (c) Tanjung Torang Padang;
  - (d) Pota with a total intervention area of 700 hectares; and
  - (e) Ngada, Nagekeo, Ende Forest Management Units.

Activity	Details
PPG initiation workshop Workshop	<p>Location(s): National/Province/District offices or venues</p> <p>Target Stakeholders/Participants: Please refer to "Attachment 18 List of Institutions/Resources who need to be involved"</p> <p>Details are to be elaborated in proposal/work plan submission as required.</p>
Field Visit (3 times)	<p>Location(s): Komodo National Park, Mbeliling and Tanjung Kerita Mese Protected Forests, Nggorang Bowesle and Longos Island, Riung Nature Reserve and Wolotado Nature Reserve, Tanjung Torang Padang, (e) Ngada, Nagekeo, Ende Forest Management Units</p> <p>Details are to be elaborated in proposal/work plan submission as required.</p>



### **financial planning, co-financing and investment mobilized**

Co-financing and investment mobilized – as defined in the GEF Policy and Guidelines on co-financing - will be confirmed, and additional sources identified through a series of consultations with partners to ensure a coherent and sustainable financing package for the project, including post-GEF grant phase to the extent possible. The GEF is seeking high co-financing/investment mobilized to GEF grant ratios with a preference for grants, loans and other public investments over in-kind co-financing. The GEF also expects the Government to significantly support the costs associated with project execution (i.e. PMC). This will be supported by a biodiversity financing expert provided by UNDP.

### **Stakeholder analysis**

Building on the initial identification of stakeholders in the PIF, an appropriately-scaled analysis of project stakeholders will be undertaken. This stakeholder analysis will provide the foundation for development of the project's Stakeholder Engagement Plan and will facilitate prioritization of engagement activities with particular stakeholder groups and individuals. See the [UNDP SES Guidance Note on Stakeholder Engagement](#).

### **Appraise and formulate the most appropriate project implementation and execution modality**

The design of the project will comply with the UNDP's Program and Operations Policy and Procedures (POPP), Financial Regulations, and Programme and Project Management and Quality Standards, and UNDP-GEF guidance (which will be provided by the RTA). A full assessment of the most appropriate project implementation and management arrangements will be carried out in full consultation with the RTA, UNDP Country Office, Resident Representative (or their Deputy), the relevant government coordinating agency, and the GEF OFP.

UNDP should in general not have a role in project execution as project execution is the primary responsibility of the selected Implementing Partner (see UNDP-GEF Guidance Note for further information). Therefore, an assessment and the selection of the most appropriate Implementing Partner and/or third parties (Responsible Parties) with full capacity to execute the project must be carried out.

Project management arrangements need to be discussed and agreed early in the PPG phase. During the first two months of the PPG phase:

- For all potential Implementing Partners, carry out capacity assessments to assess their capacity to implement the project and assess all related risks. This must include HACT and PCAT assessments.
- Discuss the level of co-financing the Government and Implementing Partner are able to commit to this project. As per GEF Policy, the GEF is seeking high co-financing to GEF grant ratios and expects the Government to significantly support the costs associated with project execution (i.e. PMC) for this project.
- Based on these assessments, select and confirm the Implementing Partner for the project in consultations with all relevant stakeholders. The selected Implementing Partner must express willingness to serve as the Implementing Partner for the Project and the concerned government must agree to use the selected Implementing Partner for the Project. (Please see [UNDP's Policy on Selecting Implementing Partners](#)).
- If the Implementing Partner does not have full capacity to execute the project, and execution support is likely to be needed, discuss with the UNDP Resident Representative whether the choice of Implementing Partner is the correct choice. If not, select another Implementing Partner, if possible. If that is not an option, explore alternative options for the provision of execution support via Responsible Parties ([see UNDP Policy on Selecting Responsible Parties](#)). Discuss with the Implementing Partner the role of the responsible parties in project execution, and the execution support these parties could provide.
- Consult with the RTA on the latest guidance regarding UNDP providing support services to the Implementing Partner. If the costs for UNDP to provide support services is to be charged to the GEF project budget, the UNDP support services must be approved by the GEF Secretariat before CEO endorsement.

### **Other required studies**

- Baseline studies which include management effectiveness of 5 protected areas namely Komodo NP (including marine and terrestrial areas), Riung NR, Wolo Tado NR, Riung 17 Island NR, Wae Wuul NR;

- Ecological status of population: status, densities of key species in the target landscapes baseline in Komodo NP and the two KEE/OECM terrestrial/marine clusters for Komodo species, Yellow-crested cockatoo, Florest hawk-eagle and marine species; and other socio economic features in Flores landscape.
- Business and financial feasibility of biodiversity finance instrument to determine economic viability and scalability, supported by the biodiversity financing expert provided by UNDP. This includes assessing guarantee loans mechanism to encourage participation of banks in lending to local community businesses, the main types of businesses to be financed under this loan scheme that could include selective breeding programs, ecotourism-based operations, organic farming, mariculture and seaweed culture, cottage industry, etc. If it is found viable, then the service provider will look at non-GEF resources to manage the risk.
- Assessment of lessons from existing KEE/OECM approaches in the country to (i) assess the success of application of steps for KEE/OECM identification and its planning and management decision-making and how lands claimed by local community and customary community was carried out; and (ii) evaluate existing experiences of application of FPIC procedures and means to strengthen it, as the basis for development of ESMF/ESMP and grievance redressal mechanisms to ensure that there are suitable means and safeguards designed into the project to address any tenurial related issues that may arise.
- Assessment to determine communities that have been affected by **COVID-19 pandemic** to determine hotspots for the disease and develop alternative livelihood practices to identify specific livelihood investments to help these communities to build economic capital as a means to cope with their losses among others using the green funding sources.
- Assessment of the potential for recovery of the tourism market and identify specific disease risk mitigation/prevention measures that are needed in case there is some post-Covid19 recovery of the tourism industry. Including options for promoting national tourism and other income generation which potential for supporting the poor and economically disadvantaged, who are likely to be most affected by zoonotic disease outbreaks. The risk assessment must also highlight the possibility of emerging infectious diseases in the future, which require increasing the resilience of the ecologic and socio-economy systems; and, 2) *opportunities* to build back better post-COVID and how this project might contribute to these efforts.
- An assessment to see the feasibility of captive breeding programmes (to support tourism) which is being practiced and promoted in Indonesia as an incentive for community participation in conservation, enhance livelihoods and reduce pressure from illegal hunting. If this operation is found suitable, financing will be solicited from non-GEF sources and the management of financial risks through loan guarantee, such as through BPD LH Trust Fund operated by Ministry of Finance, BAZNAS, or funded through the village fund, etc. Specific safeguard measures will be introduced to manage the risk associated with IWT. The aim is to create a new livelihood opportunity for the Customary Local Communities and to reduce pressure stemming from the illegal sale of the regionally endemic and critically endangered species. Such breeding efforts will be complemented by strict monitoring protocols for export, in particular for any CITES Appendix II species, including a permitting system accompanied by strict quotas.
- Assessment of impact of current and proposed tourism development practices on large and spatial Komodo dragon and other key threatened terrestrial and marine species populations so as to inform suitable opportunities for new and innovative nature-friendly or less damaging economic activities. It will also assess the opportunities for incorporation of biodiversity protection into traditional lands owned by Customary Local Communities (CLCs).
- Climate risk assessment outlining – a) the key aspects of the climate change projections/scenarios at the project location (or as close to it with data available), which are relevant for the type of intervention being financed (e.g. changes in temperatures, rainfalls, increased flooding, sea level rise, saltwater acquirer contamination, increased soil erosion, etc); b) time horizon if feasible/data available (e.g. up to 2050); c) Listing key potential hazards for the project that are related to the aspects of the climate scenarios (describe how the climate scenarios identified above are likely to affect the project, during 2020-2050); and d) plans for climate change risk assessment and mitigation measures in the project strategy.

## **Component B: Formulation of the UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes**

Based on the technical studies and reviews undertaken under **Component A**, the service provider will support the PPG team leader to develop the UNDP-GEF Project Document (following the annotated UNDP-GEF Project Document available [here](#)), and prepare the GEF CEO Endorsement Request (available [here](#)). See additional guidance notes below.

**Stakeholder Engagement Plan:**

At a minimum, the Plan must include the following elements:

- Stakeholders who have been and will be engaged (based on stakeholder analysis), including potentially marginalized or disadvantaged groups/individuals (the 'who');
- Key stakeholder objectives and interests (the 'why');
- Steps and actions to achieve meaningful consultation and inclusive participation, including information dissemination and any special measures required to ensure inclusive participation of marginalized disadvantaged groups/individuals the dissemination of information (the 'how');
- Breadth and depth of stakeholder engagement throughout the project cycle, and decisions that need to be made through stakeholder engagement (the 'what');
- Timeline for engagement activities and how they will be sequenced, including information disclosure (the 'when');
- Indicators of stakeholder engagement and monitoring plan;
- Roles and responsibilities for ensuring effective stakeholder engagement through implementation of the Plan; and
- Resource requirements and associated budget.
- A project-level Grievance Redress Mechanism (GRM) will be described in the Stakeholder Engagement Plan and established in the first year of project implementation. See the UNDP [guidance on GRM](#) and [sample TOR](#).
- A comprehensive Stakeholder Engagement Plan is required.

See the [UNDP SES guidance on Stakeholder Engagement](#), the [standard SEP template](#), and the [GEF guidelines on stakeholder engagement](#).

**Gender Action Plan and Budget**

The gender analysis conducted in **Component A** along with relevant findings from the stakeholder analysis and background studies, will form the basis of a Gender Action Plan to guide gender mainstreaming during project implementation. The Gender Action Plan must include indicators, targets, timeframe, responsible party and budget which are linked to the project's components/outputs, outcomes and activities. As part of the work of preparing the Gender Action Plan, indicators should be proposed for inclusion in the Results Framework to facilitate the monitoring of the proposed gender mainstreaming actions.

See guidance available [here](#).

**Social and Environmental Standards: Screening and Management Measures**

In line with the assessments conducted during **Component A** (above) and [UNDP's Social and Environmental Standards \(SES\) policy and all associated SES Guidance Notes](#), the SESP will be updated and all risks identified in the SESP will be reflected in the risk table and risk section of the ProDoc.

The ESMF will identify the required management plans that will be prepared during project implementation.

See the [SES Guidance Note on Assessment and Management](#) for further guidance. Please contact UNDP for additional information as needed.

**GEF and LDCF/SCCF Core Indicators**

The CEO endorsement-stage data for the relevant Core Indicators and sub-indicators will be prepared.

The completed [Core Indicators worksheet](#)—with both the original PIF-stage data and the CEO endorsement-stage data—will be annexed to the ProDoc.

As part of the GEF Core Indicators requirement, the required METTs will be prepared in the GEF-7 Excel [template](#); the relevant details will be included in the Core Indicators template; and the final Excel METT file will be submitted to UNDP (not be annexed to the ProDoc).

The Core Indicators will be used in the project's Results Framework, at the Objective level, where appropriate. See the [GEF policy and guidance](#).

### Completion of the required official endorsement letters

These letters include the official letters on co-financing guarantee(s) from participating government institutions, bilateral development partners, multilateral development partners, NGOs, private sector, or others who wish to provide cash or in-kind contributions to the project.

Updated GEF OFP endorsements letters are also required if the requested GEF grant amount has changed since PIF/PFD approval.

### Mandatory Annexes

In addition to the documents listed above, the following Annexes should be prepared:

- Project map and Geospatial Coordinates of project sites
- Multi Year Work Plan
- Monitoring Plan
- UNDP Risk Register
- Overview of Technical Consultancies
- GEF 7 Taxonomy
- Initial Project Team Procurement Plan and TORs for key Project Team staff

Upon a request from the UNDP Regional Technical Adviser during the PPG implementation, the team may be required to prepare additional annexes.

### Project Management Arrangements

Based on the stakeholder analysis and consultations undertaken in **Component A** above, agreement(s) on project management and governance arrangements—including roles, responsibilities and accountabilities of lead and partner Agencies—will be secured early in the project development phase and will be fully detailed in the ProDoc. Standard text from the governance and management arrangement from the GEF-7 template should never be removed.

### Component C: Validation Workshop and Report

A validation workshop will be held with relevant stakeholders to present, discuss and validate the project activities, and the final draft of the UNDP-GEF project document if possible. A validation workshop report will be prepared for projects with an overall safeguards risk rating of moderate or high.

Activity:	Details
Final Consultation and Validation Workshop	<p>Location(s): Province/District</p> <p>Target Stakeholders/Participants: Please refer to "Attachment 18 List of Institutions/Resources who need to be involved" Details are to be elaborated in proposal/work plan submission as required.</p> <p>Suggested arrangements:</p> <p>10 from National government (Bappenas, MOEF, Kemenparekraf, Kemendes);</p> <p>30 from Provincial government;</p> <p>150 from Local government, Regency (West Manggarai, Ngada, East Manggarai)</p> <p>84 from Village representative (government, customary, youth, women) in 21 villages</p> <p>20 from Private Sector Private sector representatives</p> <p>20 from Community entrepreneurs</p>

	10 from Local business association 10 from NGOs 13 Protected areas authority (National park, Nature reserve, BKSDA) 10 5 KPHs (forest management unit)
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### Submission of the documents

The documents will be submitted to UNDP-GEF Directorate for technical clearance and to GEF SEC for CEO endorsement. The team will support the PPG team leader address comments from UNDP-GEF Directorate and GEF SEC.

### 5) GOVERNANCE AND ACCOUNTABILITY

- The service provider will work under the supervision of the PPG Team Leader.
- Monthly progress reporting to the PPG Team Leader, and UNDP Adviser for Climate and Environment Governance
- PPG Team Leader, UNDP Adviser for Climate and Environment Governance and UNDP RTA Biodiversity will review/inspect/ approve outputs/completed services and authorize the disbursement of payment.

### 6) Meeting/workshop/FGD

A UNDP-based assistant will assist in coordinating meetings with relevant stakeholders at national and sub-national levels, and provide logistic support for organising workshop, meetings, as well as support data and information collection. The logistic cost (e.g. venue, reimbursement of travel expense for physical meeting/internet cost for any virtual meeting/workshop/FGD) will be covered by the service provider and included in the financial proposal.

The service provider is required to conduct to workshops i.e., during the beginning of the assignment and validation workshop (Component C). The service provider is also expected to undertake field visit to gather primary data, FPIC consultation and other data collection activities maximum 3 (three) times during the assignment period. During the field visit it is advised to be accompanied by MOEF's or BKSDA's staff, the cost should be included in the financial proposal. In addition to above mechanism, we encourage the service provider to use online meeting/workshop/FGDs as needed.

The list of inception and validation workshops participants are as follow:

Type of stakeholders	Number of participants
Local government, Province	30
Local government, Regency (West Manggarai, Ngada, East Manggarai)	150
Village representative (government, customary, youth, women) in 21 villages	84
Private sector representatives	20
Community entrepreneurs	30
Local business association	10
NGOs	10
Protected areas authority (National park, Nature reserve, BKSDA)	13
5 KPHs (forest management unit)	10
National government (Bappenas, MOEF, Kemenparekraf, Kemendes)	10
Total participants per workshop	367

### 7) DURATION OF ASSIGNMENT, LOCATION OF WORK AND EXPECTED PLACES OF TRAVEL

**Expected duration**

The required duration to perform the required service and provide an acceptable deliverables are 10 months

1	Project Development Expert – National Team Coordinator	Maximum 50 working days over 9 months
2	Expert in Environmental and Social Safeguards	Maximum 25 working days over 9 months
3	Senior Specialist in Stakeholder Engagement and Gender	Maximum 30 working days over 9 months
4	Expert in Private Sector Engagement and Environmental Finance	Maximum 30 working days over 9 months
5	Senior Specialist in Landscape/Seascape Management/Ecologist	Maximum 30 working days over 9 months
6	Senior Specialist in local governance, participatory conservation and development planning	Maximum 30 working days over 9 months

**Location of work:** Indonesia

**Expected travels**

Each member should participate in minimum 1 and maximum 3 field trips.

Destination/s	Brief Description of Purpose of the Travel	Number of days	Amount of travel	Target Date/s
East Nusa Tenggara – Flores Island	PPG initiation workshop	3	1	March 2021
East Nusa Tenggara – Flores Island	field visits and meeting with key stakeholders	10	3	March 2021
East Nusa Tenggara – Flores Island	Final consultation and validation workshop	3	1	June 2021

**8) QUALIFICATIONS****Responsible Party Experience:**

- Three relevant project within the last three years in the field of biodiversity conservation or seascape/landscape management.
- Experience developing Project Document/Project Plan
- Experience with UNDP and/or GEF projects would be an advantage.
- Experience in conducting safeguard analyses.

**Key Staff:**

1. Project Development Expert – National Team Coordinator
  - Master's degree or higher in a relevant field, such as Natural Resource Management, Environment, Natural Sciences, Agriculture, etc.
  - Minimum 10 years of demonstrable experience in the technical area of Natural Resource Management, Protected Area, Forestry, etc.
  - Sound knowledge of and experience in forest landscape management, marine ecosystem and species;
  - Demonstrated understanding and experience working on government's organization system
  - Ability to deliver results, while remaining flexible and adaptive in light of challenging circumstances due to the evolving COVID-19 situation;
  - Strong technical writing skills in English; and
  - Excellent coordination and leadership skills, as well as relationship management skills.
2. Expert in Environmental and Social Safeguards

- Master's degree or higher in a relevant field, such as development studies, environment, natural sciences, engineering, business, sociology, anthropology or related field;
  - Minimum 10 years of demonstrable experience related to social and environmental standards and impact assessment including prior experience in preparing high-quality ESMF required as it will be critical for this high-risk rated project;
  - Proven experience and knowledge in safeguard principles, climate change, environmental and social impact assessment including environmental management of land and marine ecosystems;
  - Prior experience and knowledge of working with IP and carrying out FPPIC consultations is required;
  - Prior experience in the safeguards assessments and processes of international organisations and donors, such as UNDP, GEF etc.
  - Ability to deliver results, while remaining flexible and adaptive in light of challenging circumstances due to the evolving COVID-19 situation;
  - Knowledge of UNDP, GEF or similar internationally funded projects is an asset
  - Excellent analytical, writing, advocacy, presentation, and communication skills in English.
3. Senior Specialist in Stakeholder Engagement and Gender
- Master's degree in gender studies, gender and development, sociology, agronomy, rural development, sustainable development or closely related area.
  - Demonstrated understanding of issues related to livelihood, gender and sustainable development;
  - At least 7 years of practical working experience in gender mainstreaming, women's empowerment and sustainable development in the area of work;
  - Experience carrying out socio economic survey, participatory gender analysis; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans.
  - Proven experience in analysis of socio economic and gender issues ;
  - 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.
  - Experience in facilitating gender responsive stakeholder meetings is highly desired;
  - Experience with project development and results-based management methodologies is highly desired;
  - Ability to deliver results, while remaining flexible and adaptive in light of challenging circumstances due to the evolving COVID-19 situation
  - Excellent analytical, writing, advocacy, presentation, and communications skills are required; and
  - Fluent in English and national language
4. Expert in Private Sector Engagement and Environmental Finance
- Master's degree; environmental economics, environmental finance, business administration, development finance, development studies or related field;
  - Minimum 5 years of experience in innovative environmental financing, private sector engagement and developing partnership with financial institutions, private companies dealing in sustainable businesses ;
  - Experience with the global/country BIOFIN team would be an advantage;
  - Experience in sustainable finance in Indonesia would be an added advantage;
  - Ability to deliver results, while remaining flexible and adaptive in light of challenging circumstances due to the evolving COVID-19 situation
  - Prior working experience in environmental finance for multi-lateral agencies/projects including due diligence processes would be an advantage; and
  - Strong technical writing skills in English
5. Senior Specialist in Landscape/Seascape Management/Ecologist
- Master's degree or higher in a relevant field, such as natural sciences, environmental studies, or other related fields;
  - Minimum 10 years of demonstrable experience in Forestry with Komodo species level expertise, habitat restoration, landscape/seascape planning;

- Specialist knowledge of and experience in conducting KBAs, HCS and HCVF assessment;
  - Demonstrated experience with carrying out GHGs emission assessments, and experience related to gathering species/ecosystems monitoring indicators both marine and terrestrial highly desirable;
  - Ability to deliver results, while remaining flexible and adaptive in light of challenging circumstances due to the evolving COVID-19 situation;
  - Technical expertise in carrying out GHG emission reduction/avoidance calculations and estimates highly desirable; and
  - Excellent command of English both in written and spoken.
6. Senior Specialist in local governance, participatory conservation and development planning
- Master's degree or higher degree in ecological sciences, biodiversity conservation, Natural Resources, environmental studies or other related fields.
  - Minimum 10 years of demonstrable experience in: biodiversity conservation and ecosystem planning and management, and protected area management, land use policy and landscape/seascape planning;
  - Good working knowledge of national policy processes and policy language;
  - Ability to deliver results, while remaining flexible and adaptive in light of challenging circumstances due to the evolving COVID-19 situation;
  - Demonstrated ability to work in a team, ability for managing timely and effective delivery of both quantity and quality before the deadlines;
  - Strong command of English language both written and spoken.

## 9) Schedule of Payments

Outputs	Percentage	Due Dates	Condition for Payment Release
PPG initiation workshop, field visits and meeting with key stakeholders, Preparatory Technical Studies and Reviews (Component A)	20%	March 2021	Within thirty (30) days from the date of meeting the following conditions: c) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and d) Receipt of invoice from the Service Provider.
Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)	35%	July 2021	
Validation Workshop (Component C)	10%	Aug 2021	
Submission of the documents to UNDP-GEF Directorate for technical clearance and submission to GEF SEC for CEO endorsement, addressing comments	35%	December 2021	

## 10) Recommended roles and outputs of individuals

Below is a list of the responsibilities and outputs of each team member based on UNDP's experience with PPG projects, for reference.

### a. Project Development Expert – National Team Coordinator

**Role:** The National Team Coordinator will support the Team Leader on timely preparation of all reports and documentation, quality assuring these documents and finalising the UNDP GEF Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes. S/he will be responsible for a few specific inputs; in addition to the overall quality assurance



of the project document submission.

**Responsibilities:** the list below outlines key responsibilities and deliverables of this contract. The PPG Initiation Plan for this project provides further and more detailed guidance regarding the responsibilities of the prospective PPG team and must be consulted accordingly.

1. Technical Studies and Reviews (Component A): assist the Team Leader, prepare the detailed TORs and guidance for inputs especially baseline studies, mapping and assessments from the other national and international consultant:
  - a. Review and assess key institutional policies and management effectiveness of 5 protected areas namely Komodo NP (including marine and terrestrial areas), Riung NR, Wolo Tado NR, Riung 17 Island NR, Wae Wuul NR;
  - b. Conduct KAP survey to establish baseline levels of awareness on KEE and threatened species conservation in the project landscape/seascapes
  - c. Review the key lessons from existing KEE/OECM approaches in the country to (i) assess the success of application of steps for KEE/OECM identification and its planning and management decision-making and how lands claimed by local community and customary community was carried out; and (ii) evaluate existing experiences of application of FPIC procedures and means to strengthen it, as the basis for development of ESMF/ESMP and grievance redressal mechanisms to ensure that there are suitable means and safeguards designed into the project to address any tenurial related issues that may arise.
  - d. Support Biodiversity Finance Expert, assess the feasibility of captive breeding programmes (to support tourism) as an incentive for community participation in conservation, enhance livelihoods and reduce pressure from illegal hunting. If this operation is found suitable, financing will be solicited from non-GEF sources. The assessment should also address specific safeguard measures to manage the risk associated with IWT.
  - e. Develop support and advisory systems, knowledge networks and market linkage systems for farmers to adopt more sustainable practices on tourism, farming, agro-forestry and fisheries;
  - f. Institutional **Capacity assessment** applying UNDP's Capacity Development Scorecard;
  - g. Assist Team Leader on completion of **any additional studies** that are determined to be needed for the preparation of the ProDoc and all other final outputs.
  - h. Assist the TL and the Socio economic/Genderspecialist with the livelihoods/socio-economic studies.
2. Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):  
With inputs from the other consultants, as detailed in their respective TORs, the national coordinator will be responsible for project development.
  - a. Provide support to the PPG Team leader in developing a detailed M&E plan; Support to the PPG team leader in preparing the GEF core indicators worksheet;
  - b. Support to the PPG team leader in securing and present agreements on project management arrangements working closely with UNDP CO;
  - c. Support to the PPG team leader in synthesizing 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<sup>15</sup>
3. In addition, quality assure the following deliverables of the PPG Team:
  - a. A knowledge management strategy.
  - b. The communication strategy.
  - c. Review all TORs for implementation phase expertise and project management
4. Validation Workshop (Component C):
  - a. Co-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;

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<sup>15</sup> Please verify with the UNDP-GEF team that the correct templates are being used.

- b. Oversee all necessary revisions that arise during the workshop;
- c. Ensure completion of Validation Workshop Report.

**Expected Outputs and Deliverables** (directly supporting the PPG Team Leader):

1. Monitoring and Evaluation Plan; complete GEF core indicators worksheet; prepare initial budget to input into the Total Budget and Work Plan (TBWP) and indicative procurement plan;
2. Assessment report on management effectiveness of 5 protected areas
3. Assessment report on KEE/OECM approach which outlines the success of application, key evaluation aspects and lesson learnt
4. KAP survey report
5. Complete METT for all the PAs
6. Complete UNDP's CD scorecard for project partners;
7. Knowledge network and market linkage system
8. All documentation from GEF PPGs (including technical reports, minutes/reports of consultation workshops, participation lists with signatures, etc.); and
9. Inputs to the validation Workshop Reports.

**Relevant document to be referred:**

- a. Doc 1\_GEF 7 CEO Endorsement Approval Template.doc
- b. Doc 2\_GEF 7\_ Annotated UNDP GEF Project document\_ 27 July 2020.docx
- c. Doc 3\_10GEF 7 Core Indicators 3-15-19.docx
- d. Doc 4\_METT-4 data export sheet.xlsm
- e. Doc 5\_Management Effectiveness Tracking Tool - METT-4.xlsm
- f. Doc 6\_METT-4 guide.pdf
- g. Doc 7\_COVID-19 Programmatic Risk Guidance - FINAL 9 APRIL 2020.pdf
- h. Doc 8\_Indicative Outline of an ESMF.docx
- i. Doc 9\_UNDP\_20Social\_20and\_20Environmental\_20Screening\_20Procedure\_2019\_20Approved.pdf
- j. Doc 10\_UNDP\_20Social\_20and\_20Environmental\_20Standards\_Pre-Launch(1).pdf

**b. Expert in Environmental and Social Safeguards**

**Role:** The Specialist will support other team members and lead in conducting the necessary assessments to identify potential environmental and social risks, and ways to avoid negative environmental and social impacts where possible, and where risk avoidance is not possible, to identify appropriate mitigation and management measures, in line with the UNDP Social and Environmental Standards. The Specialist will lead in updating the Social and Environmental Screening Procedure (SESP), designing and implementing the ESMF, COVID risk analysis, and climate risk assessment for the development of the Project Document.

**Responsibilities:** the list below outlines key responsibilities and deliverables of this contract.

1. Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
  - a. Review the pre-screening (SESP) of the PIF;
  - b. Update the SESP and prepare an Environmental and Social Management Framework (ESMF) or stand-alone management;
  - c. Support on the Indigenous Peoples and Gender action plans and budget, and carry out initial FPIC consultations;
  - d. **COVID risk** analysis including opportunities and Climate risk assessment;

- e. Support on the Risk Log.
- 2. Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):  
Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader.
- 3. Validation Workshop (Component C):
  - a. Contribute to the validation workshop; and
  - b. Support all necessary revisions (specifically with the social and environmental risks, project risk log, COVID-19 risk analysis, Climate risk analysis) that arise during the workshop.

**Expected Outputs and Deliverables:**

- 1. Updated SESP screening report;
- 2. Environmental and Social Management Framework (ESMF) outlining the steps that will be followed during the Project Inception Phase, namely the completion of an Environmental Social Impact Assessment (ESIA), an Environmental and Social Management Plan (ESMP), and standalone plans as required including budgets;
- 3. COVID risk analysis report;
- 4. Climate risk assessment report;
- 5. Project risk log and inputs to ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes;
- 6. Address comments from GEF SEC.

**Relevant document to be referred:**

- a. Doc 1\_GEF 7 CEO Endorsement Approval Template.doc
- b. Doc 2\_GEF 7\_ Annotated UNDP GEF Project document\_ 27 July 2020.docx
- c. Doc 7\_COVID-19 Programmatic Risk Guidance - FINAL 9 APRIL 2020.pdf
- d. Doc 8\_Indicative Outline of an ESMF.docx
- e. Doc 9\_UNDP\_20Social\_20and\_20Environmental\_20Screening\_20Procedure\_2019\_20Approved.pdf
- f. Doc 10\_UNDP\_20Social\_20and\_20Environmental\_20Standards\_Pre-Launch(1).pdf

**c. Senior Specialist in Stakeholder Engagement and Gender**

**Role:** The service provider will work with the PPG team leader and other team members to lead in developing an Inclusive and Gender Responsive Plan and Stakeholder Engagement Plan. The consultant will lead stakeholder consultations and data collection for the establishment of baseline data for the project results framework. The consultant will work with the project development team to ensure that stakeholder consultations are gender responsive, to integrate the gender analysis results into the project document and to use the results to identify opportunities and gaps to help better understand and address gender concerns within the project context.

**Responsibilities:** the list below outlines key responsibilities and deliverables of this contract.

- 1) Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
  - a. Carry out a participatory gender analysis to fully consider the different needs, roles, benefits, impacts, risks and access to/control over resources of women and men;
  - b. Assist in organizing and carrying out gender responsive stakeholder consultation sessions in order to solicit inputs and ensure both male and female stakeholder involvement and buy-in to the project. Guide the project development team in using participatory techniques that involve both women and men in assessments and discussions;
  - c. Develop a Gender Action Plan for the project with annual outputs to facilitate implementation of activities that promote gender equality and women's empowerment;

- d. Ensure full and comprehensive engagement with local communities and all stakeholders during the PPG phase, and ensure that these are adequately and comprehensively documented, culturally appropriate, and implemented in an acceptable manner for the relevant stakeholders
  - e. Provide inputs to the UNDP Social and Environmental Screening Procedure including assessing potential negative impacts of the project on gender equality and specific activities to mitigate and/or minimize them;
  - f. Assist the project development team in identifying and developing partnerships with gender equality/women's governmental institutions, local women's NGOs/CSOs and relevant national stakeholders; and,
  - g. Together with the safeguards specialist, assess the level of understanding and capacity of communities/IP to give consent, and identify community preferences for FPIC process drawing best practice from within the country or in the region. Based on community's preference for FPIC process and in consultations with other stakeholders and relevant institutions, support the design, implementation and documentation of initial FPIC consultations.
  - h. Assist with capacity building and other aspects of project preparation to ensure gender considerations are mainstreamed into the project document.
- 2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):
- a. Prepare the Gender Mainstreaming Plan, with appropriate budget and identification of appropriate project interventions to ensure gender mainstreaming including at project demonstration sites;
  - b. Using the findings from the gender analysis, provide inputs to the project's results framework and theory of change; ensure gender considerations are integrated into the project's theory of change.
  - c. Prepare Stakeholder Engagement Plan to ensure it is Socially Inclusive and Gender Responsive;
  - d. Prepare the Gender Action Plan and Budget; and,
  - e. Support the agreements on project management arrangements and ensure that gender is adequately incorporated into these arrangements.
- 3) Validation Workshop (Component C):
- a. Contribute to the validation workshop; and,
  - b. Support all necessary revisions that arise during the workshop, as appropriate.

#### **Expected Outputs and Deliverables:**

- 1. Participatory Gender Analysis and stakeholder engagement action plan: this deliverable will be fully integrated into the project document and used to inform the process of developing the results framework and theory of change;
- 2. Stakeholder Analysis and comprehensive Stakeholder Engagement Plan, with mapped out potential for establishing a community consortium to share lessons and best practices in sustainable landscape management, wildlife conservation, etc.
- 3. Gender Action Plan with budget: A Gender Action Plan for the project with concrete outputs to facilitate implementation of activities that promote gender equality and women's empowerment.
- 4. Input into the Indigenous People Plan framework with budget, and documentation of all FPIC consultations.
- 5. Inputs to the final UNDP- GEF project document based on guidance from the PPG Team Leader.

#### **Relevant document to be referred:**

- a. Doc 1\_GEF 7 CEO Endorsement Approval Template.doc
- b. Doc 2\_GEF 7\_ Annotated UNDP GEF Project document\_ 27 July 2020.docx
- c. Doc 11\_Concept Note - CSO Consultations Dec 2020 TK Final short.pdf
- d. Doc 12\_Stakeholder\_Engagement\_Guidelines.pdf
- e. Doc 13\_UNDP GEF Guidance. How to conduct gender analysis and gender action plan.pdf
- f. Doc 14\_UNDP-GEF Gender Mainstreaming Guide FINAL.docx

#### **d. Expert in Private Sector Engagement and Environmental Finance**

**Role:** The Specialist will work with the Biodiversity Finance Expert to lead the work on exploring new financing models and options for Komodo and other threatened species conservation in Flores. This includes identifying the major barriers, policy and institutional gaps and key threats to improved private investment, public financing and new models of sustainable finance. The consultant will also support the Team Leader to identify and engage stakeholders especially private sectors for further mobilizing finance support and lead stakeholder consultation. The consultant will work with the UNDP CO to undertake due diligence for potential private sector organisations to assess the level of risks and capacity assessment of private sector in line with the “**UNDP’s Policy on Due Diligence and Partnership with the Private Sector 2013**” and “**Risk Assessment Guideline 2014 and Risk Assessment Tool 2016**”.

**Responsibilities:** the list below outlines key responsibilities and deliverables of this contract. The PPG Initiation Plan for this project provides further and more detailed guidance regarding the responsibilities of the prospective PPG team and must be consulted accordingly.

- 1) Prepare Technical Studies and Reviews (Component A): Prepare inputs and conduct the required analyses/studies, as agreed with the PPG Team Leader and Biodiversity Finance Expert, including:
  - a. Analysis of current sustainable financing mechanisms as described in the PIF/ and through consultations with UNDP CO/ BIOFIN team/national partners etc.
  - b. Undertake mapping of private sectors and assess their roles, contributions, interests as well as barrier to entry to finance of new and unfamiliar sector such as conservation
  - c. Analysis of stakeholders relevant to environmental finance sectors including their roles, power and influence analysis as well as prepare strategies and the engagement criteria for each stakeholder
  - d. Develop recommendations/or preliminary list of investment criteria and guidelines in biodiversity-friendly business / enterprises;
  - e. Co-financing assessment (assess identified co-financiers in the PIF and identify possible new avenues of mobilizing investment for the project) particularly for loan guarantee partners/investors;
  - f. With support from national coordinator, develop strategy and action plan for private sector engagement with realistic timeline
  - g. Gather necessary information to complete due diligence analysis of selected companies that the project will partners following the UNDP’s Risk Assessment Tool for each of the selected companies, working closely with UNDP CO;
  - h. Conduct reputational risk - benefit analysis and assessment of private sector companies to determine their suitability for partnership.
  - i. Evaluate the Environmental, Social and Corporate Governance (ESG) performance of private companies; and
  - j. Analyse viability of private sector partnerships in terms of social, economic and environmental sustainability.
- 2) Validation Workshop (Component C):
  - a. Contribute to the validation workshop; and
  - b. Support all necessary revisions that arise during the workshop, as appropriate.

#### **Expected Outputs and Deliverables** (jointly with the Biodiversity Finance Expert):

1. A report on viability of biodiversity-friendly business with inputs from international expert, and recommendations on project investment in setting up biodiversity business solutions as a financing mechanism for Komodo and other threatened species conservation.
2. Provide inputs to the work of the Biodiversity Finance Expert and specialist in local governance, participatory conservation and development planning
3. Private sector investment report including confirmation of co-financing commitments from private sectors;
4. Due Diligence assessment reports including risk mitigation strategy; partnership strategy; and communication strategy. And presentation to the CO DD committee.
5. Strategy for increasing responsible private sector investment and suggested guidelines for biodiversity-friendly business;

6. ToRs for technical consultancies for implementation including recommendations from the feasibility studies on eco-tourism and other potential land and marine-based business; and
7. inputs to the final UNDP- GEF project document based on guidance from the PPG Team Leader.

**Relevant document to be referred:**

- a. Doc 1\_GEF 7 CEO Endorsement Approval Template.doc
- b. Doc 2\_GEF 7\_ Annotated UNDP GEF Project document\_ 27 July 2020.docx
- c. Doc 15\_Risk Assessment Tool form - blank.docx
- d. Doc 16\_BERA\_Partnerships\_UNDP private sector due diligence policy 2013\_FINAL.pdf
- e. Doc 17\_Partnership Proposal for Engaging Private Sector - blank form revised.doc

**e. Senior Specialist for Landscape/Seascape Management/Ecologist**

**Role:** The Consultant will support the PPG team leader by leading on technical assessments and inputs on landscape management, ecological considerations of Komodo and other threatened species conservation for the development of the Project Document. He/She will also be responsible to organize workshops, consultations with respective stakeholders to collect necessary data for production of reports. S/he will be responsible to carry out biodiversity assessments in the landscapes and advise on habitat improvement methods/ riparian buffers and corridor creation etc.

**Responsibilities:** the list below outlines key responsibilities and deliverables of this contract. The PPG Initiation Plan for this project provides further and 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 PPG Team Leader, including:
  - a. Baseline study of current situation of the Komodo and other threatened species conservation, including rapid biodiversity surveys, challenges, opportunities, baseline initiatives through government and NGO sector, barriers to change
  - b. Assessment of climate change impacts and the role of forests and land cover in ameliorating these impacts;
  - c. Assessment of current conservation and forestry practices inside and outside conservation areas with respect to Komodo and other threatened species conservation, including a financial assessment of returns on investment;
  - d. Profiling of target working landscapes, with stakeholder engagement including working with the provincial governments e.g. tourism, land-use, forestry sectors on mapping current land use, and identification of sites for on-the-ground interventions
  - e. Design of detailed interventions through project and identification of measurable ecological indicators for project RRF
  - f. Provide technical inputs to the GIS mapping and baseline surveys /maps of the specific location of the HCVFs to provide a better understanding of their spatial distribution and options for connectivity;
  - g. Engage PA managers and foresters/wildlife officials in designing landscape level habitat restoration
  - h. Estimate GHG emissions reductions/avoidance through project interventions in forest and soil carbon stocking/ degradation avoidance
  - i. Undertake capacity development needs assessment and prepare the indicative capacity development plan
  - j. Technical advice for agro-forestry models, species selection, soil conservation measures etc
  - k. Assess on-going and planned projects for potential best practices, collaboration potentials and other opportunities for partnership and co-finance;

- l. Design of detailed interventions through project and identification of measurable ecological indicators for project RRF which shall include the following:
    - i. Improved status of endemic, vulnerable and threatened faunal and floral species in the pilot priority sites as measured by key freshwater fishes, amphibians, reptiles, birds, mammals and plants (refer Annex E for preliminary list of potential species for monitoring in the PIF)
  - m. Assist the safeguards specialist with the assessment of the effectiveness of existing conservation programs being undertaken by the plantation companies to assess the risk of any adverse impacts on species and habitats.
- 2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader.
- 3) Validation Workshop (Component C):
- a. Contribute to the validation workshop; and
  - b. Support all necessary revisions that arise during the workshop, as appropriate.

#### **Expected Outputs and Deliverables:**

1. Landscape profiles for each pilot site and completed landscape maps
2. Baseline report on Komodo and other threatened species conservation, agroforestry, ecotourism, forest restoration, soil restoration and other sustainable practices: challenges, opportunities, baseline initiatives and barriers to change
3. Monitoring indicators and baselines/targets to monitor the health of species and ecosystems (and soil and water quality).
4. Costed action plans for Components A for implementation and review of action plan for Component B
5. ToRs for technical consultancies for implementation
6. Estimate of the GHG emission reductions/avoidance, with a clear description of what methodology was used to arrive at the figures presented (FAO Ex-ACT or other equivalently rigorous methodology).
7. inputs to the final UNDP- GEF project document based on guidance from the PPG Team Leader.

#### **Relevant document to be referred:**

- a. Doc 1\_GEF 7 CEO Endorsement Approval Template.doc
- b. Doc 2\_GEF 7\_ Annotated UNDP GEF Project document\_ 27 July 2020.docx

#### **f. Senior Specialist in local governance, participatory conservation and development planning**

**Role:** The Consultant will lead preparation of detailed recommendations for PA planning and management, land Use Policies and their implementation, through research and consultations.

**Responsibilities:** the list below outlines key responsibilities and deliverables of this contract. The PPG Initiation Plan for this project provides further and 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 PPG Team Leader, including:
  - a. Profiling of wider target landscapes through desk-top studies as well as field-based research and stakeholder consultations, to cover critical information gaps, including an analysis of: (i) threats to biodiversity in the priority landscapes, their root causes, and law enforcement strategies to mitigate them; (ii) policy, regulatory, socio-economic, institutional, technical and knowledge barriers to the establishment of the ecological

linkages and effective management of the landscapes; (iii) the developmental context (key business sectors, socio-economic development, political environment) and its current and future impacts on biodiversity conservation in the landscapes; (iv) the government and partners' baseline activities projected budgets, existing inter-sectoral coordination mechanisms including agreements between relevant agencies, as well as complementary activities by various partner organisations; (v) the spatial distribution and different land use status of forests and other natural habitats; (vi) the spatial extent and development of satellite images and maps of the proposed priority landscapes; (vii) conservation and economic development plans, projects, programmes and initiatives affecting or impacting on the proposed project activities.

- b. Support national coordinator to undertake institutional review of the PA system in the landscapes and target PAs including; (i) review of the national parks' management structure including reporting, decision making functions and financial flows, as well as an analysis of existing institutional frameworks against conservation and sustainable development objectives; (ii) identification of gaps and recommendation of measures for strengthening and rationalising institutional arrangements and elaborate on new institutional models for demonstration at the target PAs; (iii) review of the Resort Based Management (RBM) initiative and implementation status under the current GEF-5 project in Sumatra, and draw lessons for scaling up and replication to PAs in the other project landscapes. (iv) review the existing staff profile, identifying gaps and making recommendations for priority capacity building needs using the UNDP capacity development scorecard; (v) assess the status of existing park management plans and recommend concrete steps for development of park management plans for all the parks in an integrated manner; and, (vi) apply the Management Effectiveness Tracking Tools (METT) to each of the target PAs determining scores for the current situation and later.
  - c. Develop land/seascape wide and local level project indicators: including local threat reduction indicators, biodiversity condition indicators, spatial indicators, HWC and poaching related indicators, and indicators to show increase in capacity to respond to threats to biodiversity. Baseline situation and targets for each indicator will be established and measurement methodologies will be documented to ensure standard measurement of the indicators throughout the duration of the project.
  - d. Review of national, and provincial policy and legislative frameworks around land use planning, commodity production, and sustainable forest management; identification of trends and opportunities for change;
  - e. Overview of relevant Technical Consultancies for implementation
  - f. Review of the effectiveness of SMART patrolling and antipoaching measures supported through number of initiatives to reduce illegal take of wildlife, and recommendations to improve.
  - g. Review of HWC measures in place and recommendations for innovative measures.
- 2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader.
  - 3) Validation Workshop (Component C):
    - a. Contribute to the validation workshop; and
    - b. Support all necessary revisions that arise during the workshop, as appropriate.

### **Expected Outputs and Deliverables:**

1. Review of applicable policy and regulatory frameworks for the demonstration landscapes, and institutional capacity for the target PAs (including biodiversity status, threat status, conservation targets, legislation and human resources, including capacity development scorecards for relevant agencies);
2. Report on the review of policy, legal and institutional framework around land use planning, commodity production and sustainable forest management outside PAs.
3. Report on HWC measures already in place and recommendations for targeted interventions during project



implementation.

4. Conservation needs assessment and PA Profiling (including Management Effectiveness Tracking Tool (METT assessments and financial sustainability scorecard) for the target PAs, and socio-economic and natural resource profiles for the wider demonstration landscapes (including GIS maps showing the landscapes and all related PAs).
5. SMART assessment report
6. Landscape profile – land use aspects
7. Review of relevant past and ongoing projects for lessons learnt and application to project design
8. Costed action plans for implementation
9. ToRs of technical consultancies for implementation

**Relevant document to be referred:**

- a. Doc 1\_GEF 7 CEO Endorsement Approval Template.doc
- b. Doc 2\_GEF 7\_ Annotated UNDP GEF Project document\_ 27 July 2020.docx
- c. Doc 4\_METT-4 data export sheet.xlsm
- d. Doc 5\_Management Effectiveness Tracking Tool - METT-4.xlsm
- e. Doc 6\_METT-4 guide.pdf

**Attachment to the TOR:**

1. **Doc 1\_GEF 7 CEO Endorsement\_Approval Template**
2. **Doc 2\_GEF 7\_ Annotated UNDP GEF Project document\_ 27 July 2020**
3. **Doc 3\_GEF 7 Core Indicators 3-15-19**
4. **Doc 4\_METT-4 data export sheet**
5. **Doc 5\_Management Effectiveness Tracking Tool - METT-4**
6. **Doc 6\_METT-4 guide**
7. **Doc 7\_COVID-19 Programmatic Risk Guidance - FINAL 9 APRIL 2020**
8. **Doc 8\_Indicative Outline of an ESMF**
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10. **Doc 10\_UNDP\_20Social\_20and\_20Environmental\_20Standards\_Pre-Launch(1)**
11. **Doc 11\_Concept Note - CSO Consultations Dec 2020 TK Final short**
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14. **Doc 14\_UNDP-GEF Gender Mainstreaming Guide**
15. **Doc 15\_Risk Assessment Tool form – blank**
16. **Doc 16\_BERA\_Partnerships\_UNDP private sector due diligence policy 2013**
17. **Doc 17\_Partnership Proposal for Engaging Private Sector**
18. **Doc 18\_List of Institutions/Resources who need to be involved**