A. INTRODUCTION AND BACKGROUND
The Government of South Africa has acquired Project Preparation Grant (PPG) funds from the GEF through UNEP for development of a project titled: “Capacity strengthening for management of invasive alien species (IAS) in South Africa to enhance sustainable biodiversity conservation and livelihoods improvement”. The project will be executed and managed by the Department of Forestry, Fisheries and the Environment, (DFFE) of the Government of South Africa.

This proposed project has received a Project Preparation Grant (PPG) to prepare a Full-Sized Project (FSP) document, based on the approved project proposal concept (PIF). Therefore, the PPG phase is considered as a preparatory phase and will need to support various data collection efforts and undertake validation of the indicative outcomes and outputs contained in the PIF; the development of a full M&E plan including appropriate indicators and baseline; and the development of a participatory plan to involve communities and Government stakeholders as well as agreed on implementation arrangements and co-financing. The final output of the PPG phase will be a UNEP /GEF project document and GEF CEO Endorsement Request submitted to and approved by UNEP and GEF, with all required supporting annexes, biodiversity tracking tool, UNEP Environmental, Social and Economic Review Note (ESERN)) and background information. The PPG phase will include four interrelated steps:

Step 1: Technical Review:
Review the full project proposal and ensure its alignment with the GEF guidance to Advance Gender Equality in GEF Projects and Programs follows:

- Efforts to mainstream gender and promote gender equality and the empowerment of Women are pursued in accordance with the decisions on gender under the MEAs that the GEF serves, and in recognition of related international and national commitments to gender equality and human rights.
- GEF-Financed Activities address and do not exacerbate existing gender-based inequalities.
- Stakeholder engagement and analyses are conducted in an inclusive and gender-responsive manner, so that the rights of women and men and the different knowledge, needs, roles and interests of women and men are recognized and addressed.
- GEF-Financed Activities are conducted, designed, and implemented in an inclusive manner so that women’s participation and voice are, regardless of background, age, race, ethnicity or religion, reflected in decision-making, and that consultations with women’s organizations, including Indigenous women and local women’s groups, are supported at all scales.
- A gender-responsive approach is applied throughout the identification, design, implementation, monitoring, and evaluation of GEF.
- Opportunities to address gender gaps and support the empowerment of women are seized in order to help achieve global environmental benefits.
Step 2: Institutional arrangements, monitoring and evaluation

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

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

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

Step 3: Financial planning and co-financing investments:

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

Step 4: PPG Inception meeting and the validation workshop

- The consultant will participate and facilitate a PPG inception meeting
- He/she will also facilitate and participate in a validation workshop that will gather representatives from all relevant stakeholders to present, discuss and validate the final draft project document.
UNEP and DFFE is, therefore, seeking the services of a national consultant to act as a project coordinator and to provide required information to be used in development of the project document and CEO endorsement request.

**B. PURPOSE OF THE CONSULTANCY**

Therefore, the overall aim of this assignment is to provide required information pertaining to gender and social safeguards to be used in development of the project document and CEO endorsement request as described in section C below.

<table>
<thead>
<tr>
<th>Ultimate results of the consultancy</th>
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<tbody>
<tr>
<td>• provide background and baseline information on gender and social safeguards as they relate to the management of invasive alien species (IAS) in South Africa</td>
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<tr>
<td>• provide a detailed description of recommended activities to be done and their associated costs.</td>
<td></td>
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<tr>
<td>• provide the indicators, baseline information and targets and assumptions for those indicators Coordination of the PPG work of this project</td>
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<tr>
<td>• Detailed a stakeholder analysis and engagement plan</td>
<td></td>
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<tr>
<td>• Detailed gender engagement plan</td>
<td></td>
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<tr>
<td>• Development of the project document and CEO endorsement request that will be approved by GEF</td>
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| Title of the project: | GLOBAL ENVIRONMENT FACILITY Project Preparation Grant (PPG) of the project titled “Capacity strengthening for management of invasive alien species in South Africa to enhance sustainable biodiversity conservation and livelihoods improvement”. |
|Identification number of the project: | GFL-11207-14AC0003-SB-015458 |
|Source of funds: | extra-budgetary |
|Budget line to charge: | 1202 |
|Indicative level of remuneration | C |
|The total remuneration payable for this service | $10,000 |

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

Under the direction and supervision of the GEF Task Manager at UNEP, the consultant will be required to undertake the following specific tasks in close collaboration and consultation with the project team and project participants (e.g., the international consultant/team leader, the national consultants, the national coordinator, the Chief Director: Biodiversity Monitoring and Specialist Services, Department of Forestry, Fisheries and the Environment, (DFFE), and members of the Project Preparation Steering Committee).

The consultant will be expected to review and take into account relevant UN Environment and GEF documentation on the requirements for gender mainstreaming into UN Environment and GEF projects,
including: UN Environment’s Policy and Guide on Gender Equality and the Empowerment of Women; UN Environment’s Gender Equality Strategy; UN Environment’s Social and Environmental Standards; UN Environment’s Safeguard Risk Identification Form (SRIF); GEF’s Gender Mainstreaming at the GEF; GEF’s Policy on Gender Mainstreaming; and GEF’s Gender Equality Action Plan), and other relevant documents. The consultant will be expected to identify and Analyse national and local level documents of relevance.

The consultancy will include the following tasks, among others.

**Tasks**

1. Develop a detailed methodology and work plan of the assignment. This will be shared with team members to develop an overall project work plan.
2. Participate in community meetings (where feasible, pending COVID-19 and travel considerations).
3. Conduct and compile the UNEP Safeguard Risk Identification Form (SRIF) as it pertains to gender and social safeguards. Identify and address opportunities and risks. Work closely with UN Environment’s Safeguard Advisor (and other team members/participants) in order to ensure the relevant risks of the project are fully addressed.
4. Conduct a stakeholder analysis and produce a stakeholder engagement plan for the project.
5. Develop Gender Engagement Plan to be undertaken by team members during the PPG phase. Identify civil society organizations and private sector entities related to gender mainstreaming that can participate in the meetings/workshops, and assess what roles they will play in project implementation. Ensure action points from the UNEP Safeguard Risk Identification Form (SRIF) for the PIF process are fully implemented during the PPG.
6. Conduct an analysis of gender equality and women’s empowerment (women and youth) and social safeguards for the project, including: the root causes and barriers; institutional/policy context; and stakeholder mapping pertaining to gender and social safeguard challenges facing the respective communities, particularly as they relate to IAS in south Africa.
7. Based on the results of the gender analysis and engagement activities, the SRIF and in consideration of GEF and UNEP guidance, develop a Gender Action Plan to address gender aspects in the design and implementation of the project. The action plan will include the following elements and other relevant aspects as warranted:
   a. Description of the national local community contexts (as it relates to gender) and a quantifiable baseline (cited and referenced).
   b. Results of the analysis and detailed description of existing gender gaps in access to and control over natural resources especially with respect to IAS, and proposed measures and activities to address the gaps and challenges related to gender equality and women’s empowerment.
   c. A description of how the project will strive to improve women’s participation and decision making in the project, and how the project can generate socio-economic benefits or services for women and youth in the project areas.
   d. Recommended activities for incorporation into the project design, including outputs, activities, indicators, and budget considerations. Describe the benefits that the proposed activities will bring.
   e. Recommended means and timing for how stakeholders should be consulted in project execution to enable effective engagement of women and youth, how information will be
disseminated, and an explanation of any resource requirements throughout the project cycle to ensure proper and meaningful stakeholder engagement.

f. Roles of gender-related civil society organizations and private sector in project implementation.

g. Description of potential risks (e.g., climate change, COVID-19, etc.) that might prevent the project objectives/activities from being achieved, and, proposed mitigation measures to address these risks (a table format is acceptable).

h. Outcome-level quantitative and qualitative SMART indicators pertaining to gender and social safeguards (including socio-economic and sex-disaggregated indicators).

8. Describe the private sector’s engagement in the project and provide a private sector engagement plan for the project.

9. Identify, describe and rate potential risks, including climate change, potential social and environmental risks that might prevent the project objectives from being achieved? Propose measures to address the identified risks at the time of project implementation (table format is desired).

10. Provide input to the Team Leader/Project Development Expert for production of the strategy or action framework for the COVID-19 pandemic for this project.

11. Provide input to the Team Leader/Project Development Expert for production of the costed M & E work plan, as well as an appropriate M&E budget.

12. Provide input to the Team Leader/Project Development Expert for production of the project result framework with the appropriate and correct baseline, midterm and end of project targets.

13. Provide a record of all consultation events/meetings including minutes, meeting/workshop reports and list of participants/attendees.

D. OUTPUTS/EXPECTED DELIVERABLES

<table>
<thead>
<tr>
<th>Deliverable no.</th>
<th>Type of deliverable</th>
<th>expected deliverable date</th>
<th>Conditions for approval</th>
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</thead>
<tbody>
<tr>
<td>Deliverable 1:</td>
<td>A detailed methodology and work plan of the assignment.</td>
<td>One week upon signing the contract</td>
<td>approved by the UNEP GEF Task Manager, the Chief Director: Biodiversity Monitoring and Specialist Services, Department of Forestry, Fisheries and the Environment, (DFFE), and the Head, UNEP South Africa</td>
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<tr>
<td>Deliverable 2:</td>
<td>A Gender Engagement Plan to be undertaken by team members during the PPG phase. Identify civil society organizations and private sector entities related to gender mainstreaming that can participate in the meetings/workshops, and assess what roles they will play in project implementation. Ensure action points from the year 2021 are approved by the UNEP GEF Task Manager, the Chief Director: Biodiversity Monitoring and Specialist Services, Department of Forestry, Fisheries and the Environment, (DFFE), and the Head, UNEP South Africa</td>
<td>By 15 June 2021</td>
<td>As above</td>
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</table>


| Deliverable 3: | Description of the private sector's engagement in the project and provide a private sector engagement plan for the project | By 30 July 2021 |
| Deliverable 4: | An analysis of gender equality and women’s empowerment (women and youth) and social safeguards for the project, including: the root causes and barriers; institutional/policy context; and stakeholder mapping pertaining to gender and social safeguard challenges facing the respective communities, particularly as they relate to IAS in South Africa | By 30 July 2021 As above |
| Deliverable 5: | UNEP Safeguard Risk Identification Form (SRIF) as it pertains to gender and social safeguards. Identify and address opportunities and risks. Work closely with UN Environment’s Safeguard Advisor (and other team members/participants) in order to ensure the relevant risks of the project are fully addressed. A description and rating of the potential risks, including climate change, potential social and environmental risks that might prevent the project objectives from being achieved with measures to address the identified risks at the time of project implementation Input to the Team Leader/Project Development Expert for production of the strategy or action framework for the COVID-19 pandemic for this project. | By 30 August 2021 |
| Deliverable 6: | A Gender Action Plan to address gender aspects in the design and implementation of the project. (details in part C). | By 30 July 2021 (draft to include activities and draft budget) By 30 October 2021 (final) |
| Deliverable 7: | A record of all consultation events/meetings including minutes, meeting/workshop reports and list of participants/attendees. Review and comment on draft PPG materials at the various stages to enable a comprehensive and accurate project proposal. | By 30 November 2021 |

E. REPORTING ARRANGEMENTS
UNEP South Africa will contract the consultant to undertake the assignment as described in this ToR. The consultant will report dually to the UNEP/GEF Task Manager and to the Chief Director: Biodiversity Monitoring and Specialist Services, Department of Forestry, Fisheries and the Environment, (DFFE), of the
government of South Africa. All deliverables submitted by the consultant should be approved by the Chief of the GEF/BD/LD/BS Biodiversity and Land Degradation Unit of the Ecosystem Division of UN Environment before any payment is made.

F. DUTY STATION
The assignment is home-based.

G. DURATION OF THE CONTRACT
In approximately 7 months (various tasks are expected to be done concurrently), preferably commencing on 1 June 2021 and ending by 31 December 2021.

H. PAYMENT MODALITIES
The consultant shall be paid the consultancy fees as structured below.
  i. 20% upon signature of the contract and submission of acceptance of Deliverable 1 and 2
  ii. 40% after completion, submission of acceptance of Deliverables 3, 4 and 5
  iii. 40% after completion, submission of acceptance of Deliverable 6, 7

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

J. Technical Criteria, Competences, Required Skills and Experience

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

- **Criteria A**: Master’s degree in a relevant field such Sociology, Women or Youth, Studies, Environmental Management, Environmental law. (10)
- **Criteria B**: Minimum 5 years of professional experience in the field of social sciences, with special focus on gender and environment. (15)
- **Criteria C**: Experience in integrated policy development processes associated with local community use of natural resources; Experience with policy or institutional development (15)
- **Criteria D**: Expertise in managing relationships and developing and maintaining strategic partnerships including across government and non-government actors is desirable. (15)
- **Criteria E**: Experience in designing and/or implementing conservation and related activities in developing countries, specifically Africa; (10)
- **Criteria F**: Experience with project development, implementation, management and monitoring and evaluation of sustainable development projects (5)

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

**Required Skills and Experience**

• Knowledge and experience of peoples’ relationship with their natural resources especially in southern Africa.

**Education:**

• Master’s degree in a relevant field such Sociology, Women or Youth, Studies, Environmental Management, Environmental law.

**Experience:**

• Minimum 5 years of professional experience in the field of social sciences, with special focus on gender and environment
• Experience in integrated policy development processes associated with local community use of natural resources;
• Experience with policy or institutional development
• Expertise in managing relationships and developing and maintaining strategic partnerships including across government and non-government actors is desirable
• Experience in designing and/or implementing conservation and related activities in developing countries, specifically Africa;
• Experience working with international organizations, including the United Nations and the GEF, is preferred
• Experience with project development, implementation, management and monitoring and evaluation of sustainable development projects.

**Language**

• Fluent in English