

## TORs for the PPG Coordinator for the GEF7 project on invasive Alien species in South Africa

Request for:      Consultant      ☒      Individual contractor      ☐

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

### 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 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

- Baseline studies: this will include a desktop review of all relevant documents, actual and previous studies on the Invasive Alien Species in South Africa. This will also include an analysis of the existing regulatory frameworks on the wildlife trade, forensics, judiciary and prosecution;
- Studies to address any opportunities/risks identified during the UNEP Environment, Social and Economic Review Note (ESERN). UN Environment 's UNEP Environmental, Social and Economic Review Note (ESERN) should be applied to minimize any associated risks for this project; consultant work closely with UNEP's Safeguard Advisor in order to ensure the economic, social and environmental risks of project is fully addressed.
- Integration with development plans, policies, budgets and complementary projects:
- Multi-stakeholder meetings with Government and partners (technical and financial) are planned to investigate the implementation of this project development to identify on-going projects and other initiatives to be incorporated in the project document. Activities of similar types could be implemented jointly and or in parallel as long as project calendars will permit it;
- Completion of all the required GEF focal area tracking tools
- Stakeholder consultations during technical review: Mobilize and engage stakeholders during project design. Negotiate partnerships with on-going projects to align their activities and the project to build synergies.
- Document these consultations.

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

The outputs of step 1 will be used as technical input to step 2 for the formulation of the 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**

The overall purpose of the consultancy is to coordinate the PPG work of this project and development of the project document and CEO endorsement request.

Ultimate results of the consultancy	<ul style="list-style-type: none"> <li>• Coordination of the PPG work of this project</li> <li>• Development of the project document and CEO endorsement request that will be approved by GEF</li> </ul>
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	\$15,000

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

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

- i. Coordinate all the activities and processes of this PPG project. Coordinate the works of the consultants.
- ii. Coordinate the travels of the consultants within the country. Generate a travel plan of the consultants and the project country team, if needed.
- iii. Organize consultation processes of the PPG including individual and group consultations and meetings, workshops and /or conferences.
- iv. Generate the timetable or programme of the events of the consultants while in the country.
- v. Generate a list of persons/institutions and their contact address, to be consulted or met by the consultants.
- vi. Fix the appointments of the consultants to meet with key persons in the country.
- vii. Organize and facilitate the inception meeting and produce a meeting report. Ensure that key stakeholders attend this inception meeting.
- viii. Organize and facilitate the validation workshop and produce a workshop report.
- ix. Provide a record of all consultation events/meetings including minutes, meeting/workshop reports and list of participants/attendees.
- x. Conduct a stakeholder analysis and produce a stakeholder engagement plan for the project.

- xi. Conduct a complete a gender analysis exercise for the project with the aim to ensure that components and activities take into account gender considerations early in the planning. Describe how the project will strive to contribute to (i) Closing gender gaps in access to and control over natural resources; (ii) Improving women's participation and decision making; and (iii) Generating socio-economic benefits or services or women. Develop the stakeholder engagement plan for the project
- xii. Describe the private sector's engagement in the project and provide a private sector engagement plan for the project
- xiii. 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)
- xiv. 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.
- xv. 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.
- xvi. 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.
- xvii. Provide input to the Team Leader/Project Development Expert for development of the GEF project budget.
- xviii. Provide input to the Team Leader/Project Development Expert for production of the co-financing plan and developing a co-finance budget.
- xix. Secure Co-financing letters and maintain an accurate, up to date ledger of co-finance commitments in USD, Rand and other national currencies as required.
- xx. Provide input to the Team Leader/Project Development Expert for production of project's sustainability strategy and the exit strategy according to GEF guidelines.
- xxi. Together with the Team Leader/Project Development Expert, compile and produce a fully-fledged UNEP/GEF project document with all the required annexes and the GEF CEO Endorsement request document with all the required annexes/attachments and submit them to the UNEP Project review committee (PRC) for their review.
- xxii. Together with the Team Leader/Project Development Expert address all comments raised on the project documentation by the Chief GEF BD LD unit, UN Environment Project Review Committee (PRC); and the Scientific and Technical Advisory Panel, the GEF Council and the GEF Secretariat until the project is approved.

#### **D. OUTPUTS/EXPECTED DELIVERABLES**

<b>Deliverable no.</b>	<b>Type of deliverable</b>	<b>expected deliverable date</b>	<b>Conditions for approval</b>
Deliverable 1:	A detailed methodology and work plan of the assignment	One week upon signing the contract	approved by the UNEP GEF Task Manager, DFFE and the Head, UNEP SA Office
Deliverable 2:	i. Coordinate all the activities and processes of this PPG project. Coordinate the works of the consultants. Coordinate the travels of the	By 30 May 2021	As above

	<p>consultants within the country. Generate a travel plan of the consultants and the project country team, if needed.</p> <p>ii. Organize consultation processes of the PPG including individual and group consultations and meetings, workshops and /or conferences.</p> <p>iii. Generate the timetable or programme of the events of the consultants while in the country.</p> <p>iv. Generate a list of persons/institutions and their contact address, to be consulted or met by the consultants.</p> <p>v. Fix the appointments of the consultants to meet with key persons in the country</p>		
Deliverable 3:	<p>vi. Organize and facilitate the inception meeting and produce a meeting report. Ensure that key stakeholders attend this inception meeting.</p> <p>vii. Organize and facilitate the validation workshop and produce a workshop report.</p> <p>viii. Provide a record of all consultation events/meetings including minutes, meeting/workshop reports and list of participants/attendees.</p>	By 30 June 2021	
Deliverable 4:	<p>ix. Coordinate a stakeholder analysis and produce a stakeholder engagement plan for the project.</p>	By 30 July 2021	As above
Deliverable 5:	<p>x. Coordinate a complete a gender analysis exercise for the project with the aim to ensure that components and activities take into account gender considerations early in the planning. Describe how the project will strive to contribute to (i) Closing gender gaps in access to and control over natural resources; (ii) Improving women's participation and decision making; and (iii) Generating socio-economic benefits or services or women. Develop the stakeholder engagement plan for the project</p>	By 30 July 2021	
Deliverable 6:	<p>xi. Coordinate the private sector's engagement in the project and provide a private sector engagement plan for the project</p>	By 30 July 2021	
Deliverable 7:	<p>xii. Identify, describe and rate potential risks, including climate change, potential social and environmental risks that might prevent the project objectives from being achieved? Propose</p>	By 30 Aug 2021	

	<p>measures to address the identified risks at the time of project implementation (table format is desired)</p> <p>xiii. 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.</p>		
Deliverable 8:	<p>xiv. Provide input to the Team Leader/Project Development Expert for production of the costed M &amp; E work plan, as well as an appropriate M&amp;E budget.</p> <p>xv. 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.</p>	By 30 Sept 2021	
Deliverable 9:	<p>xvi. Provide input to the Team Leader/Project Development Expert for development of the GEF project budget.</p> <p>xvii. Provide input to the Team Leader/Project Development Expert for production of the co-financing plan and developing a co-finance budget.</p> <p>xviii. Secure Co-financing letters and maintain an accurate, up to date ledger of co-finance commitments in USD, Rand and other national currencies as required.</p>	By 30 Sept 2021	
Deliverable 10:	<p>xix. Provide input to the Team Leader/Project Development Expert for production of project's sustainability strategy and the exit strategy according to GEF guidelines.</p>	By 30 Sept 2021	As above
Deliverable 11	<p>xx. Together with the Team Leader/Project Development Expert, compile and produce a fully-fledged UNEP/GEF project document with all the required annexes and the GEF CEO Endorsement request document with all the required annexes/attachments and submit them to the UNEP Project review committee (PRC) for their review.</p>	By 10 Nov 2021	As above
Deliverable 12	<p>xxi. Together with the Team Leader/Project Development Expert address all comments raised on the project documentation by the Chief GEF BD</p>	28 March 2022	

	LD unit, UN Environment Project Review Committee (PRC); and the Scientific and Technical Advisory Panel, the GEF Council and the GEF Secretariat until the project is approved.		
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#### **E. REPORTING ARRANGEMENTS**

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

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

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

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

The assignment is home-based.

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

In approximately 11 months throughout the duration of the PPG process (various tasks are expected to be done concurrently), preferably commencing on 1 June 2021 and ending by 30 April 2022.

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

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

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

#### **I: TRAVEL**

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

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

#### **J: Technical Criteria, Competences, Required Skills and Experience**

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

- **Criteria A:** Honours degree in a relevant field such as Biology, Natural Sciences, Ecology, Environmental Management, Social Sciences, Biodiversity, Land use Management and Ecosystem services (either with ecological or socio-economic background), Environmental law. (10)
- **Criteria B:** At least 3 years of overall professional experience, with incremental responsibilities, preferably with some experience in the GEF projects design and consultancies. (15)
- **Criteria C:** At least 2 years of experience and in-depth knowledge of biodiversity and IAS issues in in South Africa and the region. (15)
- **Criteria D:** Knowledge and experience across the range of IAS management strategies in South Africa. (15)
- **Criteria E:** Specific experience in the biodiversity and a demonstrated track record in the preparation of documents, project proposals, evaluation reports. (10)
- **Criteria F:** Experience working with international organizations, including UN Environment and the GEF, is preferred (5)

#### Competencies

- Ability to conduct research and analysis and synthesis skills;
- 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;
- National knowledge is highly desirable;
- Excellent English drafting and communication skills.

#### Required Skills and Experience

- Knowledge and experience across the range of IAS management strategies in South Africa.

#### Education:

- Honours degree in a relevant field such as Biology, Natural Sciences, Ecology, Environmental Management, Social Sciences, Biodiversity, Land use Management and Ecosystem services (either with ecological or socio-economic background), Environmental law.

#### Experience:

- At least 3 years of overall professional experience, with incremental responsibilities, preferably with some experience in the GEF projects design and consultancies.
- Of which at least 2 years of experience and in-depth knowledge of biodiversity and IAS issues in in South Africa and the region
- Specific experience in the biodiversity sector would be an advantage;
- Demonstrated track record in the preparation of documents, project proposals, evaluation reports, etc.

#### Language

- Fluent in English