



## TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONSULTANT (IC)

### GENERAL INFORMATION

**Services/Work Description:** Social and environment Safeguard Policy Consultancy

**Project/Program Title:** NAMA SESP consultant

**Post Title:** National Consultant

**Consultant Level:** Level B (Specialist)

**Duty Station:** Remotely and UNDP Gambia Country Office

**Expected Places of Travel:** In-country travel

**Duration:** 30 working days

**Expected Start Date:** Latest 30<sup>th</sup> July 2021/ Immediately after Concluding Contract Agreement

### I. BACKGROUND / PROJECT DESCRIPTION

The electricity sector in the Gambia is characterized by heavy dependency on fossil fuel imports (LFO (light fuel oil)/HFO (heavy fuel oil)) to generate electricity. This makes the energy sector to be one of the major sources of Greenhouse Gas (GHG) emission in the Gambia.

UNDP and UNCDF in collaboration with national stakeholders support the implementation of 10.5MW of renewable energy. 6.0MW and 4.5MW solar PV plants will be constructed in Farafenni and Basse, respectively.

The key objectives of the NSP are:

1. GHG emission will be reduced by 12,896 tCO<sub>2</sub>e annually
2. Provide reliable renewable energy to 144,500 people in the targeted regions
3. Reduction of fossil fuel importation by 3,964,941 litres annually
4. Building the capacity of NAWEC's staff on the development and implementation of a Power Purchase Agreement (PPA) with an IPP
5. Provide reliable energy supply to support businesses and electricity dependent vocational skill and other livelihoods

The tender for the construction of the power plants based on Build, Own, Operate and Transfer (BOOT) arrangement between an Independent Power Producer (IPP) and National Water and Electricity Company (NAWEC) was launched on the 24<sup>th</sup> of February 2021. The deadline for the tender is slated for 9<sup>th</sup> July 2021.

As per UNDP regulations, all projects that have possible social and environmental impacts must be assessed based on UNDP's Social and Environmental Safeguard Policy (SESP). In this regard, UNDP is seeking to hire a national consultant to carry out a baseline impact assessment of the project in both sites (Farafenni and Basse) to determine any possible social and/or environmental impacts of the project.

### II. SCOPE OF THE WORK

The SESP consultancy will be done in compliance with all relevant international, national, local and community laws and customs that applies to displacement and resettlement activities with particular attention to laws and customs relating to rights. In this light, all entitlement should be noted and compensation policy for each type of impact should be sufficiently describe using clear and transparent valuation for affected individuals, structures, land, trees and other assets. An entitlement matrix will be prepared on this basis including budget and timeframe for payment of entitlement/ compensation. The consultant must not promise the payment of compensation to any affected party as part of this assignment.

The assignment will be undertaking by an International consultant with the assistance of a National consultant. Both consultants will be obliged to familiarize themselves with the UNDP's Livelihood Action Plan (LAP) and Resettlement Action Plan (RAP) and ensure that all prescribed concerns and methodologies in both locations, Farafenni and Basse are covered during the consultancy. The national consultant will work closely with the international consultant to agree on a common approach to the assignment. Notwithstanding, the international consultant will be the team lead and will be ultimately responsible for the content and quality of the final report.

### **Terms of Reference (ToR)**

1. The national consultant will assist the international consultant with reviewing relevant project documentation, photos, historical records, relevant legal framework, etc, then discuss initial findings with UNDP prior to engagement with affected people.
2. The national consultant support the international consultant in conducting a social baseline/inventory. The international Consultant will provide the national consultant with a breakdown of the information to be compiled when conducting field visits to Farafenni and Basse to identify affected persons, lands, and assets through socio-economic surveys and evaluations.
3. In collaboration with the International Consultant, the National Consultant will assess all direct, indirect and cumulative impacts and prepare a baseline impact assessment consistent with national regulation and UNDP's Social and Environmental Standards, following UNDP's guidance and template, noting that when there is a difference between national and UNDP's standards, the highest standard applies.
4. Assist the international consultant in evaluating and preparing a costed relocation strategy for the affected individuals and /or families, that is in line with UNDP SESP (including Livelihood Action Plan (LAP) and Relocation Action Plan (RAP)) standards.



### III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Report (desk review of available information) and community engagement/ consultation strategy developed.	5 Working days	UNDP Environment Programme Specialist
2	Draft detail Social and environment impact assessments report developed and shared for review	15 Working days	UNDP Environment Programme Specialist
3	Final report incorporating detail RAP and LAP strategies developed	10 Working days	UNDP Environment Programme Specialist

### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- UNDP, through the Environment Programme Unit, will manage and oversee the consultancy and evaluation process. The consultant will submit progress note to the same unit every fortnight.
- The national consultant will have to work closely with the international consultant. The Environment Programme Unit will ultimately be managing the contract but will consult with the international consultant to ensure that the national consultant is providing necessary support and guidance as per the TOR.
- The NAMA Project Management Unit (PMU) will provide guidance and assess the quality of the project document

### V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

- NAMA project Management Unit provide administrative, and logistics support to the consultants within reason. The consultant should includes the cost of field visits/assessments as part of the overall fee, indicating the number of trips and duration of each trip.

### VI. DURATION OF THE WORK

- The duration of the consultancy is **30 working days**.

### VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

#### **a. Academic Qualifications:**

- Advance degree in social, environment and other relevant fields.

#### **b. Years of experience:**

7 years of relevant work experience

#### **c. Competencies:**

- Excellent stakeholder engagement and conflict management skills/experience
- Proven knowledge of Social and Environmental Safeguards
- Track record in developing baseline impact assessments for infrastructure projects
- Expertise in the national framework around displacement and national land regulation.

#### **d. Language and other skills:**

- Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions.
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff); and
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

**e. Compliance of the UN Core Values:**

- Demonstrates integrity by modelling the UN's values and ethical standards
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

**Important Note:**

The Consultant is required to have the following professional and technical qualifications.  
**Only the applicants who hold these qualifications** will be shortlisted and contacted.

**VIII. CRITERIA FOR SELECTING THE BEST OFFER**

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly, Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  - a. Technical Criteria weight is **70%**
  - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	100
<ul style="list-style-type: none"> <li>▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal</li> </ul>		50
<ul style="list-style-type: none"> <li>▪ <b>Criteria b.</b> Technical competence</li> </ul>		25
<ul style="list-style-type: none"> <li>▪ <b>Criteria c.</b> Relevant Experience</li> </ul>		25
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

**IX. PAYMENT MILESTONES AND AUTHORITY**

The qualified consultant shall receive his/her service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 <sup>st</sup> Installment	Upon submission of first deliverable	RR	15%
2 <sup>nd</sup> Installment	Upon submission of second deliverable	RR	50%
3 <sup>rd</sup> Installment	Upon submission of final deliverable	RR	35%

**United Nations Development Programme**



**XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

- The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

**XII. ANNEXES TO THE TOR**

- NAMA Project Document
- UNDP LAP and RAP documents

**This TOR is approved by:** Almamy Camara

**Signature:** *Almamy Camara* 11-Jul-2021

**Name and Designation:** Environment Programme Specialist

**Date of Signing:** 11 July 2021