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| 1. **GENERAL INFORMATION**
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| **Job title :** International Consulting firm or group of firms and consultants (nationals and international) to design a Project Document forLandscape restoration for increase resilience in urban and peri-urban areas of Bujumbura**Position Title :** International Consulting firm or Group of Cabinets/Experts (National and International) **Type of contract :** Professional contract**Type of assignment:** Home based with at least one missions on the field at the beginning and another towards the end of the mission**Duration of the assignment**  : October 2021 till December 2022  |
| 1. **General background**
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| ThisBurundi is a small landlocked country of 11 million people. Agriculture is its primary economic sector, employing nearly 80% of its inhabitants who live from subsistence farming. The country is densely populated with a high population growth. Bujumbura is Burundi’s biggest city and until February 2019, the capital city before it moved to Gitega. Bujumbura remains the main economic centre of the country and concentrate services and most of the business opportunities. Burundi’s landscape presents large swath of mountainous areas with elevations ranging from 770 m up to 2,670 m, on the eastern part of the country, the terrain is dropping to a flat plateau (See *Figure 1* for a physical map of Burundi).Burundi is subject to cyclical geophysical phenomenon like El Nino that are causing extreme climatic situations, strengthening the country’s vulnerability in different sectors, including infrastructures development, transport, housing schemes and urban planning. This increased exposure to the impacts of climate change, together with the high poverty rate – 67% of the population living under the poverty threshold[[1]](#footnote-1) - puts the economy of Burundi in a vulnerable and fragile situation. Burundi ranks as one of the country most vulnerable to climate disruptions, ranking 171 out of 181 in the ND-GAIN index for climate vulnerability[[2]](#footnote-2). The country is the 14th most vulnerable country and the 16th least ready country to combat the expected impact of climate change. Current trends have shown an overall decrease in precipitation creating shorter wet seasons and a prolonged dry season. An increase in mean temperature of 0.7-0.9°C has been observed since 1930[[3]](#footnote-3). Climate-induced natural hazards have become more frequent in the past decades with an increase in flood and drought as well as storm surges and landslides[[4]](#footnote-4). Severe droughts frequently affect Burundi and account for a third of all-natural hazards occurring in the country and torrential rains have caused major flooding issues around Lake Tanganyika, including Bujumbura. Between 1999 and 2007, the combined losses from severe flood (2006, 2007) and drought (1999, 2000, 2005) episodes were estimated by the government at 5% of the country’s GDP[[5]](#footnote-5). Severe flooding and landslide have become a common yearly occurrence due to heavier rains than usual during the wet seasons. The country has reported important damages to crops, soil, and infrastructure together with the increased presence of pests and disease that affect food crops and livestock. Between 2013 and August 2020, the International Organization for Migration recorded 131,336 internally displaced people (IDPs), 83% of caused by natural disasters. A major part of these displacements occurred in the provinces of Bujumbura Mairie and Bujumbura Rural where 60,207 IDPs are on records[[6]](#footnote-6). In January 2014, torrential rains caused rivers throughout the city of Bujumbura to come out of their bed. The flooding affected 220,000 people, 40% of Bujumbura’s population. 70 people were reported dead, 4 missing and 182 injured. Physical damage included 2,000 damaged or destroyed houses, the destruction of teaching materials at 7 flooded schools, lost merchandise at 500 stalls in 1 market, several bridges destroyed, 2 main roads cut, and 5000 ha of agricultural land degraded[[7]](#footnote-7). A month later, in February 2014, floods and landslides in Bujumbura caused 64 deaths, destroyed 940 homes, and rendered nearly 12,500 people homeless[[8]](#footnote-8). Similar events causing deaths and massive destruction have been reported by the United Nations Office for the Coordination of Humanitarian Affairs (UN OCHA) in 2019-2020. In April 2020, floods in Bujumbura Rural displaced 27,972 people and destroyed or damaged 6,010 houses. UN OCHA reported thousands of hectares of crops ready for harvest destroyed as well as an increased trend in prices for basic food commodities. Further increase is expected as traders try to preserve their stocks in anticipation of poor harvests[[9]](#footnote-9). Regional climate models using both a low and high emission scenario (RCP 4.5 and RCP 8.5 respectively) indicate that the average annual temperature in the country could increase by 1.7-2.1°C by 2060 and 2.2-4.2°C by 2100 (mean change compared to the average for the 1970–1999). The highest increase is projected to occur during the dry season, which could lead to longer heat waves and more severe drought episodes. Infrastructure investments are concentrated in Bujumbura, making the city particularly prone to damage during flooding due to its geographical situation in lowlands surrounded by mountains prone to erosion and landslides. To address these issues, the Government of Burundi, through the National Platform of Prevention and Management of Disaster Risks in partnership with UN Agencies has prepared a “Flood contingency plan”. However, the existence of the Contigency Plan in absence of technical and financial resources has not brought significant changes to populations who suffer greatly from those disasters. In Bujumbura, city residents in the Nyakabiga, Kigobe, Mutanga and Mugoboka quartiers were forced to abandon their houses after they collapsed due to erosion and landslides. Other public infrastructures and private households are on the brink of collapse along the bank of the river Ntahangwa, putting lives directly at risk. The Ntahangwa watershed covers several districts east of Bujumbura and features steep hills prone to landslide and erosion, which then end up affecting densely populated areas of Bujumbura further downstream. Populations in the Ntahangwa watershed (outside Bujumbura itself) rely mostly on subsistence agriculture and agro-forestry on hills for their livelihoods and are highly vulnerable to the impact of climate changeIn addition, the country faces aggravating factors, in particular the socio-political crisis that leads to population movements, creating vulnerable groups and a polarization of the population in general. It is also important to highlight the situation of women, who, despite the efforts identified over the last years with regards to political and economic aspects, are still facing inequalities in terms of rights- in particular access to private property. Youth represents a key part of Burundi’s workforce, but opportunities for employment, including those with university degrees, is lacking and fails to fully tap into their potential. The Government has made youth employment a priority and a key pillar of their social protection policy.Finally, the COVID-19 crisis is impacting Burundi’s economic recovery. Despite few confirmed cases of COVID-19 (11 994 cases with 38 official death to the end of August 2021), the global crisis hit Burundi through trade. The GDP of Burundi had slightly risen to 1.8% in 2019 thanks to higher agricultural yields but is poised to fall to 0.3% for 2020. Burundi has limited fiscal, monetary, and financial buffers to cope with the current crisis. As a result, public debt is expected to increase to 63.7 percent of the GDP in 2020 from 58.5 percent in 2019 due to reduced revenues and higher spending on health[[10]](#footnote-10). Assuming the pandemic brought under control, the outlook could be positive in 2021 and 2022 with a significant rebound of growth supported by increased activity in all sectors. The COVID-19 recovery efforts present opportunities for Burundi to use green economy principles and green growth to create jobs and rebuild its economy while addressing climate vulnerabilities and drivers of land degradation.The proposed LDCF aims to address the vulnerability of urban and peri-urban communities of Bujumbura and the Ntahangwa watershed to the increased frequency of floods, storm runoffs and landslides projected by climate models. These natural hazards are destroying households and infrastructures of urban communities of Bujumbura along the bank of the Ntahangwa river and threaten the livelihoods and resilience of highland communities living in the upstream part of the watershed. Erosion is a key factor increasing the vulnerability of highland communities to adapt and solutions to increase their resilience have the potential to reduce the impact felt by lowland communities downstream. Floods and storms directly affect the capacity of the watershed’s ecosystem to buffer the impact of climate change, which is made worst by the degradation and deforestation of hills by communities. Despite investments in watershed restoration in the past, there is no planning and management tool at the watershed-level to ensure the long-term resilience of communities. Climate information can support those processes; however, the government lacks the capacity to analyze and make use of data and information for decision-making.The **long-term solution** is to strengthen integrated watershed management and flood management of the Ntahangwa river connected to Bujumbura to ensure the resilience of both upstream highland communities and downstream lowland communities living in urban areas. The solution will include a comprehensive planning and management approach making use of climate information available in the country together with specific investments in landscape restoration, flood management measures and resilient livelihoods support. Landscape restoration in areas connected to Bujumbura will help restore flood-related ecosystem protection for both highland upstream communities and lowland urban communities with adaptive solution ranging from tree planting to watershed protection and reinforcement of riverbanks structures. To complement the restoration efforts, livelihood activities are needed to reduce the vulnerability of populations by promoting green entrepreneurship and providing better access to markets (at this stage, the main sectors targeted are agriculture and agro-industry as well as the charcoal sector) connecting urban communities to peri-urban communities in the watershed. The charcoal sector’s reliance on trees makes it a prime sector to target through a climate-resilient value chain approach. The agro-business sector will benefit from increasing the value of agricultural products and creating new investment opportunities. The urban focus of this project opens new doors to tap into the nascent startup ecosystems of Bujumbura while providing support for youth entrepreneurship and employment opportunities. Resilient livelihood options and green entrepreneurship are important strategies to rebuild Burundi’s economy as part of its post-COVID-19 recovery efforts.Several barriers to this solution have been identified, they will need to be addressed by the proposed LDCF project. They include: **Barrier 1:** Limited institutional and technical capacity for mapping and analysis of climate risks for resilient integrated watershed management (including flood management). **Barrier 2:** Limited capacities, knowledge, and technologies for Ecosystem-based Adaptation. **Barrier 3:** Limited livelihood options and entrepreneurship support for climate resilience, for vulnerable and under-represented populations such as women and the youth particularly.Thus, the Government of Burundi is requesting funding from the LDCF to develop the long-term adaptive capacity of communities to employ strategies that reduce land degradation and diversify livelihoods for a transformative and climate resilient development. The target regions will include Bujumbura city and surroundings areas connected to the Ntahangwa river flowing through the city. Bujumbura, while not the capital city, is the economic powerhouse of the country and the government made its protection a priority. The alternative scenario will address the main barriers to climate resilience and address the root causes of vulnerability in the Ntahangwa watershed and use an integrated watershed management approach as leverage to connect urban, peri-urban and rural communities in the watershed for increased resilience. The project objective is to “increase resilience of watershed communities in and around Bujumbura through a resilient integrated watershed management for landscape restoration and flood management”. This will be achieved through three main components: **Component 1:** Developing technical capacities for climate-induced flood and erosion risks mapping and their use to inform climate-resilient integrated watershed management and other planning processes; **Component 2:** Implementing landscape restoration and flood management approaches to restore ecosystem services against flood and erosion in the Ntahangwa watershed in and around Bujumbura; **Component 3:** Livelihoods options and green entrepreneurship to increase resilience of the urban, peri-urban and rural communities in the Ntahangwa watershed.It is in the perspective of designing a project document that UNDP Burundi in agreement with the GoB plans to recruit an International Firm to carry out and lead the formulation and design of the Full-Sized Project (FSP) document and the required Annexes as well as the preparation of the GEF CEO Endorsement Request document to accompany the Project Document submission to the GEF.The overall objective of the mission is to prepare the project document and accompany its approval by the GEF. More specifically, the Firm will (i) collect, process and analyze the data necessary to identify the most vulnerable areas, (ii) formulate proposals for adaptation solutions, (iii) description and technical and financial analysis of the best proposals (iv) formulate all the project staff and consultants TOR (v) mobilization of project partners to obtain co-financing letters, (vi) formulation and design of the Project Document and its appendices (vii) lead the national workshop validation of the Project Document, (viii) drafting of the CEO Endorsement request which accompanies the Project Document and (ix) answer questions from the GEF secretariat for the approval of the Project Document. |
| 1. Expected Results
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| Within the framework of this mandate, the main expected results are:1. Preparatory Technical Studies and Reviews are conducted.
2. A summary report of the progress of the mission of each member of the team is available.
3. A Project Document developed in English in accordance with the GEF guidelines and including among others the required annexes, following the GEF framework in force with the technical input from all stakeholders is available
4. TOR of all project staff and consultants are designed
5. Reports of the study launch, and validation workshops of Project Document are available.
6. Stakeholder co-funding letters, GEF CEO Endorsement document are available.
7. A validated Project Document, with CEO Endorsement Request letter and Project Specific requirements are available
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| 1. Team Composition, Role, responsibilities and tasks
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| 1. **Team Composition**

Under the supervision of Sustainable Development and Inclusive Growth Program Specialist, in close collaboration with all stakeholders, the consulting firm will be responsible for the compilation and the quality insurance of all reports and documents in accordance with GEF requirements and the UNDP. The consulting firm in charge of PPG development will mobilize a team of international and national experts with the following Profiles:1. International Project Development Specialist in adaptation project development (**100 working days**); **head of mission**
2. National Climate Change Adaptation and Disaster Risk Reduction Specialist (50 working days)
3. National Integrated Watershed Management Specialist **(50 working days)**
4. International Safeguard expert with extensive Gender (**80 working days**)
5. International Private Sector and Innovation Specialist **(30 working days)**
6. **Responsibilities**
7. ***International Project Development Specialist in adaptation project development***

The International Project Development Specialist will be the GEF PPG Team Leader and will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the GEF PPG Team and coordinating the Team’s work. The consultant will provide an overall orientation to the PPG team in relation to GEF requirements for project planning and monitoring; provide methodological guidance for data collection related to project planning and monitoring with particular attention given to description and quantification of the baseline investments; based on the inputs from national and international experts in close cooperation with the key national stakeholders complies final baseline/situational analysis for the full-size project (FSP).1. Management of the GEF PPG Team
	1. Define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities for the International Consultant (IC) and National Consultants (NCs);
	2. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and
	3. Verify and ensure that all project components are technically sound and cost effective.
2. Preparatory Technical Studies and Reviews (Component A): With inputs from the national consultants, as detailed in their respective TORs:
	1. Compile baseline/situational analysis for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate.
	2. Lead and oversee the stakeholder analysis and consultations, with support from national consultants, and ensure that they are complete and comprehensive including consultations with the private sector and tourism associations and bodies.
	3. Ensure the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project’s strategy, theory of change and results framework.
	4. Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage (“pre-screening”) are fully implemented during the PPG, and update that screening in an iterative process throughout the PPG, and as appropriate (the pre-screening identified the following documents to be prepared: (i) ESMF with FPIC procedures (as confirmed), (ii) comprehensive Stakeholder Engagement Plan, (iii) Gender Analysis and Gender Action Plan, (v) project level GRM (draft outline/TOR), (vi) initial FPIC consultations (as feasible and per the SES). Oversee the identification of the project sites, with documentation of selection criteria and making sure that geo-referenced data and maps are clearly presented both for targeted protected areas and broader landscapes, as applicable.
	5. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes.
	6. Lead and oversee the identification of opportunities for private sector engagement and co-financing.
	7. Ensure the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process.
	8. Oversee the consultations with partners regarding financial planning; and
	9. Ensure completion of any additional studies that are determined to be needed for the preparation of the Project Document and all other final outputs.
3. Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): With inputs from the national consultants, as detailed in their respective TORs, and based on international best practice:
	1. Develop, present and articulate the project’s theory of change.
	2. Develop the Results Framework in line with UNDP-GEF policy.
	3. Develop a detailed Monitoring and Evaluation Plan and Budget.
	4. Oversee and ensure the preparation of a comprehensive Stakeholder Engagement Plan.
	5. Oversee and ensure the preparation of a Gender Action Plan and Budget.
	6. Oversee and ensure the updating of the SESP based on assessments undertaken during Component A and ensure the development of required environmental and/or social management plan(s) as required.
	7. Oversee the preparation of the required GEF CCA Core Indicators and ensure these are supported by robust and validated data.
	8. Secure all co-financing letters.
	9. Prepare the indicative procurement plan.
	10. Secure and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support.
	11. Ensure the completion of the required official endorsement letters; and
	12. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF Project Document, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the templates.[[11]](#footnote-11)
4. Validation Workshop (Component C):
	1. 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.
	2. Oversee all necessary revisions that arise during the workshop; and
	3. Ensure completion of Validation Workshop Report.
		1. **National Climate Change Adaptation and Disaster Risk Reduction Specialist**

The National Technical Specialist will work under the direction of the GEF PPG Team Leader and guidance of the UNDP Country Office, supporting team members in their work and scheduling of missions.The National Technical Specialist will support the Team Leader to design the Project, Strategic Results Framework, M&E Framework (Plan and Budget), Theory of Change, Stakeholder Engagement Plan, Work Plan and Budget, along with other priorities as required. S/he will facilitate the preparation of the GEF and UNDP tracking tools by Implementing Partners; and will engage and follow up with union, regional/state and other implementing partners on all aspects of the PPG in a timely manner, in accordance with agreed schedules.1. Contribute to the Inception Report and support the presentation and discussion during the inception workshop
2. Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
	1. **Baseline/situational analysis** for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices; full elaboration of the barriers identified in the PIF, full description of the objectives and activities in Component 1-3 (specific area will be clarified in ToR);
	2. Support the **stakeholder analysis and consultations** and ensure that they are complete and comprehensive.
	3. Support the preparation of the **gender analysis.**
	4. Support the action points, including risk assessments, from the **UNDP Social and Environmental Screening Procedure** (SESP) at the PIF stage (“pre-screening”) are fully implemented during the PPG, and support the iterations of that screening in an iterative fashion throughout the PPG, as appropriate.
	5. Lead the **identification of the project sites,** providing a geographical analysis and documentation of selection criteria.
	6. Support the completion of **any additional studies** that are determined to be needed for the preparation of the Project Document and all other final outputs.
	7. Support the Team Leader on the studies review / validation workshop.
3. Formulation of the Project Document, 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.
4. Validation Workshop (Component C):
	1. Contribute to the validation workshop; and
	2. Support all necessary revisions that arise during the workshop, as appropriate.
		1. **National Integrated Watershed Management Specialist**

The National Technical Specialist will work under the direction of the GEF PPG Team Leader and guidance of the UNDP Country Office, supporting team members in their work and scheduling of missions.The National Technical Specialist will support the Team Leader to design the Project, Strategic Results Framework, M&E Framework (Plan and Budget), Theory of Change, Stakeholder Engagement Plan, Work Plan and Budget, along with otherpriorities as required. S/he will facilitate the preparation of the GEF and UNDP tracking tools by Implementing Partners; and will engage and follow up with union, regional/state and other implementing partners on all aspects of the PPG in a timely manner, in accordance with agreed schedules.1. Contribute to the Inception Report and support the presentation and discussion during the inception workshop
2. Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
	1. **Baseline/situational analysis** for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices; full elaboration of the barriers identified in the PIF, full description of the objectives and activities in Component 1-3 (specific area will be clarified in ToR);
	2. Support the **stakeholder analysis and consultations** and ensure that they are complete and comprehensive.
	3. Support the preparation of the **gender analysis**.
	4. Support the action points, including risk assessments, from the **UNDP Social and Environmental Screening Procedure** (SESP) at the PIF stage (“pre-screening”) are fully implemented during the PPG, and support the iterations of that screening in an iterative fashion throughout the PPG, as appropriate.
	5. Lead the **identification of the project sites,** providing a geographical analysis and documentation of selection criteria.
	6. Support the completion of **any additional studies** that are determined to be needed for the preparation of the Project Document and all other final outputs.
	7. Support the Team Leader on the studies review / validation workshop.
3. Formulation of the Project Document, 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.
4. Validation Workshop (Component C):
	1. Contribute to the validation workshop; and
	2. Support all necessary revisions that arise during the workshop, as appropriate.
		1. **International Safeguard expert with extensive Gender**

The Safeguard Specialist will have an extensive gender experience. He/She will ensure integration of gender issues into all project components. The Specialist’s input should include a current situation analysis, action plan with target indicators and expected outcomes that would facilitate promotion of gender equality. This consultant will have specialist expertise in gender mainstreaming and working with local communities.The following list is made of the overall responsibilities that will be expected from the consultant. The PPG Initiation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed 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:*
2. Support gender-related action points, including risk assessments, identified in the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage (“pre-screening”) to ensure they are fully addressed during the PPG; as appropriate, assist with the update of the SESP in an iterative fashion throughout the PPG on matters related to gender empowerment and equality.
3. Prepare the gender analysis.
4. Advise on gender responsive stakeholder analysis and consultations and ensure that they are complete and comprehensive.
5. Ensure that gender considerations are fully mainstreamed into project CEO ER documents and Project Document; and
6. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader.
7. Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):
8. Work with the PPG Team Leader to ensure relevant findings on the gender mainstreaming and stakeholder needs are meaningfully integrated into the project strategy, theory of change and results framework, and its implementation are monitored as appropriate.
9. Participate in consultations, workshops, meetings etc.
10. Contribute to the preparation of the **SESP**, as required working closely with other consultants.
11. Prepare the project’s ESMF
12. Ensure that project’s consultation follow FPIC principles (including training the project design team in the application of FPIC);
13. Prepare the draft outline/Terms of reference for the project’s Grievance Redress Mechanism.
14. Prepare the **Gender Mainstreaming/ Action Plan and Budget** identifying appropriate project interventions to ensure gender mainstreaming including at project demonstration sites.
15. 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.
16. Provide inputs for the development of the Stakeholder Engagement Plan to ensure it is Gender Responsive.
17. Support the agreements on project management arrangements and ensure that gender and safeguards are adequately incorporated into these arrangements.
18. Review and verify proposed Outputs and Indicators based on the information gathered during the PPG-Phase and, where appropriate, propose new ones for each Outcome, and establish baselines and targets to be monitored and tracked during implementation, for inclusion in the Results Framework, as appropriate.
19. Validation Workshop (Component C):
	1. Participate in and contribute to the validation workshop.
	2. Support necessary revisions that arise during the workshop, as appropriate.

**Final Deliverables:**1. **Social and Environmental Screening (SESP)**,
2. Environmental and Social Management Framework (ESMF),
3. Training on FPIC and monitoring of FPIC application during consultations,
4. Draft outline/Terms of reference for the project’s Grievance Redress Mechanism
5. **Gender Analysis, Gender Mainstreaming Plan and Budget.**
6. Appropriate inputs to the comprehensive Stakeholder Engagement Plan including on gender-responsive consultation and consultations with local communities.
7. Appropriate inputs to the final UNDP‐GEF project document based on guidance from the PPG Team Leader.
	* 1. **International Private Sector and Innovation Specialist**

The International Private Sector and Innovation Specialist will lead the integration of the private sector into the project document and ensure that the project has a clear strategy and action plan for private sector involvement. They will provide quality assurance on collecting project baseline data on livelihood development, value chain analysis, private sector engagement and promoting innovation, and prepare the necessary documentation that will be part of the project package. He/she will work under the guidance of the Team Leader, and with the support of the National Consultants.1. Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
	1. Baseline/situational analysis *on areas related to private sector engagement, value chain and livelihood development* for the full-size project (FSP). This will include *a full elaboration of the barriers identified in the PIF, full description of the objectives and activities in Component 1-4 (specific area will be clarified in ToR).*
	2. Support on the stakeholder analysis and consultations and ensure that they are complete and comprehensive, including private sector companies, umbrella bodies and quasi-government companies active in the sectors and value chains relevant to the project and project areas.
	3. Review and synthesize best practices on private sector involvements and innovations applicable to Ethiopia and the project context.
	4. Support completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.
2. Development of a private sector and innovation strategy for the project
	1. Based on the baseline and stakeholder analyses, support the team leader in framing the overall project strategy to integrate private sector actors (large and/or small).
	2. Develop a simple strategy and action plan for implementing private sector involvement in the project, including the private sector expertise required for the project during implementation, to be included in the project budget.
3. Formulation of the Project Document, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
4. Validation Workshop (Component C):
5. Contribute to the validation workshop; and
6. Support all necessary revisions that arise during the workshop, as appropriate.
7. Final Deliverables:
	1. Private sector engagement strategy and plan for the project, with a budget
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| 1. **Deliverables**
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| **Deliverable 1:** Methodological note with detailed timetable and work plan **Deliverable 2:** Reports of preparatory Technical Studies and Reviews (Component A): With inputs from the national consultants, as detailed in their respective ToRs**Deliverable 3:**Formulation of the Project Document, project’s staff and consultants TOR, CEO Endorsement Request and Mandatory and Project Specific**Deliverable 4:** Report of the validation Workshop of the Project document**Deliverable 5:** Final Project Document with CEO Endorsement Request and Mandatory Annexes as well as project specific annexes and staff ToR |
| **VI. Durée de la mission**  |
| The duration of the assignment is from October 2021 to December 2022. The firm will draft a detailed timetable and a work plan for the assignment with a view to submit a full project package in June 2022 and a CEO approval of the project by December 2022. |
| **VII. Functional skills**  |
| * General organizational capacities which are likely to influence the implementation:
* management structure, financial stability, and project financing capacities,
* project management controls,
* the extent to which works would be subcontracted,
* quality assurance procedures and risk mitigation measures
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| **VIII. Required qualifications of the firm** |
| * Reputation of the organization
* At least 3 years of existence; deduct 01 point for each year less
* Relevance of specialized knowledge and experience in the development of adaptation project documents (5 or more similar contracts: 8 points; 3-4 similar contracts: 6 points, 1-2 similar contracts: 2 points)
* Composition and structure of the proposed team. Are the roles of the proposed management staff and team of essential staff appropriate for providing the necessary services?
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| **IX. Required qualifications of the consultants**  |
| 1. International Project Development Specialist in adaptation project development must be holding the following experience:
* Master’s degree or higher in a relevant field, such as environment or natural sciences, social sciences, political sciences or any other relevant disciplines.
* Minimum 10 years of demonstrable experience in the technical area of preparing high quality UNDP and GEF MFA project documents with sound knowledge and understanding of sustainable land management and livelihood enhancement.
* Demonstrated understanding of the GEF rationale and procedures and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches; Experience working in Africaon related initiatives highly desired.
* Minimum 10 years of demonstrable experience in the technical area of preparing high quality UNDP and GEF MFA project documents with sound knowledge and understanding of sustainable land management and livelihood enhancement.
* Excellent written and oral communication skills in English and French.
* Demonstrated understanding of the GEF rationale and procedures and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches; Experience working in Africaon related initiatives highly desired.
* Supported the drafting and evaluation of mitigation projects in Africa.
* Fluency in English and French (written and spoken).
1. **National Climate Change Adaptation and Disaster Risk Reduction Specialist (50 days)** must be holding the following qualifications and experience:
* Master's degree or higher in a relevant field, such as environmental science and project management, Integrated Water Resource Management (IWRM), Ecosystem-based Adaptation (EbA) environmental economics, natural resource, management, development studies, or other allied subjects relevant to the current assignment.
* Minimum 5 years of demonstrable experience in project design, GEF project
* management or managing ecosystem-based programmes.
* Familiarity with the Burundi development context and actors; and ability to
* work with/convene multi-disciplinary teams.
* Experience in working on the design and implementation of complex multi-stakeholder projects.
* Previous engagement with government's development planning process and
* system will be an advantage.
* Excellent coordination and facilitation skills; and Fluency in English and French written and spoken
1. **National Integrated Watershed Management Specialist (50 days)** must be holding the following experience and qualifications:
* Master's degree or higher in a relevant field, such as environmental science
* and project management, Integrated Water Resource Management (IWRM), Ecosystem-based Adaptation (EbA) environmental economics, natural resource, management, development studies, or other allied subjects relevant to the current assignment.
* Minimum 5 years of demonstrable experience in project design, GEF project
* management or managing ecosystem-based programmes.
* Familiarity with the Burundi development context and actors; and ability to
* work with/convene multi-disciplinary teams.
* Experience in working on the design and implementation of complex multi-stakeholder projects.
* Previous engagement with government's development planning process and
* system will be an advantage.
* Excellent coordination and facilitation skills; and
* Fluency in English and French written and spoken.
1. **International Safeguard expert with extensive Gender** (**80 days**) must be holding the following experience and qualifications:
* Master’s degree or higher in a relevant field, such as gender studies, gender and development, women and environment, sociology, environment, sustainable development, or closely related area.
* Minimum 5 years of demonstrable experience in gender policy and mainstreaming.
* Experience carrying out participatory gender analysis; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans.
* Experience in facilitating gender responsive stakeholder meetings is highly desired.
* Demonstrated understanding of the links between sustainable development, social and gender issues.
* Excellent written and oral communication skills in English and French.
* Ability to deliver results, while remaining flexible and adaptive in light of challenging circumstances due to evolving COVID-19 situation; and
* Experience working in Africa.
1. **International Private Sector and Innovation Specialist (30 days)**
* Master’s degree or higher in a relevant field, such as economics, business, and other relevant disciplines.
* Minimum 10 years of demonstrable experience in the technical area of private sector development or livelihood development.
* Fluency in written and spoken English and French.

The Firm can provide and use any other needed expertise for the assignment apart from the support from its headquarters.  |
| X. Evaluation criteria  |
| **4.**1 Eligibility for technical assessment1. The tender is a legally registered entity.2. The Bidder is not suspended, excluded, or otherwise designated as ineligible by any United Nations agency, the World Bank Group or any other international organization.3. The tender has never been at the center of a conflict of interest in accordance with United Nations rules and procedures.4. No declared bankruptcy, no involvement in bankruptcy or insolvency proceedings, and no judgment or legal action pending against the Bidder which could adversely affect its operations in the near future.5. Minimum 3 years of relevant experience and Minimum 3 contracts of similar value, nature and complexity implemented.6. The non- completion of a contract has not been on the part of the contractor during the past 3 years.7. No history of court judgements or arbitral awards against the Bidder.8. The tender must show the current durability of its financial situation.The evaluation of the offers takes place in two stages. The evaluation of the technical proposals is completed before the opening and comparison of the financial proposals.The criteria, evaluation sub-criteria, and the respective weights of the Complete Technical Proposal are as follows:

|  |  |
| --- | --- |
| **Evaluation criteria / sub-criteria** | **Points**  |
| **1. Qualification, Expertise and relevant experience of the Firm for the assignment**  | **18** |
| Reputation of the organization | 5 |
| At least 5 years of existence; deduct 01 point for each year less |
| Relevance of specialized knowledge and experience in the development of adaptation project documents (5 or more similar contracts: 8 points; 3-4 similar contracts: 6 points, 1-2 similar contracts: 2 points) | 8 |
| General organizational capacities which are likely to influence the implementation: management structure, financial stability and project financing capacities, project management controls, extent to which works would be subcontracted, quality assurance procedures and risk mitigation measures | 5 |
| **2. Compliance of the proposed methodology and work plan with the ToRs** | **32** |
| 2.1 Description of the tender's approach and methodology to meet or exceed the requirements of the ToRs | 19 |
| 2.2 Proposed implementation plan, including the correct distribution of activities and their logical and realistic nature to ensure proper execution of the project | 13 |
| **3** Qualifications and skills of key personnel for the assignment | **50** |
| 3.1 Composition and structure of the proposed team. Are the roles of the proposed management staff and team of essential staff appropriate for providing the necessary services? | 10 |
| 3.2 Qualification of key personnel | **40** |
| ***Project Development Specialist in adaptation: head of the mission***  | 18 |
| Master’s degree or higher in a relevant field, such as environment or natural sciences, social sciences, sustainable development climate adaptation or any other relevant disciplines. | 5 |
| Minimum 10 years of demonstrable experience in the technical area of preparing high quality UNDP and GEF MFA project documents with sound knowledge and understanding of sustainable land management and livelihood enhancement.Relevant experience for the assignment of at least 10 years (10 years or more: 5 points; 7 -9 years: 3 points, 4 -6 years: 2 points less than 4 years 1 point) | 5 |
| Demonstrated understanding of the GEF rationale and procedures and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches; Experience working in Africa on related initiatives highly desired. | 6 |
| Excellent written and oral communication skills in English; knowledge of French is an asset  | 2 |
| ***International Safeguard expert with extensive Gender*** | 10 |
| Master’s degree or higher in a relevant field, such as gender studies, gender and development, women and environment, sociology, environment, sustainable development, or closely related area. | 2 |
| Minimum 5 years of demonstrable experience in gender policy and mainstreaming.5 years or more: 3 points; 4-2 years: 2 points, less than 1years 1 point) | 3 |
| Experience carrying out participatory gender analysis; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans. | 1 |
| Experience in facilitating gender responsive stakeholder meetings is highly desired. | 1 |
| Demonstrated understanding of the links between sustainable development, social and gender issues. | 1 |
| Ability to deliver results, while remaining flexible and adaptive in light of challenging circumstances due to evolving COVID-19 situation; and Experience working in Africa. | 1 |
| Excellent written and oral communication skills in English and French. | 1 |
| ***National Climate Change Adaptation and Disaster Risk Reduction Specialist*** | 8 |
| Master's degree or higher in a relevant field, such as environmental scienceand project management, Integrated Water Resource Management (IWRM), Ecosystem-based Adaptation (EbA) environmental economics, natural resource, management, development studies, or other allied subjects relevant to the current assignment. | 2 |
| Minimum 5 years of demonstrable experience in project design, GEF projectmanagement or managing ecosystem-based programmes.5 years or more: 3 points; 4-2 years: 2 points, less than 2years 1point) | 3 |
| Familiarity with the Burundi development context and actors; and ability towork with/convene multi-disciplinary teams. | 1 |
| Previous engagement with government's development planning process andsystem will be an advantage. | 1 |
| Excellent coordination and facilitation skills; andFluency in French and Kirundi written and spoken; working knowledge of English is an asset  | 1 |
| ***National Integrated Watershed Management Specialist***  | 8 |
| Master's degree or higher in a relevant field, such as environmental scienceand project management, Integrated Water Resource Management (IWRM), Ecosystem-based Adaptation (EbA) environmental economics, natural resource, management, development studies, or other allied subjects relevant to the current assignment. | 2 |
| Minimum 5 years of demonstrable experience in project design, GEF project management or managing ecosystem-based programmes.5 years or more: 3 points; 4-2 years: 2 points; less than 2years 1 point) | 3 |
| Familiarity with the Burundi development context and actors; and ability towork with/convene multi-disciplinary teams. | 1 |
| Previous engagement with government's development planning process andsystem will be an advantage. | 1 |
| Excellent coordination and facilitation skills; andFluency in French and Kirundi written and spoken; working knowledge of English is an asset | 1 |
| ***International Private Sector and Innovation Specialist*** | **6** |
| Master’s degree or higher in a relevant field, such as *economics, business and other relevant disciplines*. | 2 |
| Minimum 10 years of demonstrable experience in the technical area of private sector development or livelihood development.Relevant experience for the assignment of at least 10 years (10 years or more: 3 points; 7 -5 years: 2 points, less than 4 years 1 point) | 3 |
| Fluency in written and spoken English and French. | 1 |
| **Total** | **100** |

**Details of the required expertise are described in the ToRs below:** Proof of experience and expertise and technical competenceThe firm in their technical proposals, must provide information on their competence in the areas of the study as defined above, and how they can mobilize the necessary expertise if necessary. This information must summarize the nature of the services offered and the work carried out. The firm has to provide information on their performance on contracts relating to similar work to the present project document GEF Funded with multilateral and bilateral agencies, or in contracts with governments: presentation of proven experiences on studies carried out in countries similar to the present consultancy in Burundi. This information should clearly summarize the nature of the contracted assignment, the types of work carried out and the results obtained through these contracts.**Financial proposal evaluation criteria:** Only financial proposals whose technical offers have obtained a minimum score of 70 points out of 100 will be examined. The evaluation of the financial offers will be combined with that of the technical offers by the best value approach for the selection of the firm.The financial proposal must indicate the details of cost and expenses necessary to carry out the study. The presentation outline for this financial offer is as follows:

|  |
| --- |
| **Human Resources** |

|  Team composition & Expenses  | Number hour/month (Minimum)  | Unit cost (USD) | Total cost (USD) |
| --- | --- | --- | --- |
| International Project Development Specialist in adaptation project development: **Head of the mission**  |  |  |  |
| National Climate Change Adaptation and Disaster Risk Reduction Specialist  |  |  |  |
| National Integrated Watershed Management Specialist  |  |  |  |
| International Safeguard expert with extensive Gender |  |  |  |
| International Private Sector and Innovation Specialist  |  |  |  |
| **Subtotal 1** |  |  |  |
| Transport / accommodation  |
| Item  | Number  | Unit cost  | Total cost (USD) |
| Air ticket  |  |  |  |
| DSA for international experts (during the mission in Burundi/Bujumbura) |  |  |  |
| **Subtotal 2** |  |  |  |
| Administrative fees |  |  |  |
| **GENERAL TOTAL** |  |  |  |

***The evaluation will be made on all the offers received and the contract will be made in favor of a single firm.*** |

1. Vision Burundi 2025 [↑](#footnote-ref-1)
2. Notre Dame-Global Adaptation Index (ND-GAIN) Country Index, 2017. [↑](#footnote-ref-2)
3. <https://climateknowledgeportal.worldbank.org/country/burundi/climate-data-historical> [↑](#footnote-ref-3)
4. <https://climateknowledgeportal.worldbank.org/country/burundi/vulnerability> [↑](#footnote-ref-4)
5. Republic of Burundi: Addressing fragility and demographic challenges to reduce poverty and boost sustainable growth, Systematic country diagnostic, June 2018, The World Bank. [↑](#footnote-ref-5)
6. IOM Displacement Tracking Matrix, August 2020, [↑](#footnote-ref-6)
7. Proposition visant l’octroi d’un don de 1 000 000 dollars au titre de l’aide d’urgence aux victimes des inondations

de la ville de Bujumbura, AfDB, April 2014 [↑](#footnote-ref-7)
8. https://reliefweb.int/disaster/fl-2014-000019-bdi [↑](#footnote-ref-8)
9. https://reliefweb.int/report/burundi/burundi-situation-report-12-jun-2020 [↑](#footnote-ref-9)
10. http://pubdocs.worldbank.org/en/708231492188151479/mpo-bdi.pdf [↑](#footnote-ref-10)
11. Please verify with the UNDP-GEF team that the correct templates are being used. [↑](#footnote-ref-11)