

Terms of Reference

International Consultant for UNDP-GEF Project Development (Deputy Team Leader)

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| Location: | Home based with possible mission |
| Type of Contract: | International Consultant |
| Languages required: | English |
| Starting date: | 15 February 2022 |
| Duration of Initial Contract: | 18 months |
| Expected duration of assignment | Total 30 days from 15 February 2022, spread over a period of 18 months |
| Supervisor(s): | UNDP BRH |

Background:

The Project Identification Form (PIF) titled '*Effectively Managing Networks of Marine Protected Areas in Large Marine Ecosystems in the ASEAN Region (ASEAN ENMAPS)*' was approved by the GEF Council during its meeting in December 2021. A Project Preparation Grant (PPG) was approved to develop the project document and other requirements for GEF CEO endorsement.

Table 1: Brief description of the Project's objective, grant amounts, components, geographies and PPG team composition

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| Project title | Effectively Managing Networks of Marine Protected Areas in Large Marine Ecosystems in the ASEAN Region (ASEAN ENMAPS) |
| Objective | To develop and improve the management of networks of marine protected areas and marine corridors within selected Large Marine Ecosystems (LMEs) in the ASEAN region for the conservation of globally significant biodiversity and support for sustainable fisheries and other ecosystem goods and services |
| Grant amount | USD 12,548,861 Co-financing amount: USD 65,047,291 |
| Components | <ul style="list-style-type: none"> • Component 1: Science-based approach to supporting and expanding networks of marine protected areas (MPAs) • Component 2: Enhanced management of the network of MPAs in selected LMEs • Component 3: Learning, knowledge management and networking |
| Participating Countries/ Target project sites | <ul style="list-style-type: none"> • Indonesia, Philippines, Thailand/Target sites to be confirmed during the PPG phase |
| PPG Team composition | <p>A. International/Regional</p> <ol style="list-style-type: none"> 1) International Project Development Specialist (PPG Team Leader) 2) International Specialist for marine biodiversity conservation or sustainable fisheries management, complementing the specialization of the PPG Team Leader 3) International expert on Environmental and Social Safeguards <p>B. National</p> <ol style="list-style-type: none"> 4) Project Development Specialist – National Team Coordinator 5) National Specialist for marine biodiversity conservation or fisheries, complementing the specialization of the national team coordinator |

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| | 6) National Specialist in safeguards, stakeholder engagement and gender |
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UNDP seeks to engage a qualified International Specialist for UNDP-GEF Project Development to be responsible for the development of the marine content of the project document specifically focusing on fisheries. The marine content should ensure that it highlights linkages to natural resource management and climate change adaptation, governance mechanism and knowledge management development. S/he will work under the PPG team leader to develop the project document and other required supporting documents (ProDoc), including the CEO endorsement request (CEO ER), and will also be working very closely with a designated in-country consultant.

The PPG will support all the preparatory work required to draft and finalize all the documentation required by the GEF for CEO Endorsement Request (CEO ER). The PPG phase will be underpinned by a participatory approach, with regular consultation and working meetings with all key PPG stakeholders throughout the PPG phase.

Scope of the assignment:

Responsibilities: The following lists the overall responsibilities and deliverables that will be expected from the international consultant. The UNDP PPG Initiation Plan (IP) provides further guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly.

- 1) Preparatory Technical Studies and Reviews (Component A): With inputs from the international and national consultants, as detailed in their respective TORs:
 - Finalise methodology, workplan and inception workshop report, including:
 - a. Detailed assignment workplan based on the integrated overall workplan completed by the PPG team leader.
 - b. Contribution to the development of the Inception report that will be consolidated by relevant stakeholders and PPG Team Leader
 - Finalise baseline report and project results framework, including:
 - a. Prepare a baseline study report on the focused area tasked to do by the PPG Team Leader.
 - b. Prepare components relative to fisheries and the Marine and Coastal areas and working very closely with the Terrestrial Specialist to ensure there is an integrated approach in the development of the strategic result framework, the rational for and detailed description of activities for those outcomes and outputs in which his/her work is linked to; detailed budget, and applicable GEF tracking tools. This will be advised by the PPG Team Leader.

- 2) 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:
 - a. Contribute to preparing the various sections of the UNDP prodoc particularly in the areas of fisheries, also including marine managed areas and management plans, protected areas planning, coastal zone management, integrated ecosystem-based management approaches, mainstreaming of biodiversity and land management in national development and sectorial policies, as necessary.
 - b. Work with the Team Leader to develop the 1st draft project document, annexes, CEO endorsement request and revised SESP including required attachments in accordance with the guidelines and requirements of UNDP-GEF.
 - c. Develop final draft TORs for consultants that will be identified and recruited to implement fisheries and marine related activities/initiatives identified in the final project document.

- d. Work with the PPG Team Leader to finalise the project document, CEO endorsement request, SESP and Tracking Tool to the GEF Secretariat, updated in response to the reviews and comments of UNDP BRH, Country Offices and Government.
 - e. Provide additional inputs into current draft of the project document ensuring that terrestrial elements of the project.
 - f. Review the proposed outcomes, outputs and activities, and ensure that the terrestrial components contribute to the project area.
- 3) Validation Workshop (Component C):
- a. Support the Team Lead in organizing 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;
 - b. Oversee necessary revisions that arise during the workshop from the fisheries perspective; and
 - c. Review Validation Workshop Report from the fisheries perspective.
- 4) **Expected Outputs and Deliverables:**
1. Consolidation of all technical and consultation inputs and comments including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;
 2. Completion of the GEF CEO Endorsement Request;
 3. Oversee preparation of SESP & ESMF (and stand-alone management plans as required) with focus but not limited to the fisheries area, ensuring that these are submitted for the safeguards review and internal clearance **at least two months** before the internal PTA technical clearance of the rest of the documents;
 4. Oversee preparation of Gender Mainstreaming Plan, Stakeholder Plan, Climate Risk Screening Report, COVID Analysis Report and all other documentation with focus but not limited to the fisheries area, from the GEF PPG (including technical reports, meeting minutes, etc.); and
 5. Validation Workshop Report.

Table 2: Required deliverables, estimates duration, fee percentage and required approvals

| No. | Deliverables | Duration | Due Date | Fee (%) | Review and Approvals Required |
|-----|--|----------|----------------------|---------|-------------------------------|
| 1 | A detailed methodology and PPG Plan: detailed PPG plan including virtual PPG initiation workshop, and meeting with key stakeholders in coordination with other PPG team members. Output: PPG workplan and PPG inception workshop report | 5 days | By 31 March 2022 | 10% | UNDP BRH |
| 2 | Drafting of project document Output First draft of the Project Document, including all mandatory and project specific annexes, in compliance with the UNDP-GEF ProDoc format and the GEF requirements | 10 days | By 30 September 2022 | 25% | UNDP BRH & RTA |
| 3 | Mission: Final consultation and validation workshop (subject to COVID-19 situation) | 5 days | By 30 September 2022 | 15% | UNDP BRH & RTA |

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| | Output: Validation Workshop Report | | | | |
| 4 | Finalized mandatory and project specific annexes Submission of the documents to UNDP-GEF Directorate for technical clearance and submission to GEF SEC for CEO endorsement Output: Second draft of the Project Document, including all mandatory and project specific annexes to UNDP-GEF for the technical clearance and submission to GEF SEC for CEO endorsement for review. | 5 days | By 30 November 2022 | 30% | UNDP BRH, RTA & PTA |
| 5 | Address comments from GEF SEC Output: Finalized UNDP ProDoc and the GEF CEO endorsement | 5 days | By 30 April 2023 | 20% | UNDP BRH & RTA |
| | Total | 30 days | | 100% | |

*Please refer to the PPG Implementation Plan for the deadlines

- UNDP BRH and will coordinate closely with the UNDP-NCE Regional Technical Advisor based in Bangkok;
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- Given the virtual or face-to-face consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
- Payments will be made upon submission of a certification of payment form, and acceptance and confirmation by the CO and outputs delivered.

Travel:

- Mission to the location of the Validation workshop (TBD) with an estimated duration of up to 5 days might be required;
- Travel will be arranged by UNDP under COVID-19 situation vis-à-vis travel restriction policy of the government. UNDP will bear the cost of the travel on actual basis once the travel is confirmed. In general, UNDP could not accept travel costs exceeding those of an economy class ticket. Should the consultant wish to travel on a higher class he/she should do so using their own resources.
- In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed based on provision of supporting documentation.
- The BSAFE course must be completed before the commencement of travel including any training on COVID-19 safety;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when traveling to certain countries, as designated by the UN Medical Director;
- Consultants are also required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>.

Payment Method:

The consultant will submit financial proposal that includes only professional fee and associated cost to be incurred in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract).

Duration of the Work:

Maximum 30 days over 18 months.

Qualifications

- Minimum Master's degree or higher in a relevant field, such as Natural Sciences, Environmental Management, Marine Biology, Social Sciences or Political Sciences
- Minimum 7 years of demonstrable experience in the technical area of sustainable fisheries
- Experience in preparing high quality UNDP and GEF project documents;
- Demonstrated understanding of the GEF and LDCF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches;
- Knowledge of and experience in marine conservation; natural resource management would be value added;
- Experience working in Asia region or similar geographic landscape on related initiatives highly desired.
- Excellent written and oral communication skills in English.

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;

Functional Competencies

- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner;
- Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Excellent analytical and organizational skills;
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.
- Works well in a team;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback.
- Fluent English language (both oral and written) and excellent communication and presentation skills, particularly in the preparation of written documents

Evaluation Method and Criteria

Cumulative Analysis: The candidates will be evaluated through Cumulative Analysis method. When using the weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of set of weighted combine technical evaluation of desk review and interview (70%), and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

| <i>Evaluation Criteria</i> | Max Points |
|---|-------------------|
| Technical | |
| Minimum Master's degree or higher in a relevant field, such as Natural Sciences, Environmental Management, Marine Biology, Social Sciences or Political Sciences | 10 |
| Knowledge of the GEF and UNDP-GEF Policies, Requirements and Procedure, as well as demonstrated experience in preparing high quality UNDP-GEF project documents and completed at least 3 similar types of assignments in formulation of similar types of projects for GEF | 25 |
| Minimum 7 years of demonstrable experience in the technical area of sustainable fisheries | 20 |
| Experience in sustainable fisheries; marine conservation; natural resource management projects specifically in Asia | 10 |
| Language Requirements | 5 |
| Financial | 30 |

Application Procedure / Recommended presentation of offer

Instructions to Applicants: Click on the "**Apply now**" button. Input your information in the appropriate Sections: personal information, language proficiency, education, resume and motivation. Upon completion of the first page, please hit "submit application" tab at the end of the page then the uploading option for the required document will be available.

Please group all your document into one (1) single PDF document as the application system only allows to upload maximum one document.

Interested candidates must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document:

1. **Letter of Confirmation of Interest and Availability with Financial Proposal** (in USD) using the template provided as **Annex III**

[**Financial proposal:** Consultant shall quote an all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided for the entire assignment. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc. and travel cost) that could be incurred by the IC in completing the assignment are already factored into the proposed fee submitted in the proposal]

If an Offeror is employed by an organization/ company/ institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

2. **P11 / Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.

****Failure to submit the above-mentioned documents or Incomplete proposals shall result in disqualification**

****Please group all your document into one (1) single PDF document as the application system only allows to upload maximum one document.**

The short-listed candidates may be contacted, and the successful candidate will be notified.