



TERMS OF REFERENCE

National Livelihoods, Safeguards and Engagement Specialist (NLSES) Yap and Chuuk – FSM GEF-7 Project Document Development

Reference No.	PN/FJI/077/22
Location	Home-based
Application deadline	20 June 2022
Type of Contract	Individual Contractor
Post Level	National Consultant
Languages required:	English
Duration of Initial Contract:	55 days [Spread across 24 June 2022 – 30 April 2023]

BACKGROUND

The objective of the GEF PPG is to develop the project concept into a full project: *Securing climate-resilient sustainable land management and progress towards land degradation neutrality in the Federated States of Micronesia*. As described in the project concept (PIF), this project aims to secure critical ecosystem services through climate-resilient sustainable land and coastal management contributing to land degradation neutrality in the Federated States of Micronesia. This will be achieved through four project components that will work in synergy to: i) strengthen the strategic (institutional, policy, regulatory) framework for addressing land degradation; ii) enhance information, decision/support tools and capacity for addressing land degradation; iii) embed climate-smart sustainable land management in critical landscapes and coastal zones (demonstration activities); and iv) support effective knowledge management, gender mainstreaming, and M&E.

The following information is to be consulted as background for the GEF PPG phase:

- PIF cleared for WP inclusion or GEF Council approved PIF
- SESP pre-screening (of PIF)
- Comments from GEF Secretariat, Council, STAP
- [Annotated UNDP-GEF Project Document Template](#) and associated guidance included therein
- [UNDP policies and procedures](#)
- UNDP-GEF guidance notes on GEF project development (which will be provided by the RTA) and
- GEF policies, in particular GEF policies on: Project Cancellation; Fee Policy for GEF Partner Agencies; Project and Program Cycle; and Minimum Fiduciary Standards for GEF Partner Agency (in particular sections dealing with the required separation of oversight and execution support services). All GEF policies are available [here](#).

The final outputs of the GEF PPG are:

1. The UNDP-GEF Project Document (ProDoc) with all the required sections and mandatory annexes listed in the [Annotated UNDP-GEF Project Document Template](#).
2. The completed [GEF CEO Endorsement Request](#);
3. The finalized SESP (and stand-alone management plans as required);

4. The compilation and submission of all GEF documents required during the PPG; these are technical reports, meeting minutes and other pertinent documentation and;
5. The Validation Workshop report.

DUTIES AND RESPONSIBILITIES

Scope of Work

The National Livelihoods, Safeguards and Engagement Specialist (NLSES) (Yap and Chuuk) will work closely with the PPG team leader and other PPG consultants in the completion of the ProDoc/CEO Endorsement package. S/he will advise on livelihoods, safeguards and engagement issues, develop mandatory project Annexes related to application of social and environmental safeguards and support adherence of project development to UNDP's SESP and specific requirements, as appropriate. The consultant will be a livelihoods expert with strong experience in safeguards at community level in the FSM. S/he will work in close coordination with his/her counterpart for Pohnpei and Kosrae, and both will report directly to the International SLM Specialist (and all other members of the PPG team).

Under the overall coordination of the PPG team Leader, the consultant will participate in and support the entire PPG process, information gathering, field visits, project development and the preparation of the ProDoc/GEF CEO Endorsement Request package. The consultant will facilitate key stakeholder meetings, working closely with UNDP.

Expected Outputs and Deliverables

The consultant will prepare a detailed work plan, including inputs from the international SESP specialist to be signed-off by the PPG Team leader. And will work closely with the international specialist to:

1. Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:
 - a. Review the PIF, participate in the PPG inception and validation workshops, field visits and related meetings
 - b. Review the SESP pre-screening of the PIF and other risks laid out in the PIF, check for additional risks and support the detailed assessment of all project risks and design of mitigation measures through consultations with national and local stakeholders
 - c. Hold extensive and detailed culturally appropriate consultations in each demonstration landscape with communities and leaders to:
 - Assess/document the presence of Indigenous Peoples/ethnic minorities, women and vulnerable groups and their interests and cultural traditions, particularly with respect to traditional land tenure / management and cultural / archaeological features.
 - Assess all potential impacts of the project on rights and interests, lands, territories, resources, and traditional livelihoods and determine when FPIC applies in accordance with national contexts and preferences, based on global best practices
 - Assess level of understanding and capacity of national and state-level stakeholders to give consent and identify community preferences for FPIC and grievance processes.
 - Hold consultations at state and national levels to assess current challenges relating to capacity to uphold duties, rights and safeguards, including consequences of the COVID-19 pandemic.
 - Based on these assessments and sharing the results transparently, and if relevant, integrate relevant matters as needed including FPIC into project design and into a comprehensive Stakeholder Engagement Plan, SESP and Environmental and Social Management

Framework (ESMF). Obtain FPIC for proposed activities at each project demonstration landscape during the PPG if possible (if not FPIC must be obtained during inception).

- d. Livelihoods: Conduct extensive consultations and information gathering to:
 - review and assess the socio-economic relations/context, use of natural resources, livelihoods status and income generation models, profitability (and baselines) of local communities in the demonstration landscapes;
 - co-develop options for accelerating new SLM-based businesses and resilient green livelihoods based on SLM with communities, using the framework, guidance and lessons learned of USAID's Conservation Enterprise approach, as well as examples of good practices elsewhere in the FSM
 - Identify potential sites, livelihoods type, income potentials, product value chains and markets, activities and budget to support development of suggested livelihood models in each landscape.
 - Assess existing or potential financial incentive mechanisms to support communities for SLM (small grants, community funds, loans, PES etc), including opportunities to engage with and up-scale the Participant Guarantee Systems farmers groups program and replicating Pohnpei's Agriculture revolving fund
 - e. Assess all project risks identified in the PIF (Project/SESP and Climate risks) – and design risk avoidance and mitigatory measures
 - f. Assess all necessary information for completion of the Stakeholder Engagement Plan, and Environmental and Social Management Framework (ESMF)
 - g. Consult with communities on their Knowledge, Attitudes and Practices (KAP) on land degradation/SLM and biodiversity mainstreaming in the demonstration landscapes, with inputs from other consultants.
 - h. Support the completion of any additional studies (in particular baselines for GEF core indicators and project targets) that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader.
2. Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):
- a. Provide a summary report of the above social and environmental risk assessments to support the International Safeguards Specialist to complete the SESP and other project risks and ESMF ensuring the project incorporates a human-rights based approach following national and international guidelines, including detailed development of management measures to avoid and mitigate risks
 - b. Obtain FPIC for relevant project activities (if not obtainable during PPG, FPIC must be obtained during inception) and design of a robust grievance redress mechanism co-designed with the communities, to be incorporated into the ProDoc
 - c. Advise the International Safeguards Specialist whether an Indigenous People's Plan (IPP) is needed and, if so, contribute to preparing guidance for the production of that plan, ensuring mechanisms are identified and implemented to guarantee meaningful, effective and informed participation of indigenous peoples
 - d. Prepare a report and plan on Livelihoods and SLM. Summarise the baseline assessment and stakeholder consultations in the demonstration landscapes related to livelihoods, and identify potentially viable SLM livelihoods and their related value chains taking into account ongoing reported consequences of the Covid-19 pandemic and potential climate change impacts, define appropriate project interventions as per Component 3 (with indicative budget, timeframes, TORs, timelines and coordination arrangements with aligned initiatives) for livelihoods support,

community engagement and gender mainstreaming. Prepare a project Livelihoods plan for finalisation in Year 1 of implementation. Recommend sustainable financing mechanisms for incentivising and supporting livelihoods that benefit SLM.

- e. Draft the Stakeholder Engagement Plan and ensure it is socially inclusive and gender responsive, including a tabulated stakeholder analysis and comprehensive list of all those stakeholders who have been consulted
 - f. Support the International Safeguards Specialist to design a baseline framework for measuring Knowledge, Attitudes and Practices (KAP) on land degradation, SLM and biodiversity mainstreaming among communities in the demonstration landscapes, with inputs from other consultants.
 - g. Prepare a summary report on the administrative, demographic, socio-economic (including community profile) and livelihoods situation in each demonstration landscape – for inclusion in the Demonstration Landscapes profile report.
 - h. Support design of the project results framework and activities, including baseline information on the GEF Core indicators, and ensure that livelihoods and safeguards are adequately incorporated.
3. Validation Workshop (Component C):
- a. Contribute to the validation workshop; and
 - b. Support all necessary revisions that arise during the workshop, as appropriate.

Institutional Arrangement

- The assignment will be carried out under the close guidance of the Regional Technical Specialist – Ecosystem and Biodiversity, Asia Pacific based in the UNDP Bangkok Regional Hub and the programme team (RSD Team Leader, Deputy Team Leader and Programme Analyst) at the UNDP Fiji Multi Country Office.
- The NLSES for Yap and Chuuk will work closely with the PPG team (the SLM and SESP specialists), the central FSM Government focal point and the respective 4 States focal points.
- The NLSES for Yap and Chuuk is expected to produce all of the above stated deliverables during and upon the successful completion of activities according to the agreed schedules.
- The NLSES for Yap and Chuuk is expected to provide his/her own computer.

Duration of the Work

- The NLSES for Yap and Chuuk consultancy is for 55 days (11 weeks) commencing no later than 24 June 2022 and completion no later than 30 April 2023. The consultancy may extend depending on the collective recommendations of the Fiji MCO and the RTA in BRH.
- The NLSES for Yap and Chuuk shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest 30 April 2023.
- The NLSES for Yap and Chuuk is expected to propose a work plan and timelines to achieve the expected outputs

Duty Station

- The NLSES for Yap and Chuuk will be home based;
- The NLSES for Yap and Chuuk is expected to use her/his laptop computer, loaded with the appropriate computer software for the work required and;
- The NLSES for Yap and Chuuk will be required to report via Zoom (or a similar virtual platform) followed up with an email summarizing the update call, at least once a week with the Fiji MCO and RTA in BRH.

COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Working knowledge of the requirements, necessary documentation, submission deadline for an UNDP ProDoc under development;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work and;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Bachelors degree or higher in a relevant field, such as sustainable development, community development and environment

Experience

- Minimum 3 years of demonstrable experience in the technical area of livelihoods, community development, and social and environmental safeguards risk assessment and mitigation with experience in working with local and indigenous communities and ethnic minority groups;
- Experience carrying out participatory assessments, particularly with local communities;
- Ability to manage and work with a multidisciplinary and multicultural team, excellent relationship management skills;
- Prior experience in the safeguards assessments and processes of international organizations and donors, such as UNDP, etc;
- Demonstrated experience working on policy and programmatic issues with state and national governments and civil society organizations including community organizations and Indigenous Peoples, FPIC, protection of cultural heritage, and/or community engagement;
- Experience with report writing, project development and results-based management methodologies;
- Excellent analytical, writing, advocacy, presentation, and communications skills.

Language requirements

- Fluency of English language is required;

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on a **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein

specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- Deliverable 1 – Signing of the contract and submission of a work plan: 10% of total contract amount
- Deliverable 2 – Submission and acceptance of the finalised social and environmental screening procedure (SESP): 10% of total contract amount
- Deliverable 3 – Submission and acceptance of the finalised environmental and social management framework (ESMF): 10% of total contract amount
- Deliverable 4 – Submission and acceptance of the finalised FPIC for proposed activities at each project demonstration landscape (if not FPIC must be obtained during inception), and an appropriate grievance redress mechanism: 10% of total contract amount
- Deliverable 5 – Submission and acceptance of the finalised livelihoods report and plan: 10% of total contract amount
- Deliverable 6 – Submission and acceptance of the comprehensive Stakeholder Engagement Plan (with inputs from other PPG consultants) and consultations with local communities and any Indigenous Peoples or Ethnic Minorities present within the demonstration landscapes and the tabulated list of all stakeholders consulted by the PPG team: 10% of total contract amount
- Deliverable 7 – Submission and acceptance of the baseline framework for measuring knowledge, attitudes and practices (KAP) on LD, SLM and BD mainstreaming among communities in the demonstration landscapes, with inputs from other consultants: 10% of total contract amount
- Deliverable 8 – Submission and acceptance of the FPIC obtained for project activities at each demonstration landscape if possible (if not FPIC must be obtained during inception): 10% of total contract amount
- Deliverable 9 – Submission and acceptance of the section for the demonstration landscapes profile report on the administrative, demographic, socio-economic and livelihoods situation in each site: 10% of total contract amount
- Deliverable 10 – Submission and acceptance of the relevant quality text sections for the ProDoc package on the aspects mentioned above: 10% of total contract amount

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the **Cumulative analysis** methodology.

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (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.

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1: Bachelor's degree in a relevant field, such as such as Sustainable Development, Community Development and Environment – Max 10 points
- Criteria 2: Minimum 3 years of demonstrable experience in the technical area of livelihoods, community development, and social and environmental safeguards risk assessment and mitigation with experience in working with local and indigenous communities and ethnic minority groups – Max 20 Points
- Criteria 3: Prior experience in the safeguards assessments and processes of international organizations and donors, such as UNDP, etc – Max 15 points
- Criteria 4: Demonstrated experience working on policy and programmatic issues with state and national governments and civil society organizations including community organizations – Max 10 points
- Criteria 5: Experience with report writing, project development and results-based management methodologies – Max 15 Points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **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.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
- **Financial proposal**, as per template provided in Annex II.

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to pts.fj@undp.org