



TERMS OF REFERENCE

National Sustainable Land Management Specialist (NSLMS) Pohnpei and Kosrae – FSM GEF-7 Project Document Development

Reference No.	PN/FJI/078/22
Location	Home-based
Application deadline	20 June 2022
Type of Contract	Individual Contractor
Post Level	National Consultant
Languages required:	English
Duration of Initial Contract:	65 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 Sustainable Land Management Specialist (NSLMS) for Pohnpei and Kosrae will lead the technical information gathering on land degradation (LD), sustainable land management (SLM) and biodiversity mainstreaming and prepare relevant project Annexes for completion of the Project Document ensuring adherence of project development to UNDP's SESP and specific requirements, as appropriate. The consultant will be an environmental expert with hands-on experience in SLM and biodiversity mainstreaming. S/he will work in close coordination with his/her counterpart for Yap and Chuuk, 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 SLM 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, including:
 - a. Review the PIF and SESP pre-screening of the PIF, participate in the PPG inception and validation workshops, visits to the demonstration landscapes and related meetings
 - b. With support of the International SLM specialist, through extensive consultations, desk review and information gathering, collect the required information to assess the state, national and Pacific-level (regional activities) baseline for land degradation and SLM from both the agriculture and infrastructure sectors, including:
 - Overview of current status of land degradation in each state with assessment of risk to ecosystems, ecosystem services, biodiversity and livelihoods
 - Policy, legislation and standards, particularly in the agriculture and infrastructure sectors
 - Strategies, programmes and plans for addressing SLM/LDN, including land use plans
 - Technical guidelines, handbooks and tools for promoting SLM
 - SLM Stakeholder analysis including horizontal (inter-sectoral) and vertical coordination mechanisms
 - Review of existing state and national-level mechanisms and protocols for monitoring land degradation, information/knowledge sharing, including nationally and across the Pacific and with other SIDS
 - Assess needs of the GIS Units of DECEM, FSM R&D and of each state to support SLM and LDN including needs for recent satellite imagery and drones
 - Existing financing strategies (incentives) for SLM (including small grant mechanisms) in FSM and in SIDS contexts

- Current and pipeline donor funded projects for SLM (tabulate)
 - Existing best practice techniques to prevent, control and manage land degradation and promote SLM
- c. Participate in field missions to each demonstration landscape to confirm their selection and delineation (against agreed criteria), based on detailed assessment, delineation and consultations with local communities. Gather the necessary information to prepare a Landscape Profile Report, including:
- Provide a detailed assessment of the SLM/LDN baseline (stakeholders, land tenure and use, current farming and infrastructure practices, LDN indicators)
 - Describe and map the current status and impacts of land degradation in each demonstration landscape from both the agriculture and infrastructure sectors (including threats analysis to ecosystem services and biodiversity and role of climate change)
 - In collaboration with local communities and stakeholders, co-identify and design priorities, management approaches, climate smart interventions and partnerships to improve the SLM/LDN baseline during project implementation, including incentives and disincentives for communities to transition to more sustainable land management and livelihoods.
 - Collect the required information for the International SLM specialist to complete the GEF Core indicators including the FAO EXACT tracking tool allowing detailing of project potential impact due to avoided soil degradation in agricultural lands or potential forest loss avoidance
- d. Use the adapted UNDP Capacity Development Scorecard to conduct a capacity and core functional assessment of the state and national government departments and extension services concerned with SLM including gaps in hardware or software. Use the findings to prepare a prioritised capacity building plan.
- e. Confirm and update co-financing commitments made at PIF stage and collect co-financing letters. Assess and secure private sector engagement (agriculture and infrastructure sectors) and co-financing in project activities at state, landscape and national levels – ensuring that partnerships are compliant with UNDP’s private sector partnerships policy. Explore the option of utilizing Land Grant funds of the College of Micronesia Cooperative Research & Extension (CRE) programme as match-funding.
- f. Support the National Livelihoods, Safeguards, and Engagement Specialist in the identification of social and environmental risks and mitigation measures and the completion of the UNDP Social and Environmental Screening Procedure (SESP) and the Environmental and Social Management Framework (ESMF) in particular with relation to: risks associated with all private sector engagement; risks from measures to reduce or reverse land degradation including creation of hazardous waste or causing environmental pollution; current and any possible new negative environmental impacts arising from the project, particularly relating to the demonstration landscapes and to proposed SLM and livelihoods enhancement measures, including policy and legislative changes; risks to sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture
- g. 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.
2. Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):

- a. Provide a summary report on Land Degradation and SLM for completion by the International SLM specialist detailing the findings of the preparatory consultations, technical studies and assessments detailed above, including the following information: i) root causes, sources (particularly in the agriculture and infrastructure sectors) and effects of land degradation; ii) barriers to addressing land degradation; iii) policies, legislation, regulations and standards for addressing land degradation (national and for each state); iv) stakeholders for land degradation; v) baseline initiatives (government and project funded – with financial investments) towards sustainable land management and achieving LDN; vi) list of specific project climate-smart interventions to advance the SLM/LDN baseline in accordance with PIF targets, GEF/STAP guidelines and best practices and according to each relevant indicative Output already identified in the PIF for incorporation into the ProDoc (each intervention to be costed with adequate detail for budgeting, and with delivery mechanisms including relevant TORs); vii) Ensure that no non-native species will be used for SLM, re-forestation or for livelihoods development; viii) include sustainable financing mechanisms (including small grant mechanisms in full compliance with UNDP's low value grant policy). Work closely with the PPG Team Leader to ensure findings are meaningfully integrated into the project's strategy, theory of change, results framework and budget, and to ensure that all proposed SLM/LDN project activities are eligible for funding based on the requirements and approach of the GEF-7 strategy
 - b. Complete the UNDP Capacity Development Scorecard for SLM/LDN and propose a capacity development plan for implementation by the project.
 - c. Provide sections for the Profile report on the demonstration landscapes, including: i) Landscape selection and delineation process; ii) Geographical context; iii) Stakeholder analysis and administrative arrangements; iv) Demographic and socio-economic overview and community profile (provided by the NLSES); v) Environmental baseline including mapping/quantifying habitats and presence of key species, protected areas/KBAs, values and threats (tabulate); vi) Land use and land degradation baseline and the proposed areas for sustainable land management and restoration; vii) Proposed project interventions; viii) Current and previous related projects in the area.
 - d. Prepare inputs for the FAO EXACT Tracking tool in the demonstration landscapes
 - e. Contribute to the following technical Annexes to the Prodoc, with support of other PPG consultants: Multi-year work plan, Monitoring Plan, Overview of technical consultancies / service contracts.
 - f. Contribute to the preparation of the Stakeholder Engagement Plan, SESP and ESMF, based on assessments undertaken during Component A and detailed development of project interventions, and identify management measures to mitigate risks to be incorporated into the ProDoc, with appropriate budget
 - g. Contribute to the drafting of the ProDoc, CEO Doc and related annexes as requested by the PPG Team leader
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 National SLM Specialist for Pohnpei and Kosrae 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 National SLM Specialist for Pohnpei and Kosrae is expected to produce all of the above stated deliverables during and upon the successful completion of activities according to the agreed schedules.
- The National SLM Specialist for Pohnpei and Kosrae is expected to provide his/her own computer.

Duration of the Work

- The National SLM Specialist for Pohnpei and Kosrae consultancy is for 65 days (13 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 National SLM Specialist for Pohnpei and Kosrae shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest 30 April 2023.
- The National SLM Specialist for Pohnpei and Kosrae is expected to propose a work plan and timelines to achieve the expected outputs

Duty Station

- The National SLM Specialist for Pohnpei and Kosrae will be home based;
- The National SLM Specialist for Pohnpei and Kosrae is expected to use her/his laptop computer, loaded with the appropriate computer software for the work required and;
- The National SLM Specialist for Pohnpei and Kosrae 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 qualification or higher in a relevant field, such as Natural Resources Management, Agriculture or Environmental Sciences

Experience

- Minimum 3 years of relevant professional experience in SLM in the FSM. Ideally, the specialist will have knowledge and experience across the range of land degradation and SLM strategies
- 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
- 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 Report on LD/SLM baseline, mainstreaming and proposed interventions for all of the project's Outputs with the aim of improving prevention, identification, management and control of LD towards LDN through improved legislation, policy, multi-sector cooperation, capacity and stakeholder engagement on the ground activities in each project landscape: 20% of total contract amount
- Deliverable 3 – Submission and acceptance of the complete UNDP Capacity Development Scorecard for SLM/LDN: 10% of total contract amount
- Deliverable 4 – Submission and acceptance of the finalised SLM component in SESP, ESMF and Stakeholder Engagement Plan: 10% of total contract amount
- Deliverable 5 – Submission and acceptance of the Private Sector Partner Risk Assessment Tool: 10% of total contract amount
- Deliverable 6 – Submission and acceptance of the Draft Demonstration landscape profile report: 10% of total contract amount
- Deliverable 7 – Submission and acceptance of the GEF Core indicators 3, 4, 5 & 6 (FAO EXACT Tracking Tool): 10% of total contract amount
- Deliverable 8 – Submission and acceptance of the relevant quality text sections for the ProDoc package on the aspects mentioned above: 20% 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 Natural Resources Management, Agriculture or Environmental Sciences – Max 10 points
- Criteria 2: Minimum 3 years of relevant professional experience in SLM in the FSM. Ideally, the specialist will have knowledge and experience across the range of land degradation and SLM strategies – 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