

Terms of Reference
Circular Economy Through Local Actions: UNDP-EU Project Development
National Environmental and Social Safeguards Specialist

Job Title	National Environmental and Social Safeguards Specialist for UNDP-EU Project Development
Location:	Home based with mission travel(s) to the potential project sites
Type of Contract:	Individual Contract/National Consultant
Languages required:	English
Starting date:	November 15, 2022
Duration of Initial Contract:	6 months
Expected duration of assignment	Maximum of 40 working days (through May 2023)
Supervisor(s):	UNDP CO in the Philippines

Background:

UNDP is in discussions with EU Philippines in implementing the Specific Objectives of EU Philippines' Green Economy Programme. The Programme has the purpose of supporting the Philippines' transition towards a green economy, including circular economy, reducing waste and plastic, as well as to increase energy efficiency and renewable energy deployment to support climate change mitigation. The Programme acknowledges that transition to circular economy will have other added benefits such as reduction of use of energy and greenhouse gas emissions, improve biodiversity and natural capital, decreased pollution levels, and climate change adaptation.

The Programme tackles three main levels:

1. Establishing a Policy Dialogue Platform at central government level to mobilize EU expertise to facilitate policy formulation, improve city to city collaboration through supporting the development of a National Circular Economy Strategy and Roadmap, extend dialogue to promote renewable energy/energy efficiency and to apply the dialogue's outcomes;
2. Working with local government units (LGUs) where EU expertise will support to define and implement circular economy, climate change and energy policies with a human rights and gender-responsive perspective, outreach and support of local business and civil society, and support less advanced LGUs;
3. Enhancing engagement of the private and financial sectors into the circular waste economy creating better conditions for private sector investment by supporting business driven waste reduction strategies and circular solutions in the production process.

The results chain of the Programme is as follows:

Overall Objective (Impact). To support the Philippines in an inclusive and green recovery by unlocking the potential, the delivery and operationalization of the circular economy aiming in particular at the reduction of plastic waste, increased energy efficiency and renewable energy

deployment and promoting and implementing climate change mitigation measures.

Specific Objectives (Outcomes):

SO1: Improved circular waste economy and climate change policies and reduced GHG emissions

SO2: Enhanced practices of circular waste economy by the LGUs in collaboration with private sector and civil society sector, with focus on youth and gender equality

SO3: Enhanced engagement of the private and financial sectors into circular, waste-reduction economy

SO4: Increased energy efficiency and renewable energy deployment.

Following discussions with EU and the government, the UNDP has been identified to implement SO 2, in collaboration with other entities tasked to implement SO1, SO3 and SO4.

The key Outputs of SO2 are as follows:

- Output 2.1 Improved capacity of the Local Government Units for implementing sustainable financing and innovation strategies and projects in collaboration with the private sector and Civil Society organisations representing women and specific groups.
- Output 2.2 Enhanced capacities of interested Local Government to address their identified challenges in the Circular Plastic Economy transition.

The UNDP will bring into the Programme, its knowledge and experience in working with national government in support of programme formulation and policy actions as well as working with cities and other local governments in transitioning to circular economy approaches. In parallel, the UNDP is developing a CE Offer following learnings from its initiatives. The Offer will include the development of a CE Portfolio of projects with an estimated funding of USD 100 million. The portfolio will also identify the sources of financing, potential sources of investments - (grants, loans, blended finance etc.), develop partnerships and design investment vehicles to match appropriate partners and project proponents in the circular economy sphere in the Philippines. This project preparation in partnership with EU will constitute a component of this CE Portfolio.

UNDP, in collaboration with the Government of the Philippines, seeks to engage a qualified National Environmental and Social Safeguards Specialist to prepare the SESP and to prepare an Environmental and Social Management Framework (ESMF) for the Project.

The Project Preparation Team Lead will draft and finalize the Project Document (ProDoc), including all mandatory and project specific annexes, required by the UNDP and EU. The Project Preparation phase will be underpinned by a participatory approach, with regular consultation and working meetings with all key stakeholders throughout the phase. Specific attention will be given to social and environmental safeguards to ensure there is adequate assessment of risks, and sufficient measures identified to mitigate such risks.

UNDP's Social and Environmental Standards (SES) underpin its commitment to mainstream social and environmental sustainability in its Programmes and Projects to support sustainable development. The objectives of the standards are to:

- Strengthen the social and environmental outcomes of Programmes and Projects

- Avoid adverse impacts to people and the environment
- Minimize, mitigate, and manage adverse impacts where avoidance is not possible
- Strengthen UNDP and partner capacities for managing social and environmental risks
- Ensure full and effective stakeholder engagement, including through a mechanism to respond to complaints from project-affected people

A key mechanism to ensure these standards are applied is through UNDP's project-level Social and Environmental Screening Procedure (SESP) which is a requirement for all proposed projects. The objectives of the SESP are to: (a) Integrate the SES Overarching Principles (human rights, gender equality and environmental sustainability); (b) Identify potential social and environmental risks and their significance; (c) Determine the Project's risk category (Low, Moderate, High); and (d) Determine the level of social and environmental assessment and management required to address potential risks and impacts.

C. Scope of Work

Role:

The National Environmental and Social Safeguard (ESS) Specialist will provide a comprehensive support to the Project Preparation Team Lead to develop all mandatory project and project specific annexes; and lead the tasks related to meeting UNDP's Social and Environmental Standards (SES), including but not limited to preparing the Social and Environmental Screening Procedure (SESP), environmental and social management framework (EMSF), Indigenous Peoples (IP) Plan (as necessary), and livelihoods analysis (as necessary), as well as supporting adherence of project development to UNDP's SES. The consultant will be a social and environmental safeguards expert with experience in UNDP or other development banks' safeguards requirements for circular economy, waste management related projects.

Responsibilities:

Preparatory Technical Studies and Reviews: Prepare inputs and support the required analyses/studies, as agreed with the Team Leader, including:

- a. Prepare the UNDP SESP, and lead the detailed assessment of all project risks including consultations with local stakeholders;
- b. With the Stakeholder Engagement and Gender Specialist, assess presence of Indigenous Peoples communities within project landscapes and their interests. If present, assess potential impacts of the project on rights and interests, lands, territories, resources, and traditional livelihoods and determine when Free Prior Informed Consent (FPIC) applies in accordance with national contexts and preferences. Carry out consultations with communities at pilot LGUs to assess level of understanding and capacity to give consent and identify community preferences for FPIC process. Based on these assessments, and if relevant, integrate relevant matters as needed including FPIC into project design and into the comprehensive Indigenous Peoples Plan;
- c. Identify an appropriate design of a grievance redress mechanism (GRM) for the project based on the existing government and UNDP mechanisms.
- d. Prepare baseline/situational analysis on appropriate circular economy solutions and initiatives that can be incorporated under the project to help LGUs transition towards this vision.
- e. Prepare analysis on how national and LGU policy and planning, including operational policy could be aligned to optimize allocation of budgets for local circular economy initiatives by LGUs;
- f. Identify opportunities for more inclusive participation of local communities and civil society organizations in pilot LGUs in realizing the circular economy action plan;

- g. Identify appropriate Results Framework indicators and targets related to environmental and social dimensions of the Project; collect baseline data for the relevant indicators; choose the means of measurement; and define targets, key risks, and assumptions linked to these indicators; and
- h. 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 PP Team Leader.

Formulation of the ProDoc, and Mandatory Annexes as well as project specific annexes:

- i. Complete the SESP and ESMF, based on assessments undertaken and detailed development of project interventions, and identify management measures to mitigate risks to be incorporated into the ProDoc;
- j. Prepare an Indigenous Peoples Plan (as necessary), which includes FPIC as applicable in accordance with national contexts and preferences and ensure it is socially inclusive and gender responsive;
- k. Outline the project's grievance mechanism based on the existing government and UNDP mechanisms;
- l. Support the agreements on project management arrangements and ensure that environment and social safeguards are adequately incorporated into these arrangements.

Validation Workshop:

- m. Fully support the Team Leader with the validation workshop; and
- n. Support all necessary revisions that arise during the workshop, as appropriate.

Final Deliverables:

- o. Finalized Social and Environmental Screening (SESP)
- p. Finalized Environment and Social Management Framework (ESMF)
- q. Indigenous People's Plan (as necessary)
- r. Stand-alone Risk Management Plans, to be determined during the Project Preparation
- s. Identify Free, Prior and Informed Consent (FPIC) requirements
- t. Recommended project interventions related to budget allocation by LGUs relevant to SES for circular economy portfolio of solutions
- u. Appropriate inputs as relevant to SES to the final UNDP project document based on guidance from the Team Leader

D. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Fee Disbursement	Name and Email address of designated person who will review and accept the output
Inputs to PPG Inception Report	3 days	November 2022	20%	UNDP CO: Floradema Eleazar, Team Leader floradema.eleazar@undp.org
First draft SESP, ESMF, Targeted SESP Management Plans, Indigenous People's Plan, Action Plan for local communities, civil	17 days	February 2023	40%	UNDP CO: Floradema Eleazar, Team Leader floradema.eleazar@undp.org

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Fee Disbursement	Name and Email address of designated person who will review and accept the output
society and informal sectors participation and Project Risk Log Inputs to draft ProDoc; and mandatory and project specific annexes				
SESP and EMSF, Targeted SESP Management Plans, Indigenous People's Plan, Livelihood Action Plan and Project Risk Log Inputs to final Project Document with the mandatory and project specific annexes revised with comments from the UNDP teams, and the EU	23 days	May 2023	40%	UNDP CO: Floradema Eleazar, Team Leader floradema.eleazar@undp.org
TOTAL	40 days		100%	

E. Institutional Arrangements

- The Consultant will work under the direct guidance of the Team Leader and will report to the Team Leader, Climate Action in UNDP Philippines;
- He/She will collaborate closely with the Circular Economy Team composed of Country Office staff, and staff and Consultants from the Bangkok Regional Hub and UNDP Headquarters
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant is expected to be reasonably flexible with his/her availability during the project preparation tasks;
- Payments will be made upon submission of certification of payment form, and acceptance and confirmation by CO and outputs delivered. If the quality does not meet standards or requirements, the consultant will be asked to rewrite or revise (as necessary) the document before proceeding to payment.

F. Duration of the Work

The expected work duration maximum 40 working days, spread over from November 2022 to May 2023.

G. Duty Station

- The Consultant will be Philippines-based with mission(s) to the project sites;
- For meetings related to the project, UNDP will cover all cost of travel to Metro Manila, if the consultant's duty station is outside Metro Manila;
- There will be visits to the project pilot LGUs, the COVID19 travel restrictions permitting. Due to the COVID19 travel restrictions the missions could be organized virtually; In light of the COVID-19 pandemic and declaration of State of Public Health Emergency in the Philippines, all work and travel of the Individual consultant shall be done within the guidelines and protocols set by the local and national government. Field work, trainings, meetings, and coordination shall be done in compliance with community quarantine policies;
- Any necessary site visit travel must be approved in advance by the CO focal point;
- The [BSAFE course](#) must be completed before the commencement of travel;
- 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/>;
- Travels to site visits will be arranged and shouldered by the UNDP CO;
- 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.

H. Qualifications of the Successful Individual Contractor

Clearly define and indicate the following:

Qualification	Points Obtainable (100 points)
<u>Education</u> <ul style="list-style-type: none">• Master's degree or higher in a relevant field, such as Environmental Assessment, Development Studies, Human Ecology, Sociology, or Anthropology (14 points for master's, 20 points for doctorate, additional 3 points for additional degrees/certifications)	20

- Welcomes constructive feedback; and
- Fluent English language (both oral and written) and excellent communication and presentation skills, particularly in the preparation of written documents.

I. Scope of Price Proposal and Schedule of Payments

- The Contractor should send the financial proposal based on a lump-sum amount for the delivery of the outputs identified below. The total amount quoted shall be “all inclusive” (professional fees, medical insurance, communications, transportation, insurance, etc.) that could possibly be incurred by the Contractor should be factored into the final amount submitted in the proposal. Travel, as deemed relevant by UNDP and compliant with government guidelines on community quarantine, will be arranged and paid for by UNDP and should not be included in the financial proposal.
- Medical/health insurance must be purchased by the individual at his/her own expense, and upon award of contract, the Contractor must be ready to submit proof of insurance valid during contract duration
- The contract price will be fixed output-based price. Any deviations from the output and timeline will be agreed upon between the Contractor and the UNDP.
- Payments will be done upon satisfactory completion of the delivery by target due dates. Outputs will be certified by the environmental focal point in UNDP Philippines prior to release of payments.

J. Recommended Presentation of Offer

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including Education/Qualification, Professional Certification, Employment Records /Experience;
- Applicants must submit a duly completed and signed Annex II Offeror’s letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment.
- Applicants must submit a Financial Proposal that indicates the all-inclusive fixed total contract price. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount and number of anticipated working days), as per template provided. 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. 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. The financial proposal must be submitted separately from other documents. Please refer to Annex 2 for submitting the financial proposal.

K. Criteria for Selection of the Best Offer

- Only those applications which are responsive and compliant will be evaluated. Incomplete applications will not be considered;
- Offers will be evaluated according to the Combined Scoring method - where the technical criteria will be weighted at 70% (qualifications) and the financial offer will be weighted at 30% (computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified);

- The technical criteria (education, experience, language) will be based on a maximum 70 points. Only those that have obtained a minimum of 70 (70 out of 100 points) from the review of education, experience and language will be deemed technically compliant and considered for financial evaluation;
- Financial score (max 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment).
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

L. Annexes to the TOR

Links:

UNDP Personal History form (P11) required of all applicants:

www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

General Conditions of Contract for the ICs:

https://procurement-notice.undp.org/view_file.cfm?doc_id=201192