TERMS OF REFERENCE (ToR)  
FOR THE RECRUITMENT OF LOCAL CONSULTANT (IC)

GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Services Required</th>
<th>Local Consultant - GCF Multi-country Programme Proposal Design Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project/Program Title</td>
<td>Multi-country programme: Integrated watersheds and ecosystems management for agricultural resilience to climate change in Southern Africa.</td>
</tr>
<tr>
<td>Post Title</td>
<td>Local Consultant</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Individual Contract</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Home based</td>
</tr>
<tr>
<td>Duration</td>
<td>Up to 150 days</td>
</tr>
<tr>
<td>Expected Start Date</td>
<td>Immediately after Concluding Contract Agreement</td>
</tr>
</tbody>
</table>

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence. UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, or discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

I. BACKGROUND / PROJECT DESCRIPTION

The proposed Multi-country Programme will assist the six participating governments of Eswatini, Lesotho, Madagascar, Malawi, Zambia and Zimbabwe in using an integrated-systems approach to conceptualize, design, execute and coordinate GCF-financed investments that strengthen the climate resilience of watershed ecosystems and smallholder production systems within the programme countries. The rationale for taking a programmatic approach to address climate adaptation needs in these six countries is driven by the expectation that compound climate events (two or more climate disruptions occurring simultaneously) will have a greater overall impact as a result of systemic links between different sectors within the region. Agriculture, including livestock, depends on sustained water resources and will be strongly and directly impacted by climate change. Smallholder farmers and herders, who are responsible for the majority of
agricultural production in the Southern Africa region, are primarily reliant on rainfall for crop production and livestock management, are increasingly exposed to climate-driven weather hazards, droughts and changes in rainfall patterns. This Multi-country programme is designed to support resilience of watersheds and their constituent elements (people, ecosystems) within countries through the adoption of integrated systems approach to projects – not on transboundary water basins.

Enhancing and securing climate resilient surface-water and groundwater reserves requires sound management, including restoration of degraded watersheds, with headwaters, grasslands, forests and wetlands prioritised as moderators of surface flow and groundwater replenishment. The programme proposes an integrated systems approach that can enhance the resilience and sustainability of hydrological systems in target sites of programme countries by supporting projects that: i) establish and maintain land use systems that minimise runoff and maximise water infiltration; ii) enhance groundwater and surface storage capacities for use during droughts and dry periods; and iii) maximise water productivity in agriculture. Hence, the proposed country projects under this umbrella programme will have a strong focus on ecosystem restoration and climate resilient, regenerative agriculture, generating much-needed employment, food security and income.

The Multi-Country programme includes three regional outputs to facilitate country projects and scale up impact. These three outputs focus on addressing identified barriers around the availability and delivery of consistent technical expertise, the multiple sources of finance required to scale up integrated ecosystem and watershed management for resilient agricultural systems, and a mechanism to evaluate impact, generate knowledge and support learning for adaptive management across not only the programme countries but also the broader Southern Africa region. The programme and its constituent national country projects will leverage grant funding to unlock private sector finance and apply lessons from successful ongoing initiatives to increase the capacities of government, private sectors and smallholder producers to: i) coordinate and implement climate risk-informed ecosystem restoration; ii) undertake resilience-enhancing agriculture and livestock farming; and iii) manage/govern watersheds for socio-ecological resilience to climate change. The Programme will include regional coordination and capacity strengthening mechanisms, national projects, and work with Accredited Entities (AEs), lead national country direct-access AEs and other responsible parties.

II. SCOPE OF THE WORK
The main objective of the consultancy is to assist with the formulation and production of a full programme Funding Proposal to the GCF under the supervision of the international counterpart. Working closely with the International Consultant, the National Consultant is required to assist in the GCF project formulation process in Eswatini. The incumbent will be expected to contribute to the preparation of a GCF Compliant Project Proposals for Eswatini. This will include collaboration with the international consultant in the development of other relevant and supplementary documents (including feasibility assessment, investment appraisal, safeguards appraisal, gender analysis, procurement plans, and budget and workplan) to be developed and finalized for internal review and submission.
The consultant’s main responsibilities are as follows:

**A. Support coordination of inputs from national consultants and relevant stakeholders**

1. Liaise with the relevant experts in Government, NGOs, CSOs, Private Sector, Development Partners to obtain critical input, including expert advice, information from relevant documents that can feed into the preparation of a feasibility assessment and proposal development;
2. Synthesize key information from existing documents of relevance, given the scope of the intended project, that can then be used as input to the development of a feasibility assessment and proposal development;
3. Organize discussions with key stakeholders (from the grass roots level to national policy makers and political leaders) based on series of consultations with stakeholders in order to acquire information that is critical for the design of the project.
4. Liaise with and acquire technical inputs from UNDP staff, at the country, level, as deemed relevant for the design of the project of interest;
5. Collate data received from consultations, discussion with stakeholders, ministries and UNDP to support the work of GCF project formulation technical expert;

**B. Support development of the full proposal and all relevant documents associated with a submission**

1. Coordinate with experts and/or relevant persons to facilitate feasibility study, safeguards, gender, economic and financial analysis, the program log frame according to the targeted funds, and the child country project design, performance measurement framework and/or other prerequisite assessments required to develop the full proposal for the project of interest;
2. Support the preparation of the programme log frame with SMART indicators, clear targets, clarity of risks and assumptions, in keeping with the indicator framework for adaptation of the targeted source of financing;
3. Assist with the development of the program proposal to prepare the full set of Annexes as part of the package for submission (with input from UNDP and Government stakeholder input);
4. Assist with the development of a detailed budget for the project (with input from UNDP and Government stakeholder input) using UNDP tools and following UNDP practices;
5. Work closely with other consultants and the CO/s to develop the procurement plan for the project, in accordance with UNDP’s rules and regulations;
6. Work closely with the CO colleagues to present the implementation arrangements, in accordance with UNDP’s rules and regulations;
7. Support the development of terms of references for key project positions in consultation with UNDP staff;
8. Continue to support the project refinement process post submission of the proposal towards Board approval.
C. **Design project Concept and Proposal**

1. Support the international consultant to conduct technical analysis to flesh out project components and all technical sections, particularly 6 criteria elements of **impact potential; paradigm shift potential; sustainable development; country needs; country ownership and cost-effectiveness**;
2. Support with background data to prepare the project logframe with well-defined indicators, targets, inputs and outputs;
3. Support GCF project formulation technical expert with sufficient data to produce a draft feasibility report for the project concept based on the consultations, research and analysis conducted;
4. Support GCF project formulation technical expert to undertake necessary consultations with relevant government agencies, stakeholders and experts to obtain comments/suggestions and incorporate these comments into the draft documents;
5. Support GCF project formulation technical expert on outlining of financial structure of the project (with input from UNDP) and all main cost categories at the input level corresponding to all outcomes and outputs;
6. Assist the UNDP country office with organizing and compiling information that will feed into the project development exercise;

III. EXPECTED OUTPUTS AND DELIVERABLES

The expected deliverable are as follows:

1. **First full draft of the program proposal with detailed implementation arrangements (February 15, 2023).**
2. **Child country project design produced through advisory support and linkages with overarching programme proposal (February 20, 2023).**
3. **Full proposal draft 2 for UNDP peer review (April 30, 2023)**
4. **Respond to and address peer-review comments (June 30, 2023).**
5. **Finalize Programme Proposal for UNDP submission to GCF (August 15, 2023) with two child country project proposals accompanying.**
6. **Responses to review comments by GCF (December 30, 2023) and revised FP, as needed.**

The tentative timeline for deliverables will be as follows:

<table>
<thead>
<tr>
<th>Deliverables / Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Target due date</th>
<th>Review and Approvals Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inputs to the draft outline of full program proposal with proposed implementation arrangements (with partners)</td>
<td>20</td>
<td>January 30, 2023</td>
<td>Regional Technical Specialist – CCA, Addis Hub, CO – Eswatini</td>
</tr>
<tr>
<td>2. Appropriate inputs to the updated program Theory of Change, watershed investment program selection criteria based on methodology and</td>
<td>15</td>
<td>February 15, 2023</td>
<td>Regional Technical Specialist – CCA, Addis Hub, CO – Team Lead, Eswatini</td>
</tr>
</tbody>
</table>
consultations in country Implementation arrangements and link between child projects and programs after consultations

<table>
<thead>
<tr>
<th>Appropriate inputs to the full proposal draft 2 with all required annexes that incorporates UNDP comments finalized for peer review.</th>
<th>25</th>
<th>April 30, 2023</th>
<th>Regional Technical Specialist – CCA, Addis Hub, CO -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate inputs to the full programme proposal and 2 child country project designs, together with all other required annexes ready for submission to the GCF</td>
<td>20</td>
<td>August 10, 2023</td>
<td>Regional Technical Specialist, Addis Ababa and Country office Lead.</td>
</tr>
</tbody>
</table>

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- The consultant will report primarily to the UNDP Country Office in Eswatini, as well as under the overall guidance of the UNDP's regional technical advisor (RTA) for climate change adaptation based out of UNDP Addis Ababa Regional Hub.
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection, during the assignment (the cost of this facilities should be included in the financial proposals, if required);
- Payments will be made upon submission of a certification of payment form, and acceptance and confirmation by the UNDP CO on satisfactory delivery of outputs.

V. DURATION OF THE WORK

The duration of the consultancy service will be **150** working days from January 1, 2023 to October 31, 2023.

VI. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Academic Qualifications:

Master’s degree in environmental sciences, agriculture, international development, social sciences with academic or professional background in climate change adaptation and project formulation and/or implementation, monitoring and evaluation or other closely related fields.

**Important Note:** The Consultant is required to have the following professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.
b. **Experience:**

- At least 4 years of experience, climate change adaptation/mitigation, business development or other closely related fields;
  - Experience in implementation of climate change adaptation or nature-based solutions for agro-production systems projects/programmes;
  - Demonstrated experience in project development and management in business-oriented or public-private sector platform is an asset;
  - Experience in working with private sector and international organization or UN organization would be an asset;

**Competencies:**

**Technical competencies**

- Excellent analytical and organization skills
- Excellent ability to communicate in English both written and spoken, and to work in a team.
- Excellent project design skills

**Cross Functional Competencies:**

**Cross Functional Competencies**

- Knowledge in the areas of finance policy analysis/climate change/environmental financing/environment and biodiversity/finance mobilization/public policy analysis/good governance/and related, policy analysis, development and planning, strategic planning of the projects focused on economic development through providing evidence-based policy advice;

- **Strategic Thinking:**
  - Ability to develop effective strategies and prioritized plans in line with UNDP’s objectives, based on the systemic analysis of challenges, potential risks and opportunities, linking the vision to reality on the ground, and creating tangible solutions
  - Ability to leverage learning from a variety of sources to anticipate and respond to future trends; to demonstrate foresight in order to model what future developments and possible ways forward look like for UNDP

- **Knowledge Generation:**
  - Ability to research hand turn information into useful knowledge, relevant for context, or responsive to a stated need

- **Collective Intelligence Design:**
  - Ability to bringing together diverse groups of people, data, information or ideas, and technology to design services or solutions

- **Human-centered Design:**
  - Ability to develop solutions to problems by involving the human perspective in all steps of the problem-solving process

- **Partnerships Management:**
  - Ability to build and maintain partnerships with wide networks of stakeholders, Governments, civil society and private sector partners, experts and others in line with UNDP strategy and policies

- **Communication**
  - Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience

- **Working with Evidence and Data**
  - Ability to inspect, cleanse, transform and model data with the goal of discovering useful information, informing conclusions and supporting decision-making
• The experience demonstrates focus on achieving quality results and impact

**Language and other skills:**
Proficiency in both spoken and written English

**Compliance of the UN Core Values:**
• 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,
• Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

**VII. PAYMENT MILESTONES AND AUTHORITY**

The consultant must send a financial proposal based on Daily Fee. The consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. Travel costs and daily allowance cost should be identified separately.

Payments will be made based on the agreed financial proposal (contract is based on daily fee) and released upon submission of a certificate of payment request, indicating deliverables achieved and days worked to be verified and cleared for payment by the supervisor.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Maputo and return shall not be covered by UNDP.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

<table>
<thead>
<tr>
<th>Installment of Payment/ Period</th>
<th>Deliverables or Documents to be Delivered</th>
<th>Approval should be obtained</th>
<th>Percentage of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Installment</td>
<td>1. Complete draft technical feasibility report based on key inputs from relevant experts</td>
<td>UNDP CO and RCSA</td>
<td>30</td>
</tr>
<tr>
<td>2nd Instalment</td>
<td>2. Complete Technical Feasibility Report based on key inputs from UNDP CO and RCSA colleagues</td>
<td>UNDP CO and RCSA</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>3. draft proposal (incorporating stakeholder review comments/feedback, procurement plan/financing plan and all other due annexes,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installment of Payment/Period</td>
<td>Deliverables or Documents to be Delivered</td>
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</tr>
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</tr>
<tr>
<td>3rd Installment</td>
<td>4. Final proposal with all required annexes that incorporates GCF Sec comments.</td>
<td>UNDP CO and RSCA</td>
<td>20</td>
</tr>
<tr>
<td>4th Installment</td>
<td>5. Final revisions to respond to the GCF Board comments</td>
<td>UNDP CO and RSCA</td>
<td>20</td>
</tr>
</tbody>
</table>

**Submission of Application**

Qualified candidates must submit an electronic application directly uploaded on the UNDP jobs website with all the requirements as listed here below. Annexes and further information may be downloaded on the website - [https://jobs.undp.org/cj_view_jobs.cfm](https://jobs.undp.org/cj_view_jobs.cfm)  [https://procurement-notices.undp.org/index.cfm](https://procurement-notices.undp.org/index.cfm)

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex III);
- 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:**
- Brief description of why the individual considers him/herself as the most suitable for the assignment.
- A methodology, on how they will approach and complete the assignment;
- Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (Annex I);

Annexes I and II & III - may be downloaded from the UNDP Procurement Notices Website - [http://procurement-notices.undp.org/](http://procurement-notices.undp.org/). For further clarifications, please contact; procurement.sz@undp.org

**ADDITIONAL CONSIDERATIONS**

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally
encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

No application fee is charged for applying for this consultancy.

This TOR is approved by: Jane O. Yeboah

Signature: ______________________________

Name and Designation: UNDP Deputy Resident Representative

Date of Signing: ________________________