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TERMS OF REFERENCE

Project development for Advancing Climate Resilience of Water Sector in Bhutan (ACREWAS) Project

A. GENERAL INFORMATION

Location:	Thimphu based with field travel
Services/Work Description	National Consulting Firm
Type of Contract:	Contract for Professional Services
Scope of Advertisement	National
Starting date:	July 2021- December 2022
Duration of Initial Contract:	18 months
Expected duration of assignment	Total 90 combined working days from July 2021 to December 2022 over a period of 18 months
Supervisor(s)	Environment and Livelihood unit, UNDP Bhutan

B. BACKGROUND

Water plays critical role and is key driver for Bhutan’s major economic sectors, amongst others – agriculture and hydropower. Water is often referred to as “white gold” given Bhutan’s enormous potential to generate hydropower. The current generation of 2,316 MW not only provides electricity to over 94% of the households, but also continues to be the major source of revenue through the export of surplus energy. Over 90% of water is consumed for agricultural production and food security. While not clearly accounted, water provides valuable ecosystem services and is also intricately linked to tourism industries and small-scale industries that depend on this natural capital. Further, ongoing COVID-19 pandemic reinforces that safe drinking-water, sanitation and hygiene are crucial for achieving human health outcomes and overall well-being.

Recognizing water’s major roles for social and economic development, the Royal Government of Bhutan has developed an integrated approach in “Water Resource Management” and is also identified as one of the “Flagship Program” of the Government in the 12th Five Year Plan. The main objective of this flagship program is to ensure 24x7 access to safe drinking and irrigation water. Bhutan has extensive network of river system flowing north to south fed by east-westerly tributaries system. Rainfall is the major source of discharge for these river systems, supplemented by glacial and snow melts resulting into a mean combined outflow estimated at 70,576 m³ translating to per capita availability of 109,000 m³ per year which is highest in the region.

Despite abundance of per capita freshwater availabilities, Bhutan suffers from chronic water shortages and getting water for drinking and irrigation is a challenge due to Bhutan’s rugged and mountainous landscape making the delivery of infrastructure and services hard and expensive. The geophysical challenge is exacerbated by country’s vulnerability to impacts of climate change (variation in temperature and precipitation) and extreme weather events including degradation of watershed conditions threatening the sustainability of water resources. Inability to meet the demand is likely to further accentuated by the impacts of climate change on the local communities due to country’s low adaptive and coping capacities, poor economic status coupled with limited financial, technical, and human capacity.

Also, the water mandates and resources for water management are fragmented across ministries and agencies often resulting in duplication of effort and inadequate returns from public investments. Lack of clear coordination and governance system of water resources and water services development across relevant sectors and agencies have given rise to institutional, coordination, and planning bottlenecks.

Some of these issues that the proposed project aims to address are as follows:

1. **Problem of Plenty:** Although assessed per capita availability is highest in the region, due to settlements located on the slopes, accessibility of water for both social and economic use from major river system is limited. Populations, both in rural and urban areas therefore depend on smaller tributaries, which are often far and requires heavy investment to reach water to the end users.
2. **Spatial and Temporal Water Availability:** Monsoon rain occurs usually between May and October, while other months receive very low precipitation. Due to rugged terrain and steep slopes, surface runoffs into tributaries and subsequently into the river basin are very high and often very quick. The higher degree of micro-climatic conditions that persist because of mountainous topographic features (hence rain shadow effect) also affect spatial and temporal distribution of rainfall causing varying degree of water stress to local communities.
3. **Climate Change:** Bhutan is highly vulnerable to the impacts of climate change and already facing the impacts such as extreme weather and changing rainfall pattern. The mean annual rainfall is likely to increase in the future under RCP 4.5 as well as RCP 8.5. Climate projection shows consistent increase of annual mean temperature under both the RCPs. Under RCP 4.5, increase of temperature is predicted to be between 0.8-2.8°C between 2021 – 2100. Under RCP 8.5 increase is expected to be between 0.8°C to more than 3°C. Overall warming is expected to be high during March-April-May and December-January-February months, with higher altitude experiencing increase in temperature. The higher monsoon rainfall in summer, often with greater intensity will trigger more and bigger landslides and floods damaging critical infrastructures such as roads and water supply system for irrigation and drinking.
4. **Water as a public good:** Water resources are the property of the State and has the rights over its resources, including the bed and banks of watercourses. However, due to lack of effective institutional mechanism to monitor and impose rules and regulations the following issues are rife: mismanagement of water resources- both in quality and quantity; unchecked discharge of effluent into the river system; improper management of drinking and irrigation water supply system; unchecked growth of water bottling plant; and mismanagement of demand. These problems are typical in the case of common pool resources (CPR) leading to what is referred to as “tragedy of the commons”.
5. **Innovative finance in water sector:** The management of water resources provides many investment and financing opportunities such as payment for ecosystem services, taxes and fees and public-private partnerships. On the other hand, lack of public investment in infrastructure has however led to poor service delivery and limited investment in revenue-generating operations such as water and waste. Exploring investment options aligns with ongoing initiatives on innovative financing and ecotourism.

The objective of the project is to enhance resilience and adaptation through “integrated water resource management” to secure freshwater system for economic well-being of the people of Bhutan. The project interventions will increase climate resilience of rural and urban communities with adequate, clean, and uninterrupted water supply in four Dzongkhags of Gasa, Punakha, Wangduephodrang (two gewogs of Phangyuel and Rupisa), and Tsirang. These four Dzongkhags (districts) form a major part of Punatsangchhu river basin, one of the five main river basin management units in Bhutan. It is the largest river basin in terms of geographical area and among the most climate-vulnerable watersheds in the country. The project will support ensuring that targeted catchment watersheds are managed to protect and restore their capacity to provide sustainable ecosystem services and bring about efficiency and effectiveness and climate resilience of infrastructure network for drinking and irrigation water supplies.

Table 1: Brief description of The Project’s grant amounts, components, geographies and PPG team composition

Objective	To enhance resilience and adaptation through “integrated water resource management” to secure freshwater system for economic well-being of the people of Bhutan
Grant amount	GEF amount: USD 8,932,420 Co-financing amount: USD 25,190,600
Components	Component 1: Water governance and institutions Component 2: Nature-based solutions for sustainable and climate-resilient watersheds, and livelihood enhancement Component 3: Efficient, adequate, and sustainable supply, distribution, and utilization of water Component 4: Knowledge management Component 5: Project management

C. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to prepare a full-size Project Document and Global Environment Facility (GEF) Chief Executive Officer (CEO) Endorsement Request Form for the above project in Bhutan for approval by the GEF . The firm will work closely under the technical supervision of the International Specialist for Global Environment Facility- Least Developed Countries Fund (GEF-LDCF) Project Development in collating inputs of different streams of works related to technical studies, reviews and analysis and will take a lead in all the stakeholder consultations and focus group discussions at the national, subnational and local level to design project interventions.

The firm will support the drafting of project document, CEO endorsement form, Social and Environmental Standards (screening, assessments & management measures), financial planning and co-financing, and all the preparatory works for CEO endorsement required including but not limited to gender, safeguards, watershed, and land management. The national firm in consultation with the International expert will also draft ToRs for all the assessments/feasibility studies for the Project Preparation Grant (PPG) phase

D. SCOPE OF THE WORK

The overall role of the local Firm is to lead the national processes of the PPG phase and responsible for timely preparation and submission of a full-sized Project Document and GEF CEO Endorsement Request Form for the project, in collaboration with and inputs from other PPG team members. The firm will be responsible for coordination, collation of technical inputs and ensuring that mandatory annexes, assessments and reviews are completed on time that meet the required quality. The firm will be responsible for overall management of workstreams and inputs for the project preparation.

E. KEY TASKS OF THE ASSIGNMENT

1) Managing and leading the Local PPG process

- Submit inception report on the work streams in line with PPG initiation plan with clear methodology, approaches and timeline in consultation with international consultant;
- Provide inputs to detailed methodology and work plan for the PPG phase to the international consultant;
- Assist and serve as liaison between the international consultant and the RGoB, and provide inputs to and conduct technical assessments as required;
- Ensure that project development process and assessments are inclusive, participatory, gender responsive and based on extensive stakeholder analysis;
- Prepare Record of Discussion (RODs) of the stakeholder consultations, FGDs and other meetings including registration list for every meeting;
- Develop stakeholder engagement plan and take lead in conducting all the consultations at the national, dzongkhags/gewogs, including FGD in consultation with the PPG team and stakeholders;
- Support awareness raising for climate change adaptation and capacity building of key stakeholders throughout the PPG phase through presentations, Q&A sessions, meetings/consultations;
- Develop ToRs for all the assessments/ feasibility studies to be carried out during the PPG in consultation with the International Consultants and Implementing Partners; and
- Lead revisions that arises from consultation and discussions.

2) Preparatory Technical Studies, Reviews and Assessments

- Compile and collate existing baseline climate change data (climate rationale), including available information on historical data, climate change scenarios and impact information, both current and projected;
- Provide inputs to conceptual and strategic Results Framework (including the Theory of Change) based on the field assessments and inputs from national stakeholders and consultant, including Project Objective, Outcomes, Outputs and indicative activities and ensure compliance to Full Size Project monitoring with UNDP/GEF quality requirements;
- Conduct comprehensive review of baseline activities and components related to project, including gap analysis of technical, human resources, equipment and communication aspects, as well as recommendations for a coherent community engagement approach in the project, addressing gender equality and roles and responsibilities of Responsible Parties (RPs);
- Carry out review and assessments of gender analysis (GAP), and refer related gender mainstreaming studies that have been carried out (in-country & ex-country) to inform gender

- sensitivities and considerations. SES safeguards (Social and Environment Screening Procedures (SESP), Environmental and Social Management Framework/Plan (ESMF/P), watershed and land management and ensure that they are technically sound and responsive to project needs as identified in PIF;
- Identify target areas in consultation with the RGoB based on climate vulnerability, local consultations and synergies with other interventions including other players such as private sectors/partners;
 - Lead discussion on identification of the project sites, with documentation of selection criteria and making sure that geo-referenced data and maps are clearly presented for project landscapes, as applicable;
 - In collaboration with international consultant and consultation with relevant sectors, verify suitability of technological options and financial viability of various interventions identified in the project;
 - In consultation with the International Consultant, PPG Team and sectors, identify any additional feasibility/baseline study required during the PPG phase so that the feasibility studies do not have to be taken up during the project implementation;
 - Verify and validate the technical, institutional, operational and financial scope and strategy of the project as presented in the PIF;
 - Facilitate discussions with Government and implementing partner to clarify and finalize co-financing contributions for the project; and
 - Assist the international consultant to prepare project budget, including detailed co-financing arrangement for each project component.

3) Institutional Arrangement, Risk log, Monitoring and Evaluation

- Elaborate a workable management arrangement and execution modality (based on PIF) for the project in consultation with the RGoB and UNDP, including clear institutional and governance structure, oversight roles and responsibilities;
- Draft project organogram and ToRs for key project personnel and consultants as per the requirements and guidelines of UNDP/Results framework;
- Based on pre-screening SESP, assess project risks in accordance with UNDP Social and Environmental Screening Procedure (SESP) and its programming principles of 'Leaving no one behind'; human rights; gender equality and women's empowerment; sustainability and resilience; and accountability;
- Provide input to the international consultant on the project sustainability and exit strategy to ensure replication of project benefit beyond the project duration;
- Discuss and finalize management arrangements, oversights, M&E plan and M&E budget for UNDP/GEF compliance;
- Prepare the required GEF tracking tools and GEF Core Indicators and ensure these are supported by robust and validated data; and
- Based on the gap analysis, draft knowledge management strategy for the project.

4) Formulation of the UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes

With guidance from International Consultant and in accordance with GEF requirement:

- Draft and provide inputs to international consultant on preparation and finalization of the project document and secure CEO endorsement of the project document;
- Discuss and agree on the indicative project activities and compile the first Annual Work Plan as per UNDP format for project implementation;
- Provide conceptual frameworks and inputs to the project's theory of change and result framework;
- Ensure completion of all mandatory annexes and others, as necessary for the full-size project document;
- Regularly liaise with International consultant and stakeholders to ensure the timely completion of technical assessments undertaken during the preparatory phase and support to synthesize them in the relevant sections of the final project document;
- Discuss and agree on the indicative project activities for the project implementation;
- Prepare UNDP/GEFCEO endorsement document including environment and social screening of the project.
- Specifically, ensure preparation and timely completion of the following documents, assessment and plans:
 - Project Concepts and Results Framework in line with UNDP-GEF policy;
 - Comprehensive Stakeholder Engagement Plan;
 - Gender Action Plan and Budget;
 - Indicative procurement plan;
 - SESP (including updates) and Management Measures (ESM Framework/Plan);
 - Watershed assessments and land management;
 - Project map and Geospatial Coordinates of project sites;
 - Multi Year Work Plan and Budget;
 - Monitoring and evaluation Plan; and
 - UNDP Risk Log and Register

F. DURATION OF THE ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The firm will be recruited for a total combined 90 combined working days starting from 15th July 2021 to December 2022. The assignment will be based in Thimphu but will entail field travel

G. EXPECTED OUTPUTS AND DELIVERABLES

1. ACREWAS full-sized Project Document in line with the standard UNDP-GEF ProDoc template and annotated guidance for submission to GEF
2. Final GEF CEO Endorsement Request Form
3. Completion and submission of technical reports and annexes, including but not limited to as specified under section-III
4. Completion and submission of SESP & ESMF (and stand-alone management plans as required)
5. Full documentation and chronology of discussions/RoDs and stakeholder consultations held during PPG process.

H. FINAL DELIVERABLES

The key deliverable will be a final comprehensive project document in both GEF and UNDP formats and the CEO Approval Request Document, which needs to be technically cleared by the Government and UNDP Technical Advisers at the Regional Bureau for Asia-Pacific (RBAP), Bangkok, Thailand.

The National firm together with the Team Leader will be required to obtain guidance from the UNDP on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF requirements.

I. PAYMENT MILESTONES AND AUTHORITY

The consulting firm will indicate the cost of services for each deliverable in Nu. (Ngultrum) when applying for this consultancy. In accordance with UNDP rules, the lump sum contract amount to be offered should consider the professional fee inclusive of travel, communications, out of pocket expenses, and other ancillary costs. Costs for conduct of the consultation meetings should not be included.

The qualified consulting firm shall receive its lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Expected Deliverables	Payment in percentage	Indicative Timeline
Deliverable 1: Submission of final Inception Report with detailed approaches, methodology and workplan for PPG	20%	August 2021
Deliverable 2: Submission/ presentation of 1 st Draft Project Document with narratives of key chapters <ul style="list-style-type: none"> ➤ Situational Analysis, ➤ Project Strategy, Strategic Result Frameworks and TOC ➤ Institutional and Management Arrangements ➤ Total Budget and First Annual Work plan, Monitoring and Evaluation Plan and Budget ➤ Project Organogram ➤ Project timetable ➤ Risk analysis ➤ SESP and Gender assessments Note: The work on assessments, mandatory and project specific annexes will be happening concurrently and is going to be iterative process.	30%	March 2022
Deliverable 3: Submission/ presentation of 2 nd draft project document to UNDP CO including all mandatory annexes to UNDP-GEF Directorate for technical clearance and submission to GEF SEC for CEO endorsement	30%	May 2022
Deliverable4: Address comments from GEF-SEC and submission of the final and approved project document and acceptance by the Government, UNDP Bhutan and UNDP Bangkok team.	20%	July-December 2022

J. PROVISION OF MONITORING AND PROGRESS CONTROLS

Besides working closely with the International Consultant, the firm will receive technical guidance and support from the UNDP Regional Technical Advisor (RBAP, Bangkok), UNDP Country Office and Gross National Happiness Commission Secretariat (GNHCS). The progress of the consultant will be monitored based on the timelines and milestones agreed in the inception report.

K. EXPERTISE, QUALIFICATIONS AND TEAM COMPOSITIONS

The experts in the firm should possess the following qualification, experience and competencies:

Education and Experience

- Master's degree or higher in climate change, Rural Development, Environmental Engineering/Management, natural resource management, development studies, agricultural economics, socio-economic studies, gender or other relevant fields;
- A minimum of 5- 7 years of demonstrable experience related to preparation of high quality UNDP and GEF Project documents including experience in carrying out Social and environmental screening Procedures and gender relations community engagement and social inclusion
- Experience in working with government institutions as well as civil society/private sector;
- Sound knowledge and understanding of climate change adaptation, water sector in Bhutan, and its best national and global practices in water planning, management and development;
- Ability to deliver results, while remaining flexible and adaptive in light of challenging circumstances due to the evolving COVID-19 situation;
- Aware and familiar with GEF and UNDP policies, procedures and practices or related initiatives; and
- Excellent coordination and leadership skills, as well as relationship management skills.
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Competencies

- Excellent report writing skills with good command of English and Dzongkha
- Excellent organizational skills.
- Strong analytical, writing and communication skills.
- Ability to prepare publications, reports and presentations.
- Ability to manage and work with a multidisciplinary and multicultural team.

Team Compositions and experts

The consulting firm will have following key experts (Table 1):

1. National Specialist for GEF Project Development (Lead National Consultant)
2. National Environmental and Social Safeguard Expert
3. Gender and Social Inclusion Expert

The national firm together with International expert will assess the scope of work and accordingly draft TOR of the below identified experts but not limited to, hired by UNDP CO

1. Climate Change Modelling Expert
2. Economist and Financial Analyst
3. Watershed Management & Sustainable Land Management Expert
4. Engineer -Irrigation and Design Specialist
5. Engineer- Drinking Water and Design Specialist

Table 1: Consultancy Firm Team Composition

Team composition	Role
<p>Position 1: National Specialist for GEF Project Development (Lead National Consultant)</p>	<p>Role Under the guidance of International Specialist for GEF ProDoc Development, the National Specialist will lead the national team in the overall PPG process and will be responsible to ensure timely preparation of all reports and documentation, including providing substantive support to International Consultant in finalizing the UNDP Project Document (ProDoc) and GEF CEO Endorsement Request, with all mandatory and project-specific Annexes and supporting documentation required to meet UNDP Requirements. S/he will be also responsible for coordinating the team’s work (consultants and national government task team), under the overall technical guidance and oversight of the International GEF Project Development Specialist.</p> <p>Responsibilities and deliverables. The following lists the overall responsibilities and deliverables that will be expected from the Lead National Consultant.</p> <ol style="list-style-type: none"> 1) <u>Management of the Local GEF PPG Team</u> <ol style="list-style-type: none"> a. Support preparation of a detailed methodology and work plan prepared in collaboration with the International GEF Project Development Specialist, with clear delegation of responsibilities for the National Consultants (NCs) and identifying ProDoc and Annex revisions and improvements required for the final ProDoc/CEO Endorsement Package; b. Ensure that project development is participatory, gender-responsive and based on inclusive and extensive stakeholder engagements; c. Verify and ensure that all project components are technically sound and cost effective. 2) <u>Preparatory Technical Studies and Reviews:</u> With inputs from the other national consultants, as detailed in their respective TORs, and under the overall technical guidance and support from the International GEF Project Design Specialist: <ol style="list-style-type: none"> a. Support the International GEF Project Development Specialist on the study streams and any changes/updates to the baseline and national project context; and the identification of needed revisions and improvements to meet UNDP-GEF requirements. b. Update and compile baseline/situational analysis for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate;

	<ul style="list-style-type: none"> c. Lead the stakeholder analysis and consultations and ensure that they are complete and comprehensive; d. Ensure the finalization of the gender analysis and ensure its findings are meaningfully integrated into the project’s strategy, theory of change and results framework; e. Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage (“pre-screening”) are fully implemented during the PPG, and update screenings in an iterative fashion throughout the PPG, as appropriate; f. Lead and oversee the identification of the project sites, with documentation of selection criteria and making sure that geo-reference and maps are clearly presented.; g. Support the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes h. Oversee the consultations with partners regarding financial planning; and i. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs. <p>3) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes</u>: With inputs from the national consultants, as detailed in their respective TORs, and with technical advice, support and quality assurance provided by the International GEF Project Development Specialist, revise and improve the draft ProDoc and Annexes to</p> <ul style="list-style-type: none"> a. Support to Develop, present and articulate the project’s theory of change; b. Support to Develop the Results Framework in line with UNDP-GEF policy; c. Support to Develop a detailed Monitoring and Evaluation Plan and Budget; d. Oversee and ensure the preparation of a Stakeholder Engagement Plan; e. Oversee and ensure the preparation of a Gender Action Plan and Budget; f. Update the ESMF/SESP based on assessments undertaken during Component A, and ensure the development of environmental and/or social management framework and/ or plan(s) for risks identified as Moderate or High in the SESP; g. Support to Prepare the required GEF tracking tool(s) and Core Indicators Worksheet; h. Secure and present agreements on project management arrangements; i. Secure all co-financing letters; j. Support to complete project budgeting in accordance with UNDP formats; k. Prepare an indicative Procurement Plan, which will be confirmed by the Country Office; l. Work with the CO to select an indicator for one of the outcomes of the Integrated Results and Resources Framework (IRRF).
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	<p>m. Ensure the completion of the required official endorsement letters; and</p> <p>n. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the required templates.¹</p> <p>4) <u>Validation Workshop:</u></p> <p>a. Lead 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;</p> <p>b. Oversee all necessary revisions that arise during the workshop; and</p> <p>c. Ensure compilation and submission of Validation Workshop Report with participants registration list.</p> <p>5) <u>Final Deliverables:</u></p> <p>a. Work plan developed with International GEF Project Development Specialist;</p> <p>b. Consolidation of all technical and consultation inputs 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 (technical advice, guidance and quality assurance will be provided by the International GEF Project Development Specialist);</p> <p>c. Completion of the GEF CEO Endorsement Request;</p> <p>d. All documentation from GEF PPG (including technical reports, etc.); and</p> <p>e. Validation Workshop Report.</p>
<p><u>Position 2:</u> National Environmental and Social Safeguard Expert</p>	<p><u>Role</u> The National Safeguard Expert will 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 gender and social inclusion expert with experience in-depth gender analysis and local community engagement.</p> <p><u>Deliverables</u></p> <p>1) <u>Preparatory Technical Studies and Reviews: Prepare inputs and support the required analyses/studies, as agreed with the International and National GEF Project Development Specialist including:</u></p> <p>a. Review the SESP pre-screening of the PIF; complete the UNDP Social and Environmental Screening Procedure (SESP), and support the detailed assessment of all project risks including consultations with local stakeholders;</p> <p>b. Assess presence of Indigenous Peoples/ethnic minorities 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 FPIC applies in accordance with national</p>

¹ Please verify with the UNDP-GEF team that the correct templates are being used.

	<p>contexts and preferences. Carry out consultations with communities at demonstration landscape to assess level of understanding and capacity to give consent, and identify community preferences for FPIC process. Contribute pictures from field visits and consultations for the purpose project document design, filed reports and communications and advocacy work. Based on these assessments, and if relevant, integrate relevant matters as needed including FPIC into project design and into the comprehensive Stakeholder Engagement Plan;</p> <ul style="list-style-type: none"> c. Prepare the gender analysis and action plan and work closely with the GEF PPG Team Leader to ensure its findings are meaningfully integrated into the project’s strategy, theory of change and results framework; d. Advise on gender responsive stakeholder analysis and consultations and ensure that they are complete and comprehensive; and e. 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. f. Prepare an ESMF <p>2) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes:</u></p> <ul style="list-style-type: none"> a. Complete the SESP, 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; b. Support the agreements on project management arrangements and ensure that safeguards are adequately incorporated into these arrangements. <p>3) <u>Validation Workshop:</u></p> <ul style="list-style-type: none"> a. Contribute to the validation workshop; and b. Support all necessary revisions that arise during the workshop, as appropriate. <p>4) <u>Final Deliverables:</u></p> <ul style="list-style-type: none"> a. Finalized Social and Environmental Screening (SESP) and ESMF b. Appropriate inputs to the comprehensive Stakeholder Engagement Plan including on gender-responsive consultation and consultations with local communities and any Indigenous Peoples or Ethnic Minorities present within the demonstration landscape; c. Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader.
<p><u>Position 3:</u> Gender and Social Inclusion Expert</p>	<p><u>Role</u> The National Gender and social inclusion expert will develop mandatory project Annexes related to gender action plan with experience in-depth gender analysis and local community engagement. He/she will ensure adherence of project development to gender and specific requirements, as appropriate.</p> <p><u>Deliverables</u></p>

	<p>a. Conduct gender analysis and social inclusion for the design of the projects, and formulate Gender Action Plan for a proactive gender-based approach to project implementation including monitoring and evaluation to ensure that there is continuing awareness of gender mainstreaming issues during project implementation, monitoring of project progress and evaluation of project results;</p> <p>b. Review all GEF/LDCF PPG assessment reports and its technical feasibility report, and examine to what extent a gender-based and social inclusiveness approach has been undertaken in the various assessments, and summarize relevant information for inclusion in the project document;</p> <p>c. Review the final design of the project against UNDP’s gender marker, in the project document including the monitoring and evaluation plan.</p> <p>Validation Workshop:</p> <p>a. Contribute to the validation workshop; and</p> <p>b. Support all necessary revisions that arise during the workshop, as appropriate.</p> <p>Final Deliverables:</p> <p>a. Final Gender Analysis and Action Plan; and</p> <p>b. Appropriate inputs to technical assessments and reports including stakeholder engagement plan.</p>
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L. CRITERIA FOR THE SELECTION OF THE BEST OFFER: The following criteria combining technical and financial proposal shall serve as a basis for evaluating the offers:

Combined scoring method – where the qualifications, experience and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%.

Please indicate fee structures in lump sum (provide breakdown of this lump sum i.e travel, per diem and all fees for anticipated number of working days)

Criteria	Weight	Max. Point
<p>A. Technical</p> <p>1. Education and Relevant work experiences of team leader as per TOR requirement</p> <p>2. Detailed Methodology</p> <p>3. Experts requirement on Environment and Social safeguard and gender expert as per the Terms of Reference</p>	70	30 15 25
Sub-total A. Technical		70

B. Financial	30	30
Sub-Total B. Financial		30
Total (A+B)		100

M. RECOMMENDED PRESENTATION OF PROPOSAL

The consultant should submit the following documents:

- a) Duly accomplished Letter of Confirmation of Interest and Availability;
- b) CVs of the lead consultant and key team members or P11, indicating all experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) Brief description of why the firm considers them as the most suitable for the assignment, and a methodology on how they will approach and ensure timely completion of the assignment;
- d) Evidence of experience in undertaking similar works (provide examples and referees); and
- e) Financial proposal (all-inclusive lumpsum with detailed cost breakdown including field travel)

The proposal should be submitted in electronic format by Midnight of 5th July 2021 to procurement.bt@undp.org

Annex: [LDCF/SCCF Work Program 30 | Global Environment Facility \(thegef.org\)](#)