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## TERMS OF REFERENCE

<b>Job title:</b>	<b>International Project Development Specialist (GEF PPG Team Leader) for the project on Conservation and Sustainable Management of Wetlands with focus on high-nature value areas in the Prut River Basin</b>
<b>Type of Contract:</b>	Individual Contract (IC)
<b>Assignment type:</b>	International consultant
<b>Project:</b>	PPG Sustainable wetland Prut River/00131156
<b>Duty Station:</b>	Home-based, one-week mission to Moldova (if COVID situation allows)
<b>Languages required:</b>	English, working level of Romanian or Russian will be an asset
<b>Starting Date:</b>	1 December 2020
<b>Duration of Assignment:</b>	September 2021, 85 working days

### I. BACKGROUND

The Republic of Moldova is encircled by two transborder aquatic arteries: the Nistru River and the Prut River, the latter being the tributary of the Danube River. Both rivers host wetlands, whose importance has been recognized internationally.

According to Moldova's fifth National Communication to the CBD, wetland areas in Moldova are "degraded and are disappearing, and key habitats for important waterfowl are decreasing" further highlighting that the main threats to biodiversity are coming from "the irrational exploitation of natural resources, fragmentation of natural habitats, environmental pollution, poor institutional framework for protected areas management and increasing climate change impacts". The National Biodiversity

Strategy and Action Plan NBSAP (2015-2020) is prioritizing wetland sustainable management with the aim of including more wetland areas under a legal protection regime.

With the economic development of the districts along the Prut River, there is a danger of increasing anthropogenic pressure on the natural ecosystems of wetlands. Recently, the development trend of tourism in the Middle and Lower Prut region has evolved, with all its components: development of constructions, development of transport infrastructure, development of services, increase of the volume of waste especially between localities in the region, the emergence of first eco-pensions, etc. However, these anthropogenic pressures exert risks that may negatively affect the biological diversity and rural population wellbeing in the region, especially those socially/economically vulnerable, which are heavily dependent on local natural resources (especially fishing, biomass, wood, grazing, household water, etc.).

The ecosystems in the Prut basin are of strategic interest, including being the focus of regional and international organizations and projects. It is worth mentioning that in July 2018, as a result of the implementation of the EU/CBC project between Romania-Moldova-Ukraine, the Lower Prut Biosphere Reserve (14,771 ha) was officially designated and registered in the UNESCO World Heritage Site. It incorporated the lands of the Lower Prut Scientific Reserve and the Ramsar Wetland - "Lower Prut".

This important step for the Republic of Moldova contributed to attracting large biodiversity projects having as scope rehabilitation of the Beleu and Manta lakes, the carrying out of the hydrotechnical works to reduce the clogging processes of the respective lakes. UNDP aims to ensure synergy with ongoing projects for the conservation of natural resources on the Prut River and to coordinate its activities. As a result, the sustainability of project implementation in a unique cross-border area is ensured.

At the same time, the project idea will contribute to the realization of the Strategy on biological diversity of the Republic of Moldova for the years 2015-2020, as well as National Development Strategy "Moldova 2030", Chapter 10 "Ensuring the fundamental right for a healthy and safe environment", the priority action "Extending the areas of natural areas protected by the state, as well as ensuring the efficient and sustainable management of natural ecosystems". The project will also contribute to the implementation of activities 83, 87 and 88 of the Action Plan of the Environmental Strategy for the years 2014-2023, which are assigned to the Specific Objective 6.4 "Expansion of forest areas up to 15% of the territory of the state, protected areas up to 8% of the territory and ensuring the efficient and sustainable management of natural ecosystems". The project will contribute to the implementation of the actions included in the Management Plan of the Danube-Prut and Black Sea (2018) river basin district.

The **scope** of the project is to achieve ecological integrity of key floodplain wetlands ensuring positive status of biodiversity, land and water resources, as well as ecosystem services

The outcomes of the Conservation and sustainable management of wetlands with focus on high-nature value areas in the Prut River basin project are:

- **Outcome 1:** Enhanced regulatory and financing environment;
- **Outcome 2:** Improved protection and management of Key Biodiversity Areas on wetlands;
- **Outcome 3:** Demonstrating sustainable use/livelihoods at wetlands;
- **Outcome 4:** Knowledge management, monitoring, and evaluation.

The PIF has been approved by GEF Secretariat in October 2020, paving the way for development of the full project proposal.

In this context, UNDP Moldova is seeking to recruit a International Project Development Specialist (GEF PPG Team Leader).

## **II. OBJECTIVES AND SCOPE OF THE ASSIGNMENT**

The responsibility of the international consultant is to assist UNDP Moldova in development of project document in line with GEF and UNDP criteria and based on PIF approved by GEF.

In doing this, the International Consultant will be supported by a team of National Consultant (engaged by UNDP under separate contractual arrangements) and will act as the Team Leader. He/she will be responsible for leading and coordinating collection of the baseline information for the project development; consolidating information inputs/reports from the national experts, liaising with the national and local partners, stakeholders and beneficiaries to develop and validate the proposal in a participatory manner.

## **III. DUTIES AND RESPONSIBILITIES**

### **Summary of key functions:**

The Team Leader under the guidance and supervision of the Cluster Lead and RTA will participate in the planning and coordination of the work, while ensuring timely and efficient implementation of all activities to the highest quality and standards. More specifically to:

1. Management of the GEF Project Preparation Grant ( PPG) Team
  - a. Define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities among the team members;
  - b. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and
  - c. Verify and ensure that all project components are technically sound and cost effective.

2. Preparatory Technical Studies and Reviews (Component A) with inputs from the national consultants, as detailed in their respective TORs:
  - a. Compile baseline/situational analysis for the Medium-Size Project (MSP). 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;
  - b. Oversee the stakeholder analysis and consultations and ensure that they are complete and comprehensive;
  - c. Write the Stakeholder Engagement Plan;
  - d. Assess the existing gender analysis and prepare the Gender Action Plan;
  - e. Develop the Total Budget and Work Plan;
  - f. Develop the Overview of technical Consultancies ;
  - g. Develop the Indicative procurement Plan for the first year of implementation;
  - h. Develop Multiyear Work Plan;
  - i. Develop Monitoring Plan;
  - j. Ensure that action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage ("pre-screening") and the findings of the Safeguards Expert assessments are fully implemented during the PPG, ensure that SESP is updated and the safeguards and risk mitigation measures are fully integrated in the project strategy, as appropriate;
  - k. Oversee the identification of the project sites, with documentation of selection criteria, as applicable;
  - l. Oversee the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process;
  - m. Advise on the consultations with partners regarding financial planning; and
  - n. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.
3. Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): With inputs from the national consultants, as detailed in their respective TORs, and based on international best practice:
  - a. Develop, present and articulate the project's theory of change;
  - b. Develop the Results Framework in line with UNDP-GEF policy;
  - c. Develop a detailed Monitoring and Evaluation Plan and Budget;
  - d. Oversee the preparation of the Validation Workshop Report
  - e. Preparation of Gender Action Plan and Budget;

- f. Oversee the updating of the SESP based on the and ensure the development of required environmental and/or social management plan(s) for all risks identified as Moderate in the SESP, as required;
- g. Oversee the preparation of the required GEF tracking tools (METT);
- h. Revise the GEF Core Indicators Worksheet to reflect the agreed results framework and ensure these are supported by robust and validated data;
- i. Secure and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support;
- j. 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 templates.<sup>1</sup>

4. Validation Workshop (Component C):

- 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;
- b. Oversee all necessary revisions that arise during the workshop; and
- c. Ensure completion of Validation Workshop Report.

**Deliverables and timeframe**

The consultant is responsible for the following deliverables:			
No.	Deliverables	Estimating timing and deadline	Payment schedule
1.	Draft Work Plan, baseline/situational analysis, draft Strategic Framework and draft project strategy.	by January 31, 2021 15 working days	1 <sup>st</sup> tranche 30%
2.	Draft UNDP/GEF ProDoc for RTA and UNDP CO review and consultations with stakeholders	by June 30, 2021 20 working days	2 <sup>nd</sup> tranche 50%
3.	Annexes, including Updated Social and Environmental Screening Procedure (SESP) report	by June 30, 2021 20 working days	

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

4.	Final Project Document (with all respective annexes) and Request for CEO Endorsement ready for UNDP-GEF internal review and clearance	by September 30, 2021  30 working days	3rd tranche 20%
5.	Comments from GEF Secretariat, STAP and GEF Council addressed		

Prior to approval of the Request for CEO Endorsement, UNDP Project Document draft version shall be submitted for comments to UNDP CO.

The IC (Individual Consultant) will ensure quality assurance and timely preparation of all reports and documentation, including the finalized UNDP GEF Project Document (ProDoc) and GEF CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation.

All communications and documentation related to the assignment will be in English.

In performing its tasks the IC shall liaise with Programme Specialist within the Environment and Climate Change Cluster of UNDP Moldova and with the Regional Technical Advisor in Istanbul Regional Hub.

### **Responsibility for Expenses and their Reimbursement**

The Consultant will be responsible for all personal administrative and travel expenses associated with undertaking this assignment including office accommodation, printing, stationary, telephone and electronic communications, and report copies incurred in this assignment.

### **TRAVEL:**

In the course of the assignment, the Consultant will be expected to undertake one-week mission to Moldova, if the COVID situation allows. The date for this mission will be agreed upon between the Consultant and the Programme Specialist within the Environment, Energy and Climate Change Cluster of UNDP Moldova.

### **Management Arrangements:**

The IC will report to Programme Specialist within the Environment and Climate Change Cluster of UNDP Moldova and with the Regional Technical Advisor in Istanbul Regional Hub.

In performing his/her task, the International Consultant will be supported by a team of National Consultant (engaged by UNDP under separate contractual arrangements) and will act as the Team Leader.

The national team will be composed of the following specialists:

1. Social and Environmental Safeguards Specialist
2. Legal, Policy and Institutional Capacity Development Specialist
3. Hydrologist/National Water Management Specialist
4. Protected Area Planning and Management Specialist
5. Forest and Pastures Management Specialist
6. Local livelihoods and Community Outreach Specialist
7. GIS Specialist

**Financial arrangements:**

Payments will be disbursed in several instalments, upon submission and approval of deliverables, and certification by UNDP Moldova Programme Specialist that the services have been satisfactorily performed.

**IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION**

**Academic Qualification:**

- Master's degree or higher in a relevant field, such as environmental management, economics, public administration, Natural Resource Management, Environment, Natural Sciences, Agriculture, Development Studies or another closely related field.

**Experience:**

- Minimum 7 years of demonstrable experience in the technical area of Biodiversity conservation/Protected areas/Land degradation and in preparing and overseeing the preparation of high-quality project documents, particularly for UNDP and GEF projects;
- Expert knowledge of the GEF rationale and procedures, and demonstrated experience with formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches;
- Proven working experience with METT;
- Experience working in the Eastern Europe and CIS region on related initiatives highly desired.

**Competencies:**

- Excellent coordination and leadership skills, as well as relationship management skills;
- Ability of working remotely and managing virtual communication platforms;
- Excellent facilitation and public presentation skills;

**Language requirements:**

- Fluent in written and oral communication in English;
- Knowledge of Romanian or/and Russian will be a strong asset.

UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

## **V. APPLICATION PROCESS**

Application process and selection criteria are shown in the Procurement Notice advertised together with this Terms of Reference.

## **VI. ANNEXES TO THE TOR**

Annex 1- Individual Consultant General Terms and Conditions

Annex 2- Offeror's Letter confirming Interest and Availability including financial proposal