

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Environment and Energy

Male', Republic of Maldives.

ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކޮށްފައިވާ ގޮތުގައި  
މިނިސްޓްރީ އޮފް ޕްލޭނިންގ ޕްރޮގްރާމް ސެކްޓަރު

ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކޮށްފައިވާ ގޮތުގައި  
މިނިސްޓްރީ އޮފް ޕްލޭނިންގ ޕްރޮގްރާމް ސެކްޓަރު

### Draft Terms of Reference for National Consultant (NC)

**Role: To provide in-country support to the PPG Lead International Consultant (IC), facilitating PPG planning, mission planning, liaison with stakeholders, baseline data collection and analyses, and inputs to project design**

#### 1. Background

The Government of the Republic of Maldives through the Ministry of Environment and Energy (MEE) is implementing Enhancing National Development through Environmentally Resilient Islands (ENDhERI) project financed by Global Environment Facility (GEF) and assisted by UN Environment with the objective of enhancing reef protection, resilience and ecosystem recovery by reducing development impacts in a selected project site the Maldives, enabled for replication nationally through public awareness and integrating the values of marine biodiversity and other natural capital in national accounts.

The Project Preparation Grant (PPG) formulation is estimated to be completed in 11 months. In this regard Ministry of Environment and Energy is seeking consultancy service to provide in-country support to the PPG Lead International Consultant (IC), facilitating PPG planning, mission planning, liaison with stakeholders, baseline data collection and analysis, and inputs to the project design.

#### 2. Responsibilities and detailed tasks:

- Document review:** Read in detail the PIF and associated documents, e.g. STAP and GEF Secretariat and GEF Council review comments, UN Environment /GEF Project Document template requirements, GEF 6 Programming Directions, UN ENVIRONMENT/GEF gender mainstreaming, and Environment, Social and Economic safeguard requirements.
- Team Planning Meeting:** participate in a Skype call with the UN ENVIRONMENT Task Manager (TM) and PPG -Lead International Consultant (IC) to review plans for the PPG, and arrangements for first mission and inception workshop (**February 2018**).
- IC to reach agreement with NC on detailed workplan and deliverables, contents of reporting, and communications** (e.g. through Skype, email etc)
- PPG Inception Workshop:** Facilitate the planning and running of the PPG Inception Workshop, in liaison with the UN ENVIRONMENT TM, Ministry of Environment and Energy, and International PPG Consultant (**2 days; late February - early March**).
- Conduct Field Consultations: - 1st Field visit to Project Site:** baseline assessments (elaborate biodiversity values in line with GEF criteria, assess threats and identify barriers, conduct stakeholder analysis, gender, key economic sector activities and environmental impacts related to the reefs and coastal environmental quality, and complete a draft of the UN Environment ESERN<sup>1</sup> safeguards analysis; conduct assessment of livelihoods, document

<sup>1</sup> ESERN – Environment, Social and Economic Review notes





ongoing national and Atoll-based programs/project initiatives related to the project and the site; and identify potential for collaboration, local consultations with Atoll and island councils, suggest delineation of the proposed Marine Management Area, investments sites e.g. with (t.b.) selected islands, etc. **(14 days, March 2018)**

6. **Site Selection Process:** Work with Lead IC and the government to develop selection criteria for site selection, and conduct site selection, get consensus from partners. For each selected site, a brief profile report is required detailing the socio-economic baseline, biodiversity values\*, the general geographical / ecological situation, and GIS maps and area and M/F population figures for the proposed intervention areas
7. **Stakeholder Analysis and Engagement Plan:** Through a process of consultations, develop a stakeholder analysis and engagement plan following GEF guidance / Document templates
8. **GEF Tracking Tools:** Collect tracking tool information and complete the two required tracking tools (at least for BD3 Prg 6 and BD 4 Prg 10)\*
9. **Indicators data:** Once the IC has drafted the Results Framework/Log-frame, assist collecting baseline data (start (project/YR 0) for the project Outcome indicators. With IC, define and agree indicator targets with government Implementing Partner and other partners
10. **Desktop analysis** to define the national policies, programs and strategy baseline of the project.
11. **Translation** of documents from Dhivehi to English and/or English to Dhivehi when required for the purpose of this consultancy and its related activities
12. **Prepare draft report on the threats, barriers, and baseline (and analysis)**, drawing from the consultations and desktop analysis, following the sections of the UN Environment Project Document template. The **baseline** should include: information on the policy, regulatory and institutional framework for biodiversity conservation; capacity and training needs assessments for organizations identified under relevant activities; GEF Tracking Tools; additional information as requested (by **end of May 2018**)
13. **Support IC on developing and reviewing of the first draft Project Documents (agreed sections – see item 3), as needed by mid-September 2018**
14. Facilitate the planning and running of the Second PPG design Workshop, in liaison with the UN ENVIRONMENT TM, Ministry of Environment and Energy, and International Consultant to review the baseline analysis and elaborate proposed outcome indicators, outputs and activities under the project strategy (**Workshop in Male, early October, 1-2 days**)
15. **Conduct second fieldtrip to project site** to conduct consultations with potential beneficiaries on proposed activities, project implementation arrangements (**5 days, early October 2018**)
16. **Help review of second draft Project Documents and CEO ER document due November 2018.**
17. **Ongoing tasks:**
  - **Ongoing Liaison:** with the government Executing Agency (Ministry of Environment and Energy), other government bodies and stakeholders at national, and Atoll, and island levels for stakeholder meetings, bilateral meetings/focus group discussions, etc.
  - **Full Liaison** and regular communications with IC
  - **Assist IC**, including on: providing input to workplan development for the PPG and full project implementation, setting up project missions and stakeholder workshops, developing stakeholder analysis and engagement plans, identifying risks and mitigation measures, elaborating output strategies and activities, providing inputs for the project budget, including details of co-financing arrangements for each project component, and developing project management arrangements.
  - Draft relevant project document annexes, as required
  - Keep full documentation of all consultations including participants lists (gender disaggregated), and provide summaries of same





### 3. National expertise required:

- University degree in natural resources related subject(s); with proven biodiversity expertise
- At least 7 years of professional and related experience including at least 3 years in the Maldives;
- Community and stakeholder consultation experience, using up to date methods, and gender inclusive methods
- Excellent writing skills in English
- Fluency in Dhivehi and English language
- Social, cultural and gender sensitive/engaged
- Project design experience
- Understanding of green/blue economy growth models; resource economics and/or natural capital accounting a definite advantage
- Other skills required to complete the tasks in this TOR, including skills related to Computer and relevant programs

### 4. Collaboration, Guidance and Supervision

- The national consultant will be contracted by the Ministry of Environment and Energy and is fully accountable to the Ministry on the quality and timely delivery of his/her work under the contract. Additionally, on technical and substantive matters, including on keeping to the applicable GEF and UN Environment requirements such as reporting templates, he/she will coordinate and collaborate with the IC;
- The NC will follow the guidance of the IC towards information needs, towards drafting of the UN Environment Project Document and its appendices, GEF tracking tools, etc
- The NC will work in close collaboration with the government partner(s) to gather information
- The NC will work closely with the IC to design the project

### 5. Duration of the Assignment

- The consultant is required to give 70 days of input over a period of 10 months from the date of commencement of the consultancy

### 6. Remuneration

- Remuneration will be at the rate of MVR 3,855/- per day of input which will be disbursed based on successful deliberations of the deliverables as described in Section 7 “Payment Structure”. The consultant is however, expected to deliver the full scope of work under Section 2 “Responsibilities and detailed tasks” of this TOR for final and full payments.

### 7. Payment Structure

	Deliverables	Payment Structure
1	<ul style="list-style-type: none"><li>• Agreed and final work plan and timeline</li></ul>	10%
2	<ul style="list-style-type: none"><li>• Brief Report on PPG Inception Workshop</li><li>• Stakeholder analysis and draft stakeholder engagement plan</li></ul>	10%
3	<ul style="list-style-type: none"><li>• Consultation summaries, including participation lists, for First Field Visit and related consultations</li><li>• Threat Analysis and Baseline Assessment reports (using agreed methodologies / templates)</li></ul>	10%





5	<ul style="list-style-type: none"><li>Report on site selection criteria, process, and selected sites</li><li>Summaries of second round of site and regional consultations</li><li>6-10 page report per selected site</li></ul>	20%
4	<ul style="list-style-type: none"><li>Draft 1 of activities table based on Second PPG Design Workshop</li><li>Report on Second Field Visit - stakeholder consultation to review draft outputs, activities, project implementation arrangements, safeguards measures, etc</li></ul>	30%
6	<ul style="list-style-type: none"><li>GEF tracking tools</li><li>Data for results framework indicators</li><li>Annexes for project document – to be defined</li></ul>	20%

## 8. Selection Criteria

Criterion	Weightage
University degree in natural resources related subject(s) (Max 25 points)	
- <i>Master's degree</i>	25
- <i>Undergraduate</i>	15
Experience (Max 59 points)	
- <i>Professional experience in project implementation (2 points for each year)</i>	14
- <i>Involvement in project design of Social, Cultural and gender sensitive projects in Biodiversity and related fields (4 points for each project with all components)</i>	12
- <i>Experience in Stakeholder Consultation and engagement within the Maldives(3 points for each)</i>	12
- <i>Proof of translation work (3 points for each)</i>	6
- <i>Report/Review Writing Experience (5 points each)</i>	15
Skills (Max 16 Points)	
- <i>Skills in related computer programs</i>	8
- <i>Understanding of green/blue economy growth models; resource economics and/or natural capital accounting</i>	8

## 9. Application

The applicants shall submit their applications in a sealed envelope along with the following documents

- Application letter
- Detailed Curriculum Vita including information on qualifications to perform the assignment, experience and appropriate skills with at least 2 referees
- Proof of similar assignments, skills and qualifications
- Copies of Accredited certificates





- Copy of National ID card/Passport

## 10. Submission

Applications must be submitted to the Ministry of Environment and Energy no later than 1200hrs on January 23, 2018 to the following address and sealed in an envelope as below.

*“Local Consultant for the PPG of ENDhERI Project  
Procurement Unit  
Ministry of Environment and Energy  
Green Building, Handhuvaree Hingun,  
Maafannu, Male’, 20392,  
Republic of Maldives*

\*The Project is supported through two GEF Biodiversity Programmes:

### **Objective 3 Sustainably Use Biodiversity / Program 6 - Ridge to Reef+: Maintaining Integrity and Function of Globally Significant Coral Reef Ecosystems**

>> *The GEF BD 3 Program 6 Ridge to Reef Tracking Tool will be used*

### **Objective 4: Mainstream biodiversity conservation and sustainable use into production landscapes and seascapes and production sectors / Program 10 - Integration of Biodiversity and Ecosystem Services into Development & Finance Planning**

>> *The GEF BD 4 Program 10 Tracking Tool on Integration of Biodiversity and Ecosystem Services into Development & Finance Planning will be used*

