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| **Office/Unit/Project** | Sustainable Development Unit |
| **Title** | International Project Development Specialist (GEF Project Preparation Grant Team Leader) |
| **Duty station (City and Country)** | N’Djamena, Chad |
| **Type of contract** | International Consultant |
| **Expected starting date** | 5 May 2023 |
| **Expected Duration** | **25 working days** within an extended period of May 2023 to March 2024 |

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| **Background and Rationale** | Chad is a sub-Saharan landlocked country with more than half (63%) of its territory being arid (MEEP, 2001). This country is increasingly threatened by the adverse effects of climate variability and change, especially in sensitive sectors such as agriculture, livestock and water resources. Over the past 40 years, drought stands out as the most frequent hazard affecting large numbers of people in rural areas and their different income-generating activities. Outstanding among the impacts of climate change in this country, is the gradual disappearance of Lake Chad as a result of persistent droughts and human activity. The surface area of this lake water size reduced from 1339.018 to 130.686 km2 (4.08–3.39%) between 1987–2005 (Onamuti, Okogbue, and Orimoloye 2017).  In Chad, like elsewhere in the developing world, the call for climate action has overwhelmingly increased amidst increasing pressure on the natural resource base of the economy. The impact of global warming is being felt across ecosystems in Chad, evidenced by the shrinking and biodiversity change of the Lake Chad basin.  The challenges associated with current risk reduction strategies include: political and institutional challenges in translating early warning into early action; communication challenges related to Early Warning Systems (EWS); conveying useful information in local languages and communicating EWS in remote areas; national-level mistrust of locally collected data, which are perceived to be inflated to leverage more relief resources; the call for improved user-friendliness of early warning information, including at smaller spatial scales; the need for increased capacity in national meteorological centers; and the need for better linkages between early warning, response, and prevention.  The knowledge base and capability of in-country experts regarding compliance with the Paris Agreement and particularly for the implementation of its transparency requirements at the national level is at an early stage of development. Many in-country experts are generally unfamiliar with transparency-related activities and the requirements thereof. Although some are aware of the transparency requirements, there are many others that need to understand what transparency all is about and its potential values. There is an inadequate number of qualified experts that can plan, set targets and achieve the targets set in conformity with the transparency requirements of the Paris Agreement.  Needs related to climate transparency were identified in the Second National Communication, submitted in June 2012 and developed with UNDP. The specific capacity development needs were identified as follows: Training of elected officials and leaders on the challenges of climate change; The data generating, gathering, archiving, and analyzing capability of the country is still inadequate and should be enhanced; Relevant institutions such as the Ministry of environment, Water and fisheries, the Ministry of Energy and the Ministry of Civil Aviation and National Meteorology need to be strengthened in terms of training of staff and facilities;  Thus, skilled human resource development to handle climate change issues is a priority for Chad. There is a need to develop and implement a training programme which contains both short-term and long-term training in among others GHG inventory, scenario development, mitigation analysis, V&A assessment, policy analysis; and Strengthening of the national focal institutions related to climate change.  Thus, UNDP, with funding from the Global Environment Facility (GEF), intends to support the Government of Chad in implementing the project to strengthen the capacity of Chadian institutions to comply with the transparency requirements of the Paris Agreement. Indeed, Chad’s climate change science and data resources provide an adequate information basis upon which to improve climate transparency by means of this Capacity Building Initiative for Transparency (CBIT) project so as to comply with the Enhanced Transparency Framework. The climate information at national level currently available is approximately one decade old. More recent data may exist, but it is not captured in the national systems; rather, it still lies in external sources which are not required to share such crucial information with the Government of Chad. Thus, this CBIT Project will seek to integrate existing and future information in the national information systems.  **The present ToR is elaborated for the recruitment of International Project Development Specialist (GEF PPG Team Leader).** |
| **Role, Deliverables and Qualifications** | **Responsibilities and Deliverables:**  *Preparation of all Preparatory Technical Studies, Reviews and documentation that are determined to be needed for the preparation of the UNDP-GEF ProDoc, the GEF CEO Endorsement Request and all other mandatory and project specific Annexes and supporting documentation.*   1. Management of the GEF PPG Team    1. Define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities for the International Consultant (IC) and National Consultants (NCs);    2. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and    3. Verify and ensure that all project components are technically sound and cost effective.    4. Ensure timely execution of tasks according to the detailed work plan.    5. Serve as the Team Leader of the PPG team overseeing all national and international experts’ work. 2. Preparatory Technical Studies and Reviews (Component A): With inputs from the national consultants, as detailed in their respective TORs:    1. 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.    2. develop a SWOT document with valuable recommendations for priority capacity building actions to achieve the detailed work plan    3. Lead and oversee the stakeholder analysis and consultations, with support from national consultants, and ensure that they are complete and comprehensive including consultations with the private sector.    4. Ensure the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project’s strategy, theory of change and results framework.    5. 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 that screening in an iterative process throughout the PPG, and as appropriate.    6. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes.    7. Lead and oversee the identification of opportunities for private sector engagement and co-financing.    8. Ensure the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process.    9. Oversee the consultations with partners regarding financial planning; and    10. 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:    1. Develop, present and articulate the project’s theory of change.    2. Develop the Results Framework in line with UNDP-GEF policy.    3. Develop a detailed Monitoring and Evaluation Plan and Budget.    4. Oversee and ensure the preparation of a comprehensive Stakeholder Engagement Plan.    5. Oversee and ensure the preparation of a Gender Action Plan and Budget.    6. Oversee and ensure the updating of the SESP based on assessments undertaken during Component A and ensure the development of required environmental and/or social management plan(s) as required.    7. Oversee the preparation of the required GEF tracking tools (if required) and GEF Core Indicators and ensure these are supported by robust and validated data;    8. Secure all co-financing letters.    9. Prepare the indicative procurement plan.    10. Secure and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support.    11. Ensure the completion of the required official endorsement letters; and    12. 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. 4. Validation Workshop (Component C):    1. 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.    2. Oversee all necessary revisions that arise during the workshop; and    3. Ensure completion of Validation Workshop Report.   **Timeframe:**  The total duration of the consultancy will be **25 working days within the extended period of May 2023 to March 2024**.  The tentative timeframe is as follows:   |  |  | | --- | --- | | **Indicative Timeframe** | **Activity** | | 20 April 2023 | Application closes | | 03 May 2023 | Selection of the international Project Development Specialist (GEF PPG Team Leader) | | 05 May 2023 | Starting date of the consultancy | | 05 May to 12 May 2023 | Document review and preparation of the workplan | | 13 May to 27 May 2023 | Consultation and compilation of all technical and consultation inputs | | 05 June 2023 | Submission of first draft of project document | | 05 June to 18 June 2023 | UNDP review of the first draft of project document | | 28 June 2023 | Submission of 2nd draft of project document | | 28 June to 10 July 2023 | UNDP review of the second draft of project document | | 12 July 2023 | Validation workshop | | 30 July 2023 | Submission of finalized ProDoc | | August 2023 – October 2023 | Final reviews & internal clearances | | November 2023 – March 2024 | Project submission and GEF Review & approval period |   **Final Deliverables:**   |  |  |  | | --- | --- | --- | | **Description** | **Timeframe** | **Main Responsibilities** | | Submission of work plan and detailed methodology | 8 days after the signing of the contract | Leading the preparation of work plan and detailed methodology | | Consolidation of all technical and consultation inputs and comments 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. | 22 days after the signing of the contract | Leading and overseeing all preparatory technical studies and reviews. | | Completion of the GEF CEO Endorsement Request. | 30 days after the signing of the contract | Leading the formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes. | | Finalized SESP (and stand-alone management plans as required); | 35 days after the signing of the contract | Finalization of SESP to ensure action points, including risk assessments, from the SESP at the PIF stage (“pre-screening”) are fully implemented during the PPG and update that screening in an iterative process throughout the PPG, and as appropriate. | | All documentation from GEF PPG (including technical reports, meeting minutes, etc.); | 35 days after the signing of the contract | Documentation compilation | | Validation Workshop Report | 37 days after the signing of the contract | 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.  Oversee all necessary revisions that arise during the workshop; and ensure completion of Validation Workshop Report. |   **Qualifications:**   1. Master’s degree or higher in a relevant field (e.g. environmental management, project management or a relevant field) 2. Minimum 10 years of demonstrable experience in the technical area of climate change developing MRV mechanisms and reporting on climate change mitigation, finance, and policy. 3. 3 references of preparing high quality project documents, particularly for UNDP and GEF projects. 4. Excellent written and oral communication skills in French and English. 5. Demonstrated understanding of the GEF rationale and procedures and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches. 6. Solid understanding of global and regional issues related to UNFCCC, Paris Agreement, especially Art. 13, MRV/ETF systems, Biennial Transparency Report and National Communications reporting requirements. 7. Experience working with international organizations, including UNDP, is highly desirable.   **Evaluation criteria**  **The evaluation of the tenders takes place in two stages. The evaluation of the technical proposals is completed before the opening and comparison of the financial proposals.**  **The technical proposal will be evaluated on how well it meets the terms of reference and on the basis of the following criteria.**   |  |  | | --- | --- | | **Evaluation Criteria** | **Points** | | Have a Master’s degree or higher in environmental management, project management or a relevant field | 25 | | Have a 5 years of demonstrable experience in the technical area of climate change developing MRV mechanisms and reporting on climate change mitigation, finance, and policy. | 30 | | Have 3 relevant references related to the development of studies, strategies in the field of climate change. | 10 | | Have Excellent written and oral communication skills in French and English. | 10 | | Demonstrate solid understanding of global and regional issues related to UNFCCC, Paris Agreement, especially Art. 13, MRV/ETF systems, Biennial Transparency Report and National Communications reporting requirements. | 15 | | Experience working with international organizations, including UNDP, is highly desirable. | 10 |   The technical proposals that obtain 70% of the maximum score of 100 points will be considered qualified; this technical score will be weighted at 70%.  In a second step of the evaluation process, the financial envelopes will be opened and the financial offers compared. |