# Initiation Plan / GBFF PPG

Empowered lives.
Resilient nations.

**Project Title: Responding to Pacific priorities for ecosystem management and NBSAP implementation through strengthening capacities for effective planning and monitoring of ecosystems**

**Country: Fiji, Nauru and Tonga**

**Country Programme Outcome: UNDP (2023-2027) Multi-Country Programme Document, Outcome 1. Planet: By 2027, people, communities and institutions are more empowered and resilient to face diverse shocks and stresses, especially related to climate variability impacts, and ecosystems and biodiversity are better protected, managed, and restored.**

**Gender Marker rating:** *GEN 2*

**SES Pre-Screening Categorization:** *Exempt*

| | | |
|---|---|---|
| Quantum Project ID: 01002583<br><br>Quantum Award ID: 1267874<br><br>PIMS number: 9957<br><br>Management Arrangement: *DIM* | **Total budget:**<br><br>Allocated resources:<br>• GBFF<br>• UNDP | **US$ 155,000**<br><br><br>US$ 150,000<br><br>US$ 5,000 (in-kind) |

AGREED BY

| | | |
|---|---|---|
| Tanya Abigail Cumbermack-May<br>Officer-in-Charge<br>UNDP Pacific Office in Fiji | Tanya Cumbermack-May<br>Signature | 23/08/2024<br>Date |

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## I. BRIEF DESCRIPTION OF THE INITIATION PLAN/GBFF PPG

**Objective & Final Outputs**

The objective of this GBFF PPG, developed by the UNDP Multi Country Office in Fiji, is to develop the project concept into a full project: *Responding to Pacific priorities for ecosystem management and NBSAP implementation through strengthening capacities for effective planning and monitoring of ecosystems*. As described in the project concept (PPG Request), this project aims to enhance sustainable management of marine and terrestrial ecosystems through strengthened planning, financing, monitoring and inclusive local community participation in Fiji, Nauru and Tonga (Project Objective). It intends to do so by assisting countries these three Pacific Island countries with shared challenges in communicating the need for, and value of, biodiversity and specific areas for improved ecosystem management through the following three components:

**Component 1:** Promoting harmonized national policy, governance, and planning for integrating biodiversity considerations into sustainable landscape and seascape management in Fiji, Nauru and Tonga.

**Component 2:** Leveraging financial solutions and capacities for mainstreaming and monitoring biodiversity in landscapes and seascapes in Fiji, Nauru and Tonga.

**Component 3:** Enhancing knowledge management and awareness to promote transparency, transformative change and compliance

Overall, the project aims to ensure: (i) stakeholder inclusivity in marine and terrestrial resource planning and management; (ii) that investments are designed that are climate-and nature-positive to benefit local communities and the economy; (iii) that planning takes into consideration the complex inter-relationships between the marine environment, coastal and terrestrial ecosystems, and human activities and (iv) improved information management to better monitor, disclose and manage risks to the marine and terrestrial environment. Alongside updating their NBSAPs to align with the GBF targets, this project will contribute to addressing the thematic area on ocean and environment of the Regional 2050 Strategy for the Blue Pacific continent and will also complement the Global GEF BIOFIN project on national biodiversity finance plans with a focus on buy in for NBSAP priorities.

The following information is to be consulted as background for the GBFF PPG phase:

- PPG request technically cleared by GEF CEO;
- Comments from internal light risk screening of PISC submission and PPG request
- Comments from GEF Secretariat
- GBFF CEO Endorsement Request Form and associated guidance included therein
- UNDP policies and procedures
- UNDP-GEF guidance notes on GEF project development (which will be provided by the RTA) and
- GEF polices on: Project Cancellation; Fee Policy for GEF Partner Agencies; Project and Program Cycle; and Minimum Fiduciary Standards for GEF Partner Agency (in particular sections dealing with the required separation of oversight and execution support services). All GEF policies are available here.
- GBFF project cycle as per the Global Biodiversity Framework Fund Project Cycle Policy

The final outputs of the GBFF PPG are:

1. UNDP-GEF Project Document (ProDoc) ;
2. Mandatory annexes to the ProDoc;
3. GBFF CEO Endorsement Request and required annexes; and
4. Validation Workshop report (required for projects with a high SESP categorization, as appropriate for all others).

Any additional studies and other reports produced under the GEF PPG and not included in Annex to the project document will be submitted to UNDP and saved for future reference.

**Key Dates for the GBFF PPG**

| Milestone | Date | Notes |
|---|---|---|
| **Internal submission date** for BPPS review and clearance | *9 Dec. 2024* | GBFF project: must be within 7 months of PPG request approval |
| **First GEF Submission Deadline** for CEO Endorsement | *9 Feb 2025* | GBFF project: must be within 9 months of PPG Approval<br>**Failure to submit a CEO ER to the GEF Sec by this date will lead to the automatic cancellation of the project by the GEF Sec. unless extension is granted under force majeure circumstances.** |
| **CEO Endorsement Deadline** | *9 May 2025* | GBFF project: must be within 12 months of PPG request approval.<br>**If the project has not been CEO endorsed by the deadline, it will be automatically cancelled by the GEF Sec.** |

**Management Arrangements**

The UNDP Pacific Office in Fiji will lead the project development process and manage the GBFF PPG budget in full consultation with the BPPS VF unit and the Regional Technical Adviser. The GBFF PPG Quantum budget is presented in *Section IV: Total Budget and Work Plan*.

A Working Group will guide the GBFF PPG team and review and endorse the GBFF PPG deliverables. The Working Group is responsible for ensuring that the deliverables outlined in this PPG are completed on time and in line with UNDP and GEF requirements. The Resident Representative of the UNDP Pacific Office in Fiji will chair the Working Group or may delegate this function to the Deputy Resident Representative. Working Group members will include:

- UNDP Country Coordinator for Nauru
- UNDP Country Coordinator for Tonga
- UNDP Team Leader, Climate Change and Resilience Team, UNDP Pacific Office in Fiji
- UNDP Regional Technical Advisor
- UNDP SES TA
- UNDP Programme Analyst, Climate Change and Resilience Team, UNDP Pacific Office in Fiji
- UNDP Associate Programme Officer UNDP Pacific Office in Fiji

- UNDP Resilience and Climate Change Portfolio and Project Pipelines Development Consultant
- Programme Oversight Specialist
- Gender Analyst
- Resource Management Specialist
- Compliance Analyst
- Ministry of Environment and Climate Change in Fiji
- Department of Environmental Management and Agriculture in Nauru
- Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications in Tonga

The GBFF PPG team will be composed of the following consultancies further described in the draft Terms of Reference (TORs) in Annex 2:

- International Project Development Specialist (GBFF PPG Team Leader)
- International Specialist for Social and Environmental Safeguards
- International Gender Specialist
- National Expert on Biodiversity and Project Development for Fiji
- National Expert on Biodiversity and Project Development for Nauru
- National Expert on Biodiversity and Project Development for Tonga

## II. STAKEHOLDER ENGAGEMENT, PUBLIC DISCLOSURE, AND OTHER REQUIREMENTS

To ensure strong country ownership and in line with the stakeholder engagement requirements outlined in UNDP's Social and Environmental Standards (SES), the SES Guidance Note of Stakeholder Engagement, the GEF's Guidelines on the Implementation of the Policy on Stakeholder Engagement and the GEF Policy on Gender Equality, the development of the project to be undertaken during this PPG phase will be done in full consultation and close engagement with government, CSO and other relevant stakeholders – in particular those who will benefit from and be directly involved in the implementation of the project (i.e., direct project beneficiaries) and those who may be impacted (positively or negatively) by the project. Stakeholder Engagement and analysis must be conducted in an inclusive and gender-responsive manner so that the rights of women and men and the different structural barriers, knowledge, needs, roles, and interests of women and men are recognized and addressed.

Careful and complete documentation of stakeholder engagement is vital. Detailed evidence of all consultations will be prepared and submitted to UNDP. A list of the consulted stakeholders and details of the associated meetings will be included in the Stakeholder Engagement Plan (see section B-a below).

If the fully designed project has an overall Social and Environment Screening Procedure (SESP) categorization of moderate, substantial, or high, then the following disclosure requirements apply:

1. A final validation workshop report will be prepared summarizing the outcomes of the validation workshop and other consultations undertaken during the PPG phase. This report will become a key reference document should an environmental and social complaint/grievance be filed during project implementation. This is mandatory for high and substantial risk projects and recommended for moderate risk projects.

2. The UNDP-GEF project document , GBFF CEO Endorsement Request Form, SESP and related draft management plans and frameworks, and other relevant information/documents will be made available to the public on the UNDP Country Office website or open.undp.org. These documents should be available 30 days before the LPAC meeting for moderate risk projects, 60 days in advance for substantial risk projects, and 120 days in advance for high-risk projects.

See the SES Supplemental Guidance on Disclosure for more information.

## III. GBFF PPG Activities

### Component A: Preparatory Technical Studies & Reviews

The following technical studies and reviews will be conducted building on the PPG Request Form.

**a. Desktop and field-based studies and data collection**

This research to be conducted in each of the three countries (Fiji, Nauru and Tonga) should produce the background information required to prepare the ProDoc (including its Annexes and GBFF CEO Endorsement Request), including but not limited to the following:

- Development challenge and strategy (including threats, problems, and barrier assessment);
- Review of national policy and legislative frameworks (also with regards to SES risk management);
- Problem and solution trees, assumptions and risks, developed in consultation with project stakeholders for a robust Theory of Change, Results Framework, and solid M&E plan;
- Review of relevant past and ongoing projects for lessons, including project evaluations; and
- Any other analyses required to address all comments on the PPG request received from GEF Secretariat.
- Prepare three national reports and a subsequent brief regional overview.

**b. Gender Analysis**

A gender analysis will be prepared for each country to fully consider the different needs, roles, benefits, impacts, risks, differential access to and control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) and to identify appropriate measures to address these and promote gender equality and women's empowerment. See the guidance available here.

**c. Social and Environmental Standards: Screening and Assessments**

The social and environmental safeguards pre-screening was not a requirement to accompany the GBFF PPG request. Given the strong focus of GBFF programming direction on indigenous peoples and local communities, PPG-IPs must have sufficient funds for a **Comprehensive Stakeholder Engagement Plan** (for M, S and H risk projects) and must state that a **PPG Stakeholder Consultation Report** is prepared as part of the PPG-phase SES package. GBFF CEO ER packages must include: prepare SESP and other SES instruments as relevant; IPPFs (or locally-appropriate equivalents) will be required in many projects; and SES QA and clearance of submission is mandatory (as with all GEF CEO ERs).

**d. Identification of project sites**

Based on the above reviews and through consultation with stakeholders, targeted project demonstration sites will be identified following the development of selection criteria. Tools and solutions for mainstreaming biodiversity into policy, planning and development processes will be applied and innovative financial instruments for promoting biodiversity-friendly investments in terrestrial and marine systems will be rolled out in Fiji, Nauru and Tonga. This should include providing geographic coordinates, maps, and shapefiles for inclusion in the GBFF CEO Endorsement Request Form.

**e. Financial planning, co-financing, and investment mobilized**

Acknowledging that co-financing is not mandatory for GBFF programming, the intent of the project is to identify financial investments and private sector community partnerships for the implementation of community-based marine conservation to mobilize private sector engagement. In Fiji, for example, there is a direct link to an ongoing Global Fund for Coral Reefs-funded project aiming to provide concessional capital to women in indigenous communities that are part of the formalised iqoliqoli structure. The project will further benefit from USD 200,000 of co-financing from another UNDP project aiming at Financing Resilient Futures in the Asia-Pacific SIDS through blue and green innovative sustainable financing.

If co-financing is indicated, the following should be taken note of. Co-financing and investment mobilized – as defined in the GEF Policy and Guidelines on co-financing - will be confirmed, and additional sources identified through a series of consultations with partners to ensure a coherent and sustainable financing package for the project, including post-GBFF grant phase to the extent possible. The GEF is seeking high co-financing/investment mobilized to GEF grant ratios with a preference for grants, loans, and other public investments over in-kind co-financing. The GEF also expects the Government to significantly support the costs associated with project execution (i.e., PMC).

**f. Stakeholder analysis**

Building on the initial identification of stakeholders in the PPG request, an appropriately scaled analysis of project stakeholders will be undertaken in each of the three countries. These stakeholder analyses will provide the foundation for developing the project's Stakeholder Engagement Plan and facilitate the prioritization of engagement activities with particular stakeholder groups and individuals. Projects with screening categorizations of Substantial or High will prepare a **comprehensive** stakeholder analysis. See the UNDP SES Guidance Note on Stakeholder Engagement.

**g. Appraise and formulate the most appropriate project implementation and execution modality**

**The design of the project will comply with the UNDP's Program and Operations Policy and Procedures (POPP), Financial Regulations, Programme and Project Management and Quality Standards, and UNDP-GEF guidance (which will be provided by the RTA). A full assessment of the most appropriate project implementation and management arrangements will be conducted in full consultation with the RTA, UNDP Country Office, Resident Representative (or their Deputy), the relevant government coordinating agency, and the GEF OFP.**

Project management arrangements must be discussed and agreed upon early in the PPG phase and an assessment and selection of the most appropriate Implementing Partner and/or third parties (Responsible Parties) with full capacity to execute the project must be carried out.

During the first two months of the PPG phase:

- For all potential Implementing Partners, carry out capacity assessments to assess their capacity to implement the project and assess all related risks. This must include HACT and PCAT assessments[1].
- Discuss the level of co-financing the Government and Implementing Partner can commit to this project. As per GEF Policy, the GEF is seeking high co-financing to GEF grant ratios and expects the Government to significantly support the costs associated with project execution (i.e., PMC) for this project.
- Based on these assessments, select and confirm the Implementing Partner for the project in consultation with all relevant stakeholders. The selected Implementing Partner must express willingness to serve as the Implementing Partner for the Project, and the concerned government must agree to use the selected Implementing Partner for the Project. (Please see UNDP's Policy on Selecting Implementing Partners).
- If the Implementing Partner does not have full capacity to execute the project, and execution support is likely needed, discuss with the UNDP Resident Representative whether Implementing Partner is the correct choice. If not, select another Implementing Partner, if possible. If that is not an option, explore alternative options for providing execution support via Responsible Parties (see UNDP Policy on Selecting Responsible Parties). Discuss with the Implementing Partner the role of the responsible parties in project execution and the execution support these parties could provide.
- The GEF Policies on Minimum Fiduciary Standards require a separation of functions between project implementation (i.e., oversight) and project execution (which generally includes managing and administrating the day-to-day activities of projects in accordance with the legal agreements with the GEF). Oversight activities are the primary responsibility of the GEF Agency (i.e., UNDP). In contrast, the execution activities are the responsibility of the Executing Entity (i.e., the Implementing Partner and/or Responsible Party in UNDP terminology). While UNDP policy offers the possibility for UNDP to provide execution support to NIM or execute the project under a DIM modality in case there is a government request for such support, GEF policy only allows GEF Agencies to step into an execution role in 'exceptional circumstances', which are assessed on a case-by-case basis. Hence, whenever a project involves GEF funding, the exceptional circumstances where there is a clear and well-founded rationale for UNDP to perform certain execution functions **should always be well documented and transparently disclosed, discussed, and agreed upon with the GEF Secretariat at the project concept stage before CEO Endorsement, regardless of whether the execution services are intended to be funded from the GEF grant or non-GEF resources.**
- Consult with the RTA on the latest guidance regarding UNDP providing support services to the Implementing Partner. If the costs for UNDP to provide support services are to be charged to the GEF project budget, the UNDP support services must be approved by the GEF Secretariat before CEO endorsement.
- Consult with CO Head of Procurement Unit/Operations Manager and Regional Procurement Advisors on envisaged procurement/contracting project procurement requirements, identified risks, development of optimal procurement strategies, development of project procurement plans and opportunities to incorporate sustainable procurement considerations and indicators to the project.

[1] Including mandatory procurement assessment and construction assessment when applicable

**h. Other required studies**

- Geo-referenced maps of project landscapes/seascapes indicating the proposed sites for on-the ground interventions and brief socioeconomic, demographic and land/sea use profiles of each site including a digital base/database
- A set of assessments that will inform parts of the project context and risk analysis including assessments on the:
    - current status of natural habitat & biodiversity and existing conservation measures in the project areas using secondary data.
    - current conservation and forestry practices in the project areas.
    - current capacities and needs to implement mapping and economic valuation of coastal reefs, mangroves and seagrass beds for community-controlled in-shore fishing areas in selected sites.
    - blue carbon, payments for ecosystem services and other biodiversity financing modalities
    - current capacities and management frameworks for the prevention, management and monitoring of invasive alien species in Nauru.
    - current capacities and modalities on applied natural capital accounting including a regional/global review of good practices.
    - value chain analysis for agriculture, fisheries produce, timber/wood fuel, and other nature-based activities at the seascape and landscape.
    - eco-tourism in the selected project areas and any ripple effects at landscape/seascape level.
    - People centred assessment (rapid) of current livelihoods that rely on access to natural resources, and potential for economic displacement
    - climate change impacts including a Climate Risk Analysis on landscape and seascape project areas.

## Component B: Formulation of the UNDP-GEF Project Document , GBFF CEO Endorsement Request, and Mandatory and Project Specific Annexes

Based on the technical studies and reviews undertaken under **Component A**, the GBFF CEO Endorsement Request will be prepared. See additional guidance notes below.

The GBFF PPG Team Leader will be responsible for consolidating and finalizing all required materials.

**a. Stakeholder Engagement Plan:**

At a minimum, the Plan must include the following elements:

- Stakeholders who have been and will be engaged (based on stakeholder analysis), including potentially marginalized or disadvantaged groups/individuals and stakeholders that will be involved in particular project outputs/activities (the 'who');
- Key stakeholder objectives and interests (the 'why');
- Steps and actions to achieve meaningful consultation and inclusive participation, including information dissemination and any special measures required to ensure inclusive participation of marginalized disadvantaged groups/individuals the dissemination of information (the 'how');

- Breadth and depth of stakeholder engagement throughout the project cycle and decisions that need to be made through stakeholder engagement (the 'what');
- Timeline for engagement activities and how they will be sequenced, including information disclosure (the 'when');
- Indicators of stakeholder engagement and monitoring plan on progress and issues that arise;
- Roles and responsibilities for ensuring effective stakeholder engagement through the implementation of the Plan, including the role of stakeholder representatives and whether stakeholder engagement facilitators are required; and
- Resource requirements and associated budget.

For fully designed projects with a SESP categorization of Moderate, Substantial, and High:

- A project-level Grievance Redress Mechanism (GRM) will be described in the Stakeholder Engagement Plan and established in the first year of project implementation. See the UNDP guidance on GRM and sample TOR.

For fully designed projects with a SESP rating of Substantial and High:

- A **comprehensive** Stakeholder Engagement Plan is required (based on comprehensive stakeholder analysis).

See the UNDP SES Toolkit, which contains guidance on Stakeholder Engagement, the standard SEP template, and the GEF guidelines on stakeholder engagement.

**b. Gender Action Plan and Budget**

The gender analysis conducted in **Component A,** along with relevant findings from the stakeholder analysis and background studies, will form the basis of a Gender Action Plan to guide gender mainstreaming during project implementation. The Gender Action Plan must include indicators, targets, timeframe, responsible party, and budget, which are linked to the project's components/outputs, outcomes, and activities. As part of preparing the Gender Action Plan, indicators should be proposed for inclusion in the Results Framework to facilitate the monitoring of the proposed gender mainstreaming actions.

See the guidance available here.

**c. Social and Environmental Standards: Screening and Management Measures**

In line with the assessments conducted during **Component A** (above) and UNDP's Social and Environmental Standards (SES) policy and all associated SES Guidance Notes, the SESP will be updated. All risks identified in the SESP will be reflected in the risk table and risk section of the ProDoc, and in the Project's Risk Register. Fiji MCO will prepare an early pre-screening during the PPG phase to inform the initial categorization of the project – this will be updated iteratively through the PPG to arrive at the final SESP. The SES Framework(s) – including an ESMF and at least an IPPF (or equivalent for each country) - will identify the required management plans that will be prepared during project implementation.

See the SES Guidance Note on Assessment and Management for further guidance. Please contact UNDP for additional information as needed.

**d. GEF Core Indicators**

The CEO endorsement-stage data for the relevant Core Indicators and sub-indicators will be prepared.

For GBFF projects, it will follow GEF Trust Fund projects, the completed GEF-8 Core Indicators Worksheet - with both the original PIF-stage data and the CEO endorsement-stage data—will be annexed to the GBFF CEO Endorsement Request Form.

As part of the GEF Core Indicators requirement, the required METTs will be prepared in the GEF-8 Excel template; the relevant details will be included in the GEF-8 Core Indicators template, and the final Excel METT file will be submitted to UNDP (not be annexed to the ProDoc).

The relevant Core Indicators will be included in the project's Results Framework at the Objective level, where appropriate. See the GEF Guidelines on Core Indicators and Sub-indicators.

**e. Completion of the required official endorsement letters**

These letters include the official letters on the co-financing guarantee(s) from participating government institutions, bilateral development partners, multilateral development partners, NGOs, the private sector, or others who wish to provide cash or in-kind contributions to the project.

A GEF OFP endorsement letter will also be required for any new participating countries to a global or regional program/project not included in the PIF/PFD submission.

Updated GEF OFP endorsements letters are also required if the requested GEF grant amount has changed since PIF/PFD/PPG request approval.

**f. Mandatory Annexes**

In addition to the documents listed above, the following Annexes should be prepared by the GEF PPG team:

- Project map and Geospatial Coordinates of project sites, including brief (at most 2pp) site specific socioeconomic, demographic and environment profiles
- Multi-Year Work Plan with Budget
- Monitoring Plan
- UNDP Risk Register
- Overview of Technical Consultancies
- GEF-8 and GBFF Taxonomy
- Initial Project Procurement Plan and TORs for key Project staff

Upon a request from the RTA during the PPG implementation, the PPG team may be required to prepare additional annexes.

**g. Project Management Arrangements**

Based on the stakeholder analysis and consultations undertaken in **Component A** above, agreement(s) on project management and governance arrangements—including roles, responsibilities, and accountabilities of lead and partner Agencies—will be secured early in the project development phase and will be fully detailed in the GBFF CEO Endorsement Request. Standard text from the governance and management arrangement from the GEF-8 template should never be removed.

**Component C: Validation Workshop and Report**

A validation workshop will be held with relevant stakeholders to present, discuss and validate the project activities and the final draft of the UNDP-GEF project document, and the GBFF CEO Endorsement Request Form. A validation workshop report will be prepared for projects with an overall safeguards risk rating of moderate or high.

## IV. TOTAL BUDGET AND WORK PLAN FOR GBFF PPG

| | | | |
|---|---|---|---|
| **Quantum Project ID:** | 01002583 | **Project Title:** | PIMS-9957 Pacific priorities for ecosystem management and NBSAP implementation |
| **Quantum Award ID:** | 1267874 | **Award Title:** | GEF GBFF PPG |
| **Business Unit:** | UNDP-FJI | | |
| **PIMS number:** | 9957 | | |
| **Implementing Partner:** | UNDP | | |

| GEF Outcome/Quantum Activity | Responsible Party | Fund ID | Donor Name | Quantum Budgetary Account Code | QUANTUM Budget Description | Amount US$ | Budget Notes |
|---|---|---|---|---|---|---|---|
| **Project preparation grant to finalize the UNDP-GEF project document for project** *Responding to Pacific priorities for ecosystem management and NBSAP implementation through strengthening capacities for effective planning and monitoring of ecosystems* | **UNDP** | **62182** | **GBFF** | 71200 | International Consultants | **67,250** | **1** |
| | | | | 71300 | Local Consultants | **40,500** | **2** |
| | | | | 71600 | Travel | **21,500** | **3** |
| | | | | 72500 | Supplies | **2,000** | **4** |
| | | | | 74100 | Professional Services | **3,000** | **5** |
| | | | | 75700 | Trainings, workshops | **15,750** | **6** |
| | | | | | **PROJECT TOTAL** | **150,000** | |

| Budget Note No. | Budget Note |
|---|---|
| | *Budget note should detail the use of the use of the budget. For example, outputs/deliverables of the consultants must be clear. Include cost breakdown and calculation basis (e.g., daily fee and number of days/weeks, unit cost and quantity)* |

| | |
|---|---|
| 1 | Total Costs: US$ 67,250<br><br>Three International Consultants will be hired during the PPG period. Their key roles, responsibilities and deliverables are included in Annex 2.<br><br>1. International Project Development Specialist (GBFF PPG Team Leader) – USD 650 per day for 65 person-days<br>2. International Specialist for Social and Environmental Safeguards – USD 500 per day for 25 person-days<br>3. International Gender Specialist - USD 500 per day for 25 person-days |
| 2 | Total Costs: US$ 40,500<br><br>Three National Consultants will be hired during the PPG period as follows. Their key roles, responsibilities and deliverables are included in Annex 2.<br><br>1. National Expert on Biodiversity and Project Development for Fiji – USD 300 per day for 50 days<br>2. National Expert on Biodiversity and Project Development for Nauru– USD 300 per day for 40 days<br>3. National Expert on Biodiversity and Project Development for Tonga – USD 300 per day for 45 days |
| 3 | Total Costs: US$ 21,500<br><br>1.Travel cost for one mission of the International GEF Project Development Specialist (GBFF PPG Team Leader) for combined country travel and Validation Workshop attendance.<br>2. Travel costs for one mission of the SES and the Gender Specialist to conduct in-country consultations.<br>3.Costs for in-country travel for National Team Coordinator and other local experts in PPG team |
| 4 | Total Costs: US$ 2,000<br><br>Stationery and other office supplies for the PPG stakeholder consultation meetings and workshops. |
| 5 | Total Costs: US$ 3,000<br><br>Estimated expenses for HACT Audit for Fiji. |
| 6 | Total Costs: US$ 15,750<br><br>Training and Workshops will include:<br>1. PPG initiation workshop (hybrid: combination of in-person and remote)<br>2. Series of stakeholder consultation workshops and meetings at the national and provincial levels in the three countries.<br>3. One Regional Validation Workshop which may require travel for some national participants (preferably in-person) |

## V. GBFF PPG ACTIVITIES TIMEFRAME AND BUDGET

| PPG Activity | Month 1 Jun 2024 | Month 2 Jul 2024 | Month 3 Aug 2024 | Month 4 Sep 2024 | Month 5 Oct 2024 | Month 6 Nov 2024 | Month 7 Dec 2024 | Month 8 Jan 2025 | Month 9 Feb 2025 | Month 10 Mar 2025 | Month 11 Apr 2025 | Budget (US$) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **PPG Team Recruitment** | | | | | | | | | | | | US$155,000 |
| **PPG Inception Workshop** | | | | | | | | | | | | |
| **Component A:** Technical studies, etc. | | | | | | | | | | | | |
| **Component B:** Formulation of GBFF ProDoc, CEO Endorsement Request Form, etc. | | | | | | | | | | | | |
| **Component C:** Regional Validation Workshop | | | | | | | | | | | | |
| **Delivery of outputs to RTA and WG Chair** | | | | | | | | | | | | |
| **Draft ProDoc, CEO ER and Annexes for RTA/RTS review** | | | | | | | | | | | | |

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Draft ProDoc, CEO ER and Annexes for UNDP review** | | | | | | | | | | | | |
| **PPG Submission for internal clearance** | | | | | | | | | | | | |
| **First GEF submission** | | | | | | | | | | | | |
| **PPG revision based on GEF comments** | | | | | | | | | | | | |
| **CEO Endorsement and Operational Closure** | | | | | | | | | | | | |

# VI. MANDATORY ANNEXES

## Annex 1: GEF CEO PPG Approval Letter




M.Sc. Carlos Manuel Rodriguez
CEO and Chairperson

May 9, 2024

Ms. Nancy Bennet
GEF Coordinator
United Nations Development Programme (UNDP)
New York, USA

Dear Ms. Bennet,

I am pleased to inform you that I have approved your request for Project Preparation Grant for the project concept detailed below.

| | |
|---|---|
| Decision Sought: | Project Preparation Grant Approval |
| GEFSEC ID: | 11606 |
| Agency: | UNDP |
| Agency ID: | 9957 |
| Focal Area: | Biodiversity |
| Country(ies): | Regional (Fiji, Nauru, Tonga) |
| Project Type: | GBFF Project |
| Name of Project: | Responding to Pacific priorities for ecosystem management and NBSAP implementation through strengthening capacities for effective planning and monitoring of ecosystems |
| Indicative Project Financing: | $4,078,311 |
| Indicative Agency Fee: | $387,439 |
| PPG: | $150,000 |
| PPG Fee: | $14,250 |
| Funding Source: | Global Biodiversity Framework Fund |

| Indicative Agency Fee Commitment: | | | | | |
|---|---|---|---|---|---|
| Agency | Trust Fund | 20% to be committed at CEO endorsement (US$) | 50% to be committed at first disbursement (US$) | 30% to be committed at mid-term review (US$) | Total (US$) |
| UNDP | GBFF | 77,488 | 193,719 | 116,232 | 387,439 |

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This PPG approval is based on the understanding that the project is in conformity with the Global Biodiversity Framework Fund strategies and policies. Please ensure to submit the CEO Endorsement request within 9 months of the approval of this PPG.

Sincerely,

M.Sc. Carlos Manuel Rodriguez
Chief Executive Officer and Chairperson
Global Environment Facility

Copy to: Country Operational Focal Point, Trustee

## Annex 2: Draft Terms of Reference (TORs) of Consultants Financed by the Project Preparatory Grant (GBFF PPG)

| Position, Type, and Cost | Role, Deliverables and Qualifications |
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| **Consultant 1:** International Project Development Specialist (GBFF PPG Team Leader)<br><br>**Type:** IC<br><br>**Cost per person per day:** 650<br><br>**Number of person days needed:** 65 | **Role**<br>The Team Leader will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP GEF Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. The PPG Team Leader will ensure coordination between government IPs, proposed responsible parties, GEF OFP, UNDP, Private Sector and other multi-lateral co-financiers of the project. S/he will be responsible for managing all consultants of the GBFF PPG Team (including both National Consultants and International Consultants) and coordinating the Team's work. The Team Leader will also be the thematic lead for the technical areas of this regional project including biodiversity, biodiversity finance, natural capital accounting, and natural resource management and conservation.<br><br>**Responsibilities and Deliverables**<br><br>1) **Management of the GBFF PPG Team**<br>a. Define and submit a detailed methodology and work plan (PPG inception report) in consultation with and inputs from the other consultants with clear delegation of responsibilities for the International Consultants (ICs) and the National Consultants (NCs);<br>b. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and<br>c. Verify and ensure that all project components are technically sound and cost effective.<br><br>2) **Preparatory Technical Studies and Reviews (Component A):** With inputs from the international and national consultants, as detailed in their respective TORs:<br>a. Compile baseline/situational analysis for the GBFF project. This will include a precise definition of baseline projects, activities, budgets, goals, and co-financial links to GBFF outcomes; a definition of GEF incremental value per outcome and output; and a presentation of results of the incremental cost-analysis in matrices as appropriate;<br>b. Supervise/oversee the stakeholder analysis and consultations, with support from international and national consultants, and ensure that they are complete and comprehensive, including consultations with the private sector and tourism associations and bodies;<br>c. Supervise/oversee the international social and environmental safeguards consultant and ensure social and environmental safeguards findings are meaningfully integrated into the project's strategy, theory of change, and results framework;<br>d. Supervise/oversee the international gender consultant on preparing the gender analysis and ensure its findings are meaningfully integrated into the project's strategy, theory of change, and results framework;<br>e. Ensure action points, including risk assessments, from the SES pre-screening (prepared in parallel during the PPG phase) are fully implemented during the PPG, and update that screening in an iterative process throughout the PPG, and |

as appropriate;

f. Oversee the identification of the project sites, with documentation of overall selection criteria and making sure that geo-referenced data and maps are clearly presented both for targeted protected areas and broader landscapes, as applicable;
g. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes;
h. Lead and oversee the identification of opportunities for private sector engagement and co-financing;
i. Ensure the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process;
j. Oversee the conduct of consultations with partners regarding financial planning; and
k. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as per details outlined in Component A of the PPG I.

3) **Formulation of the ProDoc, GBFF CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):** With inputs from the international and 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 and ensure the preparation of a comprehensive Stakeholder Engagement Plan;
   e. Oversee and ensure the preparation of a Gender Action Plan and Budget;
   f. 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;
   g. 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;
   h. Ensure, through the national experts and UNDP, that all co-financing letters are secured as applicable;
   i. Prepare the indicative procurement plan;
   j. Secure and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support;
   k. Ensure the completion of the required official endorsement letters; and
   l. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GBFF ProDoc, the draft GEF CEO Endorsement, and all mandatory and project specific Annexes, using the templates.[2]

4) **Validation Workshop (Component C):**
   a. Lead the validation workshop to present, discuss and validate the final draft GBFF CEO Endorsement Request Form and mandatory and project specific annexes, with a special focus on the SESP and any management plans;

[2] Please verify with the UNDP-GEF team that the correct templates are being used.

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| | b. Oversee all necessary revisions that arise during the workshop; and<br>c. Ensure completion of Validation Workshop Report.<br><br>**5) <u>Final Deliverables</u>:**<br>a. 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 project document with all required sections and Annexes;<br>b. Completion of the GBFF CEO Endorsement Request with required Annexes;<br>c. Finalized SESP (and SES management plans as required) as well Comprehensive Stakeholder Engagement Plan and PPG Stakeholder Engagement Report) incorporated into document pack;<br>d. All documentation from GBFF PPG (including technical reports, meeting minutes, etc.); and<br>e. A Validation Workshop Report.<br><br>**Qualifications**<br>▪ Master's degree or higher in a relevant field, such as Natural Resource Management, Environment, Natural Science etc.<br>▪ Minimum 10 years of demonstrable experience in the technical area of biodiversity including finance, natural capital accounting, and natural resource management and conservation and in preparing high quality project documents, particularly for UNDP and GEF projects;<br>▪ Excellent written and oral communication skills in English;<br>▪ Demonstrated understanding of the GEF/GBFF rationale and procedures, and demonstrated experience in leading the formulation/design of GEF-funded project proposals, using the logical framework and the results-based management approaches;<br>▪ Work experience in the Pacific or Asia-Pacific preferred. |
| **<u>Consultant 2:</u>** International Specialist for Social and Environmental Safeguards<br><br>**Type:** IC<br><br>**Cost per person per day:** 500<br><br>**Number of person days needed:** 25 | **Role**<br>The Specialist will support the International PPG Team Lead to conduct the necessary assessments to identify potential environmental and social risks, and ways to avoid negative environmental and social impacts where possible, and where risk avoidance is not possible, to identify appropriate mitigation and management measures, in line with the UNDP Social and Environmental Standards. The SES expert will work closely with the technical team to ensure that SES are proactively integrated into the design of the project wherever possible.<br><br>**Responsibilities and Deliverables**<br><br>1. **<u>Preparatory Technical Studies and Reviews (Component A)</u>:** Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:<br>a. Review the pre-screening (SESP) conducted during the PPF phase and update the SESP; Lead all the baseline research for SESP by providing guidance to the national experts;<br>b. Conduct baseline social assessment and baseline review of national regulatory framework, baseline research for SESA (i.e. institutional, legal and policy context for addressing SES issues) and comparison with UNDP SES to identify gaps and conflicts by providing guidance to the national experts;<br>c. Liaise with the UNDP Safeguard Team to ensure that specific requirements as per UNDP safeguard guidance are addressed under the project; |

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| | d. With support from the national experts, 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 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. Based on these assessments, and if relevant, integrate relevant matters as needed including FPIC into project design and into the Indigenous People Framework and the comprehensive Stakeholder Engagement Plan;<br>e. Develop the Indigenous Peoples Framework and initiate FPIC consultations, if required, and support the development of the Gender action plan with substantive inputs from the national experts; the PPG Stakeholder Engagement Report should include a section on any preparatory FPIC consultations carried out during PPG;<br>f. Support PPG team leader with updating the Risk Register and the Risk Log through written communications;<br>g. Support the International GBFF Project Development Specialist (GBFF PPG Team Leader) as required in the context of UNDP SES (i.e. identifying opportunities for integrating SES into design and developing appropriate SES instruments);<br>h. Prepare an Environmental and Social Management Framework (ESMF) 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;<br>i. Working in close collaboration with the national experts, conduct baseline assessments of the potential for economic displacement, establish appropriate mechanisms for engaging local communities in decision making that affects their access to resources, and identify suitable mitigation measures – where this applies in formal protected areas, a Process Framework should be developed, and where it applies outside of formal Protected Areas a Livelihoods Action Framework should be developed in line with the requirements in the UNDP Supplemental Guidance on Standard 5..<br><br>**2. Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):** Prepare SES related inputs to the ProDoc and support the development of final PPG deliverables, as agreed with the PPG Team Leader.<br><br>**3. Validation Workshops (Component C):**<br>a. Participate in and contribute to the workshops, as necessary;<br>b. Support necessary revisions that arise during the inception and validation workshops and from the internal UNDP review, as appropriate;<br>c. Contribute to the workshop reports in the context of the technical area;<br>d. Assist the PPG Team Leader in addressing comments in the GEF Review Sheets elaborated in full detail and addressing all comments from GEF Sec in respective documentation.<br><br>**4. Final Deliverables:**<br>a. Environmental and Social Management Framework outlining the steps and procedures that will be followed for further risk screening, assessment and management during the Project Inception Phase and including the results of the institutional/policy gap analysis and other contextual information (as per UNDP |

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| | guidelines on ESMFs)<br>b. Completes Social and Environmental Screening Procedure (SESP)<br>c. Comprehensive Stakeholder Engagement Plan and PPG Stakeholder Engagement Report<br>d. Standalone plans such as baseline social assessment, and the baseline assessment on the national regulatory frameworks as required including budgets.<br>e. Indigenous People Framework with documented FPIC consultations, if required.<br>f. Livelihood Action Framework (outside PAs) and at least a provisional Process Framework (inside PAs)<br>g. Ensure and lead on the preparation of project-level Grievance Redress Mechanism (GRM) in direct collaboration with Gender specialist, the National Consultants and the Team Leader;<br>h. Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader.<br><br>**Qualifications**<br>▪ Master's or higher degree in Environmental and Social Sciences, Natural Resources Management or a closely related field;<br>▪ At least 5 years of relevant experience in Environment and Social Safeguards, Environmental management, and policy development and implementation;<br>▪ Proven track record of supporting, advising and collaborating with government institutions on environmental and social safeguards, climate change and sustainable development;<br>▪ Proven experience working with Indigenous People in the region is highly desirable;<br>▪ Proven experience and knowledge of safeguard principles, climate change, environmental and social impact assessment including environmental management of land and ecosystems;<br>▪ Working knowledge of UNDP, GEF or similar internationally funded projects and Social and Environmental Polices and Guidelines is an asset; and<br>▪ Excellent analytical, writing, advocacy, presentation, and communication skills in English. |
| **Consultant 3:** International Specialist on Gender<br><br>**Type:** IC<br><br>**Cost per person per day:** 500<br><br>**Number of person days needed:** 25 | **Role**<br>The consultant will be a gender and social inclusion expert with experience of in-depth gender analysis and local community engagement. The Specialist will support the International PPG Team Lead on gender related aspects and closely coordinate with the Social and Environment Safeguard Specialist to ensure that gender aspects are meaningfully integrated and addressed in the SESP.<br><br>**Responsibilities and Deliverables**<br><br>1) **Preparatory Technical Studies and Reviews (Component A):** Prepare inputs and support the required analyses/studies, as agreed with the GBFF PPG Team Leader, including:<br><br>a. With substantive inputs from the national experts, prepare the gender analysis and action plan and work closely with the GBFF PPG Team Leader to ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;<br>b. Advise on gender responsive stakeholder analysis and consultations and ensure that they are complete and comprehensive; and |

c. 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.

2) **Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):**
   a. With inputs from the national experts, prepare the Gender Mainstreaming Plan, with appropriate budget and identification of appropriate project interventions to ensure gender mainstreaming including at project demonstration sites;
   b. Using the findings from the gender analysis, provide inputs to the project's results framework and theory of change; ensure gender considerations are integrated into the project's theory of change and other relevant key parts of the Pro Doc including the Social and Environment Safeguard Plan (SESP), the Comprehensive SEP and the PPG Stakeholder Engagement Report;
   c. Provide inputs for the development of the Stakeholder Engagement Plan to ensure it is Socially Inclusive and Gender Responsive;
   d. With inputs from the national experts, prepare the Gender Action Plan and Budget;
   e. Support the agreements on project management arrangements and ensure that gender is adequately incorporated into these arrangements;
   f. Provide inputs into the ProDoc in relation to gender issues.

3) **Validation Workshop (Component C):**
   a. Participate in and contribute to the workshops, as necessary;
   b. Support necessary revisions that arise during the workshops and from UNDP internal review as appropriate;
   c. Contribute to the workshop reports in the context of the technical area;
   d. Assist the PPG Team Leader to address comments in the GEF Review Sheets are elaborated in full detail and addressing all comments from GEF Sec in respective documentation.

4) **Final Deliverables:**
   a. Gender Analysis and Gender Mainstreaming Plan;
   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. Supporting the National Social and Environment Safeguard Specialist to develop Grievance Redressal Mechanism for the project through sharing gender responsive approaches to increase effectiveness of GRM of the project;
   d. Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader.

**Qualifications**
- Master's degree or higher in a relevant field, such as gender studies, gender and development, women and environment, or women and sustainable development or any other related field.
- Minimum 5 years of experience working on gender related projects and policy areas is required;
- Experience with gender mainstreaming, community development, and social and environmental safeguards risk assessment and mitigation is desired;
- Experience carrying out participatory gender analysis; experience collecting and

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| | formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans is desired;<br>▪ Experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations is desirable;<br>▪ Demonstrated experience in carrying out consultations with Indigenous Peoples, FPIC, protection of cultural heritage, and/or community engagement is highly desired;<br>▪ Experience with project development and results-based management methodologies is highly desired;<br>▪ Fluency in English is required. |
| **Consultant:**<br>National Expert on Biodiversity and Project Development for Fiji<br><br>**Type:** NC<br><br>**Cost per person per day: USD 300**<br><br>**Number of person days needed:** 50 days | **Role**<br>The National Expert on Biodiversity and Project Development for Fiji will work closely with the PPG Team Leader in designing, planning and executing PPG activities at the national level in Fiji and providing relevant national inputs in the selected project areas. The consultant will be a Specialist in Biodiversity and Natural Resource Management and is also expected to support the International Specialists on country-specific inputs, including the drafting of national reports, pertaining to gender and social and environmental safeguards.<br><br>**Responsibilities and Deliverables:**<br><br>1. **Technical Studies and Reviews (Component A):** assist the Team Leader and the International Consultants on country-specific inputs to:<br>a. Baseline/situational analysis for the GBFF project. 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;<br>b. Guidance to and hands-on coordination of stakeholder analysis and consultations and ensure they are complete and comprehensive;<br>c. Ensure the preparation of the social and gender analysis and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;<br>d. Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate;<br>e. Facilitate the identification of the project sites, with documentation of selection criteria and description of project sites;<br>f. Assess institutional capacity applying UNDP's Capacity Development Scorecard;<br>g. Produce material pertaining to the preparation of a Socially Inclusive and Gender Responsive Comprehensive Stakeholder Engagement Plan<br>h. Guide consultations with partners regarding financial planning;<br>i. Assist and tangibly support the PPG Team Leader on completion of any additional studies and PPG deliverables that are determined to be needed for the preparation of the ProDoc and all other final outputs.<br>j. Secure all co-financing letters, as applicable.<br><br>2) **Formulation of the ProDoc, CEO Endorsement Request and Mandatory and** |

**Project Specific Annexes (Component B):** With inputs from the other national and international consultants, as detailed in their respective TORs, and based on international best practice and led with the technical guidance and inputs from the GBFF Project Team Leader and the two Internal Specialists:

a. Support the Development, presentation and articulation of the project's theory of change;
b. Support the Project Results Framework including Outcome Indicators in line with UNDP-GEF policy;
c. Support the detailed Monitoring and Evaluation Plan and Budget;
d. Oversee and ensure the preparation of a Socially Inclusive and Gender Responsive Comprehensive Stakeholder Engagement Plan for Fiji;
e. Oversee and ensure the preparation of a Gender Action Plan and Budget for Fiji;
f. Support completion of the risk log and register and update the SESP based on assessments undertaken during Component A, and ensure the development of environmental and/or social management plan(s) for all risks identified asHigh in the SESP;
g. Support the preparation of the GEF core indicators worksheet and lead the preparation of applicable Tracking Tools;
h. Support the preparation of Total Budget and Work Plan (TBWP) and indicative procurement plan;
i. Secure and present agreements on project management arrangements;
j. Support the syntheses of all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GBFF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the required templates.

3) **Inception and Validation Workshop (Component C):**

a. Under the overall guidance of the GBFF Team leader, co-lead the inception and validation workshops to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes;
b. Oversee and record all necessary revisions that arise during the workshops;
c. Assist the PPG in ensuring completion of Workshop Reports.
d. Assist the PPG Team Leader to address comments in the GEF Review Sheets elaborated in full detail and addressing all comments from GEFSec in respective documentation.

**Administrative Inputs towards completing the Prodoc:**

- Coordinate all the consultation meetings for the PPG team on the national level, including ensuring consultations with partners regarding financial planning.
- Prepare agendas, logistical arrangements, and keep notes/minutes/records for all the national level meetings and workshops.
- Seek appointments for the PPG team with government, CSOs and private partners and support meeting as necessary.
- Assist PPG team with the preparation of the project budget and multi-year work plan.
- Provide logistical support to the PPG team for field missions, travel arrangement, and any support required to facilitate field mission.

4) **Final Deliverables (with direct guidance from and for fully supporting the PPG Team Leader):**

a. Consolidation of all technical and consultation inputs including from

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| | 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;<br>b. A Stakeholder Engagement Plan on the country level which will feed into the project level final Comprehensive Stakeholder Engagement Plan<br>c. Finalized Project Risk Register and the Risk Log<br>d. Completion of the GEF CEO Endorsement Request;<br>e. Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader.<br>f. All documentation from GBFF PPGs (including technical reports, minutes/reports of all consultation workshops, participation lists with signatures, etc.);<br>g. Obtain co-financing letters;<br>h. Assist the PPG Team Leader to address comments in the GEF Review Sheets elaborated in full detail and addressing all comments from GEFSec in respective documentation.<br><br>**Qualifications**<br>▪ Master's degree or higher in a relevant field, such as Natural Resource Management, Environment, Natural Sciences, Agriculture, etc.<br>▪ Minimum 5 years of demonstrable experience in the technical area of Natural Resource Management, Agriculture, Forestry, etc.<br>▪ Sound knowledge of and experience in natural capital evaluation and accounting is preferred;<br>▪ Experience in preparing high quality UNDP and GEF project documents;<br>▪ Strong technical writing skills in English; and<br>▪ Excellent coordination and leadership skills, as well as relationship management skills. |
| **Consultant:**<br>National Expert on Biodiversity and Project Development for Nauru<br><br>**Type:** NC<br><br>**Cost per person per day: USD 300**<br><br>**Number of person days needed:** 40 days | **Role**<br>The National Expert on Biodiversity and Project Development for Fiji will work closely with the PPG Team Leader in designing, planning and executing PPG activities at the national level in Nauru and providing relevant national inputs in the selected project areas. The consultant will be a Specialist in Biodiversity and Natural Resource Management and is also expected to support the International Specialists on country-specific inputs, including the drafting of national reports, pertaining to gender and social and environmental safeguards.<br><br>**Responsibilities and Deliverables:**<br><br>**1. Technical Studies and Reviews (Component A):** assist the Team Leader and the International Consultants on country-specific inputs to:<br>a. Baseline/situational analysis for the GBFF project. 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;<br>b. Guidance to and hands-on coordination of stakeholder analysis and consultations and ensure they are complete and comprehensive;<br>c. Ensure the preparation of the social and gender analysis and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework; |

d. Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate;
e. Facilitate the identification of the project sites, with documentation of selection criteria and description of project sites;
f. Assess institutional capacity applying UNDP's Capacity Development Scorecard;
g. Produce material pertaining to the preparation of a Socially Inclusive and Gender Responsive Comprehensive Stakeholder Engagement Plan
h. Guide consultations with partners regarding financial planning;
i. Assist and tangibly support the PPG Team Leader on completion of any additional studies and PPG deliverables that are determined to be needed for the preparation of the ProDoc and all other final outputs.
j. Secure all co-financing letters, as applicable

2. **Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):** With inputs from the other national and international consultants, as detailed in their respective TORs, and based on international best practice and led with the technical guidance and inputs from the GBFF Project Team Leader and the two International Specialists:
    a. Support the Development, presentation and articulation of the project's theory of change;
    b. Support the Project Results Framework including Outcome Indicators in line with UNDP-GEF policy;
    c. Support the detailed Monitoring and Evaluation Plan and Budget;
    d. Oversee and ensure the preparation of a Socially Inclusive and Gender Responsive Comprehensive Stakeholder Engagement Plan for Nauru;
    e. Oversee and ensure the preparation of a Gender Action Plan and Budget for Nauru;
    f. Support completion of the risk log and register and update the SESP based on assessments undertaken during Component A, and ensure the development of environmental and/or social management plan(s) for all risks identified asHigh in the SESP;
    g. Support the preparation of the GEF core indicators worksheet and lead the preparation of applicable Tracking Tools;
    h. Support the preparation of Total Budget and Work Plan (TBWP) and indicative procurement plan;
    i. Secure and present agreements on project management arrangements;
    j. Support the syntheses of all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GBFF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the required templates.

3. **Inception and Validation Workshop (Component C):**
    a. Under the overall guidance of the GBFF Team leader, co-lead the inception and validation workshops to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes;
    b. Oversee and record all necessary revisions that arise during the workshops;
    c. Assist the PPG in ensuring completion of Workshop Reports.
    d. Assist the PPG Team Leader to address comments in the GEF Review Sheets elaborated in full detail and addressing all comments from GEFSec in respective documentation.

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| | **Administrative Inputs towards completing the Prodoc:**<br>• Coordinate all the consultation meetings for the PPG team on the national level, including ensuring consultations with partners regarding financial planning.<br>• Prepare agendas, logistical arrangements, and keep notes/minutes/records for all the national level meetings and workshops.<br>• Seek appointments for the PPG team with government, CSOs and private partners and support meeting as necessary.<br>• Assist PPG team with the preparation of the project budget and multi-year work plan.<br>• Provide logistical support to the PPG team for field missions, travel arrangement, and any support required to facilitate field mission.<br><br>4. **Final Deliverables (with direct guidance from and for fully supporting the PPG Team Leader):**<br>a. 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;<br>b. Stakeholder Engagement Plan on the country level which will feed into the project level final Comprehensive Stakeholder Engagement Plan<br>c. Finalized Project Risk Register and the Risk Log<br>d. Completion of the GEF CEO Endorsement Request;<br>e. Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader.<br>f. All documentation from GBFF PPGs (including technical reports, minutes/reports of all consultation workshops, participation lists with signatures, etc.);<br>g. Obtain co-financing letters;<br>h. Assist the PPG Team Leader to address comments in the GEF Review Sheets elaborated in full detail and addressing all comments from GEFSec in respective documentation.<br><br>**Qualifications**<br>▪ Master's degree or higher in a relevant field, such as Natural Resource Management, Environment, Natural Sciences, Agriculture, etc.<br>▪ Minimum 5 years of demonstrable experience in the technical area of Natural Resource Management, Agriculture, Forestry, etc.<br>▪ Sound knowledge of and experience in natural capital evaluation and accounting is preferred;<br>▪ Experience in preparing high quality UNDP and GEF project documents;<br>▪ Strong technical writing skills in English; and<br>▪ Excellent coordination and leadership skills, as well as relationship management skills. |
| **Consultant:**<br>National Expert on Biodiversity and Project Development for Tonga<br><br>**Type:** NC | **Role**<br>The National Expert on Biodiversity and Project Development for Tonga will work closely with the PPG Team Leader in designing, planning and executing PPG activities at the national level in Tonga and providing relevant national inputs in the selected project areas. The consultant will be a Specialist in Biodiversity and Natural Resource Management and is also expected to support the International Specialists on country-specific inputs including the drafting of national reports, pertaining to gender and social and environmental safeguards. |

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| **Cost per person per day: USD 300**<br><br>**Number of person days needed:** 45 days | **Responsibilities and Deliverables:**<br><br>**1. Technical Studies and Reviews (Component A):** assist the Team Leader and the International Consultants on country-specific inputs to:<br>a. Baseline/situational analysis for the GBFF project. 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;<br>b. Guidance to and hands-on coordination of stakeholder analysis and consultations and ensure they are complete and comprehensive;<br>c. Ensure the preparation of the social and gender analysis and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;<br>d. Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate;<br>e. Facilitate the identification of project sites, with documentation of selection criteria and description of project sites;<br>f. Assess institutional capacity applying UNDP's Capacity Development Scorecard;<br>g. Produce material pertaining to the preparation of a Socially Inclusive and Gender Responsive Comprehensive Stakeholder Engagement Plan<br>h. Guide consultations with partners regarding financial planning;<br>i. Assist and tangibly support the PPG Team Leader on completion of any additional studies and PPG deliverables that are determined to be needed for the preparation of the ProDoc and all other final outputs.<br>j. Secure all co-financing letters, as applicable.<br><br>**2. Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):** With inputs from the other national and international consultants, as detailed in their respective TORs, and based on international best practice and led with the technical guidance and inputs from the GBFF Project Team Leader and the two International Specialists:<br><br>a. Support the Development, presentation and articulation of the project's theory of change;<br>b. Support the Project Results Framework including Outcome Indicators in line with UNDP-GEF policy;<br>c. Support the detailed Monitoring and Evaluation Plan and Budget;<br>d. Oversee and ensure the preparation of a Socially Inclusive and Gender Responsive Comprehensive Stakeholder Engagement Plan for Tonga;<br>e. Oversee and ensure the preparation of a Gender Action Plan and Budget for Tonga;<br>f. Support completion of the risk log and register and update the SESP based on assessments undertaken during Component A, and ensure the development of environmental and/or social management plan(s) for all risks identified as High in the SESP;<br>g. Support the preparation of the GEF core indicators worksheet and lead the preparation of applicable Tracking Tools;<br>h. Support the preparation of Total Budget and Work Plan (TBWP) and indicative procurement plan;<br>i. Secure and present agreements on project management arrangements; |

j. Support the syntheses of all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GBFF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the required templates.

**3. Inception and Validation Workshop (Component C):**

a. Under the overall guidance of the GBFF Team leader, co-lead the inception and validation workshops to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes;
b. Oversee and record all necessary revisions that arise during the workshops;
c. Assist the PPG in ensuring completion of Workshop Reports.
d. Assist the PPG Team Leader to address comments in the GEF Review Sheets elaborated in full detail and addressing all comments from GEFSec in respective documentation.

**Administrative Inputs towards completing the Prodoc:**

- Coordinate all the consultation meetings for the PPG team on the national level, including ensuring consultations with partners regarding financial planning.
- Prepare agendas, logistical arrangements, and keep notes/minutes/records for all the national level meetings and workshops.
- Seek appointments for the PPG team with government, CSOs and private partners and support meeting as necessary.
- Assist PPG team with the preparation of the project budget and multi-year work plan.
- Provide logistical support to the PPG team for field missions, travel arrangement, and any support required to facilitate field mission.

**4. Final Deliverables (with direct guidance from and for fully supporting the PPG Team Leader):**

a. 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;
b. Stakeholder Engagement Plan on the country level which will feed into the project level final Comprehensive Stakeholder Engagement Plan
c. Finalized Project Risk Register and the Risk Log
d. Completion of the GEF CEO Endorsement Request;
e. Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader.
f. All documentation from GBFF PPGs (including technical reports, minutes/reports of all consultation workshops, participation lists with signatures, etc.);
g. Obtain co-financing letters;
h. Assist the PPG Team Leader to address comments in the GEF Review Sheets elaborated in full detail and addressing all comments from GEFSec in respective documentation.

**Qualifications**

- Master's degree or higher in a relevant field, such as Natural Resource Management, Environment, Natural Sciences, Agriculture, etc.
- Minimum 5 years of demonstrable experience in the technical area of Natural Resource Management, Agriculture, Forestry, etc.
- Sound knowledge of and experience in natural capital evaluation and accounting

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| | is preferred;<br>▪ Experience in preparing high quality UNDP and GEF project documents;<br>▪ Strong technical writing skills in English; and<br>▪ Excellent coordination and leadership skills, as well as relationship management skills. |