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Initiation Plan / GEF PPG

Empowered lives.
Resilient nations.

Project Title: Enhance the adaptative capacity to floods and water security in São Tomé and Principe

Country: São Tomé and Príncipe

Country Programme Outcome: UNDP #2: "By 2027, institutions integrate climate change adaptation, low carbon and renewable energies into policies and programmatic implementation".

Gender Marker rating: *GEN2*

SES Pre-Screening Categorization: *Moderate Risk*

Quantum Project ID: 01002840 Quantum Award ID: 1334192 PIMS number: 9839 Management Arrangement: *DIM*	**Total budget:** **US$ 150,000** Allocated resources: • LDCF **US$ 150,000**

AGREED BY

DocuSigned by:
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Negar Arefi Resident Representative a.i. UNDP São Tomé and Príncipe	Signature	19/11/2024 Date

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TABLE OF CONTENTS

I. Brief Description of the Initiation Plan/GEF PPG 3
II. Stakeholder Engagement, public disclosure, and other requirements 5
III. GEF PPG Activities 6
Component A: Preparatory Technical Studies & Reviews 6
Component B: Formulation of the UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes 9
Component C: Validation Workshop and Report 11
IV. Total Budget and Work Plan for GEF PPG 12
V. GEF PPG Activities timeframe and budget 15
VI. Mandatory Annexes 16
Annex 1: GEF CEO PIF/PPG Approval Letter 16
Annex 2: Draft Terms of Reference (TORs) of Consultants Financed by the Project Preparatory Grant (GEF PPG) 17

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

I. BRIEF DESCRIPTION OF THE INITIATION PLAN/GEF PPG

Objective & Final Outputs

The objective of the GEF PPG is to develop the project concept into a full project: **Enhance the adaptative capacity to floods and water security in São Tomé and Principe**. As described in the project concept (PIF), this project aims to increase (1) the resilience of urban areas and vulnerable communities to the impacts of climate change-driven floods and (2) water security in São Tome and Principe.

On one hand, the project will **enhance the enabling environment for climate resilient IWRM** (Component 1), by contributing towards: i) an effective Institutional framework for climate-resilient planning and development of the water (including drainage and sanitation) and waste sectors (Outcome 1), as well as, ii) an operational capacity to implement the required cross sector approach, based on improved information on water resources (with a focus on upstream rural areas of the Agua Grande District and Principe), that will enable a technically and financially sustainable sector management (Outcome 2). Additionally, the project will **strengthen the resilience of urban drainage and water systems through climate adaptive approach (**Component 2), in the Água Grande District – home to 86.054 inhabitants (2023), i.e., 38,5% of the country's population, and notably the cities of São Tomé, as well as Santo António - the main city of the RAP, with 9.341inhabitants (2023), 35% of the region's population. This will entail i) improving the management of upstream watershed and downstream water and wastewater drainage infrastructures, for better response to climate driven floods (Outcome 3) and ii) reducing water quality risk through improved monitoring and more effective solid waste management in the city of S. Tomé (Outcome 4).

The proposed intervention will focus on a total area of 9.000hectares corresponding to 9% of the country's total area, notably **Água Grande district,** including the city of São Tomé and the upstream areas of the watersheds that feed into Água Grande (estimated area of 7.000 hectares) and the **Autonomous Region of Príncipe**, notably the city of Santo António and the upstream areas of River Papagaio (estimated total area of 2.000 hectares).

To foster learning, adaptive management, sustainability and replication (integrating a gender perspective), the **project knowledge will be managed, and project results monitored and evaluated**, through a knowledge management and dissemination system (Component 3), which will contribute to increase the awareness and capacity of citizens to participate in the implementation of climate adaptive approaches, while also promoting inclusion, gender equality and women's empowerment.

The following documents are to be consulted as background for the GEF PPG phase:

- PIF approved by GEF Council;
- SES pre-screening (of PIF)
- Comments from GEF Secretariat, Council and/or STAP;
- Annotated UNDP-GEF Project Document Template 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

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with the required separation of oversight and execution support services). All GEF policies are available here.

The final expected outputs of the GEF PPG are:

1. UNDP-GEF Project Document (ProDoc), using the latest standard template;
2. Mandatory annexes to the ProDoc, including gender analysis and action plan, and stakeholder engagement plan, among others, and project-specific annexes;
3. GEF CEO Endorsement Request and all mandatory 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.

Table 1: Key Dates for the GEF PPG

Milestone	Date	Notes
Targeted Internal submission date for UNDP-GEF review and clearance	April 20, 2025	FSP: within 10 months of PIF approval
Targeted date for submission of the GEF CEO Endorsement Request package to the GEF	June 20, 2025	FSP must be within 12 months of PIF approval ***Failure to submit a ProDoc and CEO ER to the GEF Sec by this date will lead to the automatic cancellation of the project by the GEF Sec.***
Final deadline for submission of the GEF CEO Endorsement Request package to the GEF after which the project will be cancelled	Dec 20, 2025	FSP: must be within 18 months of PIF approval If the project has not been CEO endorsed by the deadline, it will be automatically cancelled by the GEF Sec.

PPG Management Arrangements

The UNDP Country Office in São Tomé and Príncipe will lead the project development process and manage the GEF PPG budget in full consultation with the UNDP-GEF Regional Technical Adviser. The GEF PPG Quantum budget is presented in *Section IV: Total Budget and Work Plan*.

As appropriate, a Working Group will guide the GEF PPG team, and review and endorse the GEF PPG deliverables. The Working Group is responsible for ensuring that the deliverables outlined in this GEF PPG are completed on time and in line with UNDP and GEF requirements. The UNDP Deputy Resident Representative will chair the Working Group. The Working Group should include the following members (or their delegates):

- UNDP Assistant Resident Representative/Programme
- UNDP Economic Growth and Environmental Sustainability Portfolio Manager
- UNDP Project Manager
- UNDP Regional Technical Specialist for Climate Change Adaptation • CO/RSCSA
- Ministry of Environment
    - Directorate of Environment and Climate Action (DAAC)
    - Directorate of Forests and Biodiversity (DFB),
- Ministry of Infrastructure and Natural Resources

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

  - National Water Institute (INA)
  - National Roads Institute (INAE)
  - Civil Engineering Laboratory of São Tomé and Príncipe (LECSTP)
  - Water and Electricity Company (EMAE)
- Ministry of Finances, Planning and Blue Economy
- Regional Secretariat for Infrastructure, Public Works and Territorial Planning (SRIOOT)
- Regional Directorate for the Environment and Nature Conservation (DRACN)
- Agua Grande District Council (CDAG)
- National Committee for Prevention and Response to Disasters (CONPREC)
- National Committee for Climate Change (CNMC)
- National Institute for the Promotion of Gender Equality and Equity (INPG)
- Federation of Non-Governmental Organizations of São Tomé and Príncipe (FONG-STP)

The GEF PPG team will be composed of the following consultancies, described in the draft Terms of Reference (TORs) in Annex 2.

- **International consultants**
  1. Project Development Specialist/PPG Team Leader
  2. Main Civil Engineer
  3. Specialist in Urban waste management, watershed management, water quality and Nature Based Solutions
  4. Social and Environmental Standards and Safeguards and stakeholder engagement
  5. Gender specialist

- **National consultants:**
  6. Senior Specialist in Livelihood and Community Engagement
  7. Policy & Institutional Expert

  8. National consultant for PPG coordination and implementation support

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 GEF 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. A list of these stakeholders will be prepared and included in Annex to the project document.

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

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 Social and Environment Screening Procedure (SESP), included in Annex to the project document, has an overall safeguard risk rating of moderate or high, 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 must demonstrate strong country ownership and will become a key reference document should an environmental and social safeguard complaint/grievance be filed during project implementation. This is mandatory for high and substantial risk projects and recommended for moderate risk projects.

2. Before GEF CEO endorsement (if appropriate given the GEF cancellation policy) or at the latest by the LPAC meeting, the UNDP-GEF project document, SESP and related management plans, and other relevant information/documents (e.g. ProDoc annexes) will be made available to the public on the UNDP website or open.undp.org. It is recommended to make these documents are available for 30 days in advance of the LPAC meeting for moderate risk projects, and 120 days in advance for high risk projects.

See the SES Supplemental Guidance on Disclosure for more information.

III. GEF PPG ACTIVITIES

PPG Component A: Preparatory Technical Reviews & Studies and Stakeholder Consultations

The following technical studies and reviews will be conducted, building on the PIF and the comments received about the PIF from GEF Secretariat, GEF Council and STAP (see Annexes 4 a-c)

a. Desktop and field-based studies and data collection

This research should produce the background information required to prepare the ProDoc (including its Annexes) and GEF CEO Endorsement Request, including but not limited to:

- Development challenge and strategy (including threats, problems, and barrier assessment);
- Review of national policy and legislative frameworks;
- 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;
- STA comments pending from PIF Review; and
- Any other analyses required to address all comments on the PIF received from GEF Secretariat, GEF Council members and STAP.

b. Gender Analysis

A gender analysis will be prepared 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.

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

c. Social and Environmental Standards: Screening and Assessments

The social and environmental safeguards pre-screening (pre-SESP) prepared during the PIF design phase has initially determined the overall risk categorization of these project as *Substantial* and highlighted potential safeguards risks to be further assessed during the PPG phase.

An Environmental and Social Management Framework (ESMF), along with other supporting frameworks, will be prepared to ensure that the necessary assessments are carried out during project implementation. The standard templates are available in the UNDP SES Toolkit A standard template for an environmental and social management framework is available here: ESMF outline. The Framework and ProDoc must clearly state that none of the associated project activities will commence until the assessments have been completed; the required management plans have been prepared, and the plans have been publicly disclosed and approved by the Project Board.

d. Identification of project sites

Based on the above reviews, and through consultation with stakeholders, the targeted project sites will be identified during the PPG phase.

Geographic coordinates, maps and shapefiles will be provided for inclusion in the ProDoc, ensuring that all maps used conform strictly to maps accepted by the UN Cartographic Unit.

Once the sites have been confirmed, the planned interventions will be subjected to further SES screening to ensure that UNDP Social and Environmental Standards are applied for each site, the risks particular to each site will be assessed and the appropriate mitigation standards prepared to manage such risks and reduce their social and environmental impacts.

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

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-GEF 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 PIF, an appropriately scaled analysis of project stakeholders will be undertaken. This stakeholder analysis will provide the foundation for developing the project's Comprehensive Stakeholder Engagement Plan and facilitate the prioritization of engagement activities with particular stakeholder groups and individuals. Projects with pre-screening categorizations of Substantial or High will prepare a **comprehensive** stakeholder analysis. See the UNDP SES Guidance Note on Stakeholder Engagement.

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

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 (PIF) stage before CEO**

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

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

Endorsement, regardless of whether the execution services are intended to be funded from the GEF grant or non-GEF resources. See the UNDP-GEF ProDoc template guidance for further information.

- 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.

h. Other required studies

A Climate Risk and Vulnerability Assessment, following the GEF-Guidance on Climate Risk, will be carried out. In addition, a SIDS study may be prepared for Sao Tome & Principe. Furthermore, it will be critical to ensure the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process.

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

Based on the technical studies and reviews undertaken under **Component A**, the UNDP-GEF Project Document will be developed, and the GEF CEO Endorsement Request will be prepared. See additional guidance notes below.

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

i. 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.

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

- 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.
- 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.

a. 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.

b. 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.

The SES Frameworks 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.

j. GEF and LDCF/SCCF Core Indicators

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

LDCF/SCCF projects will use the CCA Results Framework worksheet.

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.

c. 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.

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

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

k. 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
- Multi-Year Work Plan
- Monitoring Plan
- UNDP Risk Register
- Overview of Technical Consultancies
- GEF 7 Taxonomy
- Initial Project Team Procurement Plan and TORs for key Project Team staff

Upon a request from the UNDP Regional Technical Adviser during the PPG implementation, the PPG team may be required to prepare additional annexes.

l. 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 ProDoc. 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. A validation workshop report will be prepared.

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

IV. TOTAL BUDGET AND WORK PLAN FOR GEF PPG

Quantum Project ID:	01002840
Quantum Award ID:	1334192
Business Unit:	UNDP-STP
Project Title:	PPG PIMS 9839-Enhance the adaptative capacity to floods and water security in São Tomé and Principe
Award Title:	PPG PIMS 9839-Enhance the adaptative capacity to floods and water security in STP
PIMS number:	9839
Implementing Partner:	UNDP

GEF Outcome/Quantum Activity	Responsible Party	Fund ID	Donor Name	Quantum Budgetary Account Code	QUANTUM Budget Description	Amount US$	Budget Notes
Enhance the adaptative capacity to floods and water security in São Tomé and Principe	UNDP	62160	LDCF	72100	Contractual Services-Companies	104,350	**A**
				71200	International Consultants	19,700	**B**
				74100	Professional Services	6,000	**C**
				71300	Local Consultants	13,000	**D**
				71600	Travel	2,400	**E**
				75700	Training, Workshops and Confer	2,000	**F**
				74200	Audio visual & Print production costs	2,000	**G**
				72500	Supplies	550	**H**
					PROJECT TOTAL	**150,000**	

BN	Items	Days	Daily Fee (US$)	Budget (US$)
A	Contractual Services companies International firm to provide full service (PPG Team Leader, engineering studies, Gender and socio-environmental safeguards experts, institutional expert: 1. **IC PPP Team lead** - project development expert with background in natural sciences,	12 weeks = 60 days (20 in-country days)	700	104,350

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

	climate change and natural disaster management 2. **IC Main Civil Engineer –** responsible for identifying potential intervention sites and conducting necessary studies to support a robust urban flood control. 3. **IC Urban waste management, watershed management, water quality and Nature Based Solutions -** responsible for designing a comprehensive waste management strategy that integrates urban flood control measures. 4. **IC Gender Specialist –** responsible for developing mandatory project Annexes related to gender mainstreaming and stakeholder engagement. 5. **NC Senior Specialist in Livelihoods and Community Engagement** – will lead and advise on the stakeholder analysis and consultations. 6. **NC Policy and Institutional expert** - will provide country-specific inputs and expertise relevant to legal framework and institutional capacity reviews.	6 weeks = 30 days (12 in-country days) 5 weeks = 25 days (15 in-country days) 2 weeks = 10 days (5 in-country days) 8 weeks = 40 days @USD750/week 4 weeks = 20 days @USD750/week Below prices are included in this budget line: - Total costs of International and in-country travels: USD4,800, and - DSA for PPG international team @USD150/day for 52 days	650 650 500 150 150	
B	**IC Social and Environmental Standards and Safeguards and stakeholder engagement –** responsible for assessing the SE risks triggered by the project and designing mitigation strategies following the	5 weeks = 25 days (15 in-country days) Below prices are included in this budget line:	650	19,700

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

	UNDP SESP and developing the stakeholder engagement plan.	- Total costs of International and in-country travels: USD1,200, and - DSA for international safeguards consultant calculated @ USD150/day for 15 days		
C	Cost for conducting HACT micro-assessment for the partner/s			6,000
D	National consultant for PPG coordination and implementation support	10 months	USD1,300/month	13,000
E	Travel in country of PPG team and Regional Stakeholders (Principe to São Tome e vice versa): ▪ PPG team travel to Principe: ▪ 4* USD300 = USD1,200 ▪ 4* USD100 = USD400 ▪ Principe reps travel to São Tome: ▪ 2* USD300 = 600 USD ▪ 2* USD100 = 200 USD			2,400
F	Workshops with stakeholders to co-create and validate the intervention			2,000
G	Printing of materials, translation costs, other media cost			2,000
H	Materials, supplies, stationary			550

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

V. GEF PPG ACTIVITIES TIMEFRAME AND BUDGET

PPG Activity	09/24	10/24	11/24	12/24	01/25	02/25	03/25	04/25	05/25	06/25	07/25	08/25	09/25	10/25	11/25	12/25	Budget (US$)
PPG team recrutement process	PPG team recruited																
Request of ASL and finalization of award	ASL granted/ award approved																
Kick off meeting (online)		Meeting minutes															
Component A : Technical studies			Proposal of project sites based on analysis & consultation		Partners capacity assessment and HACT												150,000
Component B: Formulation of Prodoc			Draft results framework, theory of change and TBWP for UNDP review					Draft full project document, CEO ER and mandatory annexes for UNDP review and clearance			Address GEF comments to draft Prodoc and package						
Component C: Validation workshop		Inception workshop report	Consultation workshop 1 report				Final Validation workshop report										
Delivery of draft outputs			Draft results framework, theory of change and TBWP for UNDP review and clearance					Draft full project document, CEO ER and mandatory annexes for UNDP review and clearance									
Delivery of final outputs										Submission of the GEF CEO Endorsement Request package to the GEF						Submission of the GEF CEO Endorsement Request package to the GEF	

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

VI. MANDATORY ANNEXES

Annex 1: GEF CEO PIF/PPG Approval Letter



CEOPPGPIFClearance Letter_11544SaoTom

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

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

International consultants

1. Project Development Specialist/PPG Team Lead
2. Main Civil Engineer
3. Specialist in Urban waste management, watershed management, water quality and Nature Based Solutions
4. Social and Environmental Standards and Safeguards and stakeholder engagement
5. Gender specialist

National consultants:

6. Senior Specialist in Livelihood and Community Engagement
7. Policy & Institutional Expert
8. **PPG coordination and implementation support**

The cost per consultancy week and number of weeks provided below are indicative only and should be revised.

Position, Type, and Cost	Role, Deliverables and Qualifications
Consultant 1: International Project Development Specialist (GEF PPG Team Lead) **Type:** IC **Cost per person week:** USD3,500 **Number of person weeks needed:** 12 weeks	**Role:** Lead the PPG in general and responsible for quality assurance and timely preparation of all reports and documentation, including the finalised UNDP Project Document (ProDoc) and the GEF CEO Request for Approval, with all mandatory and project-specific annexes and supporting documentation. Responsible for managing all the consultants on the PPG team and coordinating the team's work, as well as providing the necessary expertise on flood adaptation capacity and water security in São Tomé and Príncipe. **Deliverables:** The following lists the overall responsibilities and deliverables expected from the contractor. Note that the UNDP PPG Implementation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly. 1. Management of the GEF PPG Team, Field mission and PPG Inception Meeting 1. Define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities for the International Consultants (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. 2. Preparatory Technical Studies and Reviews and Stakeholder consultations (Component A): With inputs from the internacional and 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 LDCF outcomes; a definition of LDCF incremental value per outcome and output; and a presentation of results of the incremental cost-analysis in matrices as appropriate;

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

	2. 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 and tourism associations and bodies; 3. 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; 4. Oversee the preparation of the Environmental and Social Management Framework (ESMF) to ensure that the necessary assessments are carried out during project implementation 5. Ensure action points, including risk assessments, from the UNDP SES pre-screening (prepared at the concept stage) are fully implemented during the PPG, and update that screening in an iterative process throughout the PPG, and as appropriate; 6. Oversee and provide inputs for the **identification of the project sites**, with documentation of selection criteria; 7. Oversee the consultations with partners regarding **financial planning**; and 8. Lead/provide inputs for the selection of and ensure completion of **any additional studies** that are determined to be needed for the preparation of the ProDoc and all other final outputs. 3. <u>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</u>: 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 the Environmental and Social Management Framework (ESMF); 7. Oversee the preparation of the required GEF tracking tools (if required) and LDCF 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.[1] 4. <u>Validation Workshop (Component C)</u>: 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, gender analysis and any management plans; 2. Oversee all necessary revisions that arise during the workshop; and 3. Ensure completion and delivery of Validation Workshop Report. 5. <u>Final Deliverables</u>: 1. Consolidation of all technical and consultation inputs and comments including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

	written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance; 2. Completion of the GEF CEO Endorsement Request; 3. Finalized SESP (and SES management plans as required); 4. All documentation from GEF PPG (including technical reports, meeting minutes, etc.); and 5. Validation Workshop Report. **Qualifications** • Master's degree or higher in a relevant field (e.g. Natural Sciences, Natural Disaster (floods), Environment, Geology, Ecology, Forestry); a relevant university degree in combination with qualifying experience in the areas related to the project objectives will be accepted in lieu of the post-graduate degree. • Proven experience in leading the development of quality projects funded by the LDCF (preferably in climate action, natural disaster and environmental protection, pro and/or PA management); • Proven capacity in project management and team leadership • Minimum of 10 years of proven experience relevant to more than two of the following areas: Climate Action, Natural Disasters (urban floods control), management of protected areas, urban planning; • Demonstrated experience working in developing country contexts. • Experience in Small Island Developing States would be an asset; • Full proficiency in quality written and spoken English required; • Working knowledge of Portuguese/Spanish/French is highly desirable.
<u>Consultant 2</u>: Main Civil Engineer **Type:** IC **Cost per person week:** USD3,250 **Number of person weeks needed:** 6 weeks	**Role:** Under the coordination of the PPG Team Leader and in close collaboration with other PPG Team members, participate in and support the PPG process, research, field mission, project development and the preparation of the ProDoc/GEF CEO Endorsement Request package. The Main Civil Engineer will be responsible for identifying potential intervention sites and conducting necessary studies to support a robust urban flood control proposal during project formulation. He/she will provide expert guidance and technical support to achieve the following objectives: **Deliverables:** The following lists the overall responsibilities and deliverables that will be expected from the contractor. Note that the UNDP PPG Implementation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly. 1) <u>Preparatory Technical Studies and Reviews and Stakeholder consultations (Component A)</u>: **Site Identification**: • Coordinate with relevant stakeholders that are conducting projects in the same technical and/or geographical area, ensuring that projects are complementary. • Conduct comprehensive assessments to identify urban areas within the defined area of intervention, highly vulnerable to flooding. • Prioritize sites based on risk levels, infrastructure conditions, and potential impact. **Preliminary Feasibility Studies:** • Perform preliminary feasibility studies at selected sites, including hydrological, hydraulic, and environmental assessments. • Analyze existing flood control infrastructure and identify gaps and opportunities for improvement. • Preliminary design o flood management systems, including drainage, retention basins, and flood barriers, considering local topography, climate, and urban infrastructure

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

	Data Collection and Analysis: • Gather and analyse relevant data on rainfall patterns, flood frequencies, and existing flood management systems. • Utilize geographic information systems (GIS) and other tools to map flood-prone areas and evaluate intervention options. **Technical Reporting:** • Prepare comprehensive reports on site assessments, feasibility studies, and recommended interventions. • Provide technical documentation to support the development of the project proposal as requested by the Team Leader. **Stakeholder Engagement:** • Coordinate with the SES International Consultant the preparation and implementation of consultations with local authorities, community representatives, and other stakeholders to gather input and validate findings. • Ensure that identified interventions align with local needs and priorities. 2) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):</u> • Provide relevant quality text sections for the ProDoc/ GEF CEO Endorsement Request package on the aspects mentioned above. • Review deliverables from other PPG team members as appropriate for alignment, integration and mutual quality assurance. 3) <u>Validation Workshop (Component C):</u> • Participate in and contribute to the validation workshop. • Support necessary revisions that arise during the workshop, as appropriate. 4) <u>Final Deliverables:</u> Inputs provided into the Final Project Document, as agreed with PPG Team Leader and approved by UNDP CO **Qualifications** ▪ Education: Bachelor's degree in civil engineering; master's degree in water resources engineering, Urban Floods Management or a related field preferred. ▪ Minimum of 10 years of relevant experience in civil engineering, with a focus on urban flood management and control, urban planning, site assessment, feasibility studies in urban settings and infrastructure development in tropical climates and Small Island Developing States. ▪ Expertise in flood risk assessment and management, hydraulic modelling, and infrastructure design. ▪ Strong understanding of urban planning processes and integration of flood management strategies
<u>Consultant 3</u>: Urban waste management, Watershed management, water quality and Nature Based Solutions	**Role:** Under the coordination of the PPG Team Leader and in close collaboration with other PPG Team members, participate in and support the PPG process, research, field mission, project development and the preparation of the ProDoc/GEF CEO Endorsement Request package. The Urban Waste management expert will be responsible for designing a comprehensive waste management strategy that integrates urban flood control measures. This includes institutional engagement to ensure effective implementation and sustainability of the proposed strategy. He/she will provide expert guidance and technical support to achieve the following objectives:

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

Type: IC **Cost per person week:** USD3,250 **Number of person weeks needed:** 5 weeks	**Deliverables:** The following lists the overall responsibilities and deliverables that will be expected from the contractor. Note that the UNDP PPG Implementation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly. 1) Preparatory Technical Studies and Reviews and Stakeholder consultations (Component A): **Assessment and Analysis:** • Conduct a detailed assessment of current waste management practices and flood control mechanisms in the country. • Analyse the institutional frameworks and identify gaps in policy, resources, and capacity related to waste management. • Conduct a detailed assessment of existing watershed management practices and water quality issues in the country. • Evaluate current urban flood control measures and their effectiveness in relation to watershed management and water quality. • Identify opportunities and challenges related to implementing nature-based solutions in the upstream watershed areas. **Strategy Development:** • Develop a holistic waste management strategy tailored to the specific needs of the target SIDS, addressing waste generation, collection, disposal, recycling, and treatment. • Integrate flood control measures into the waste management strategy to mitigate the impacts of urban floods on waste systems. • Propose innovative and sustainable solutions that consider local contexts, environmental impacts, and resource constraints. • Develop an integrated watershed management strategy that addresses water quality control and urban flood mitigation. • Design nature-based solutions for upstream watershed management to enhance resilience and sustainability. • Propose mechanisms for water quality control that align with the watershed management strategy and address local environmental conditions. • Propose innovative and sustainable solutions that involve local communities, consider local contexts, environmental impacts, and resource constraints. **Institutional/stakeholder Engagement:** • In coordination with the SES International Consultant identify and engage with key institutional stakeholders, including government agencies, local authorities, community organizations, and private sector entities. • In coordination with the SES International Consultant facilitate workshops and consultations to gather input, build consensus, and ensure buy-in for the proposed strategy. • Recommend institutional arrangements and governance structures to support the implementation and monitoring of the strategy. • Ensure that identified intervention aligns with local needs and priorities. **Implementation Plan:** • Develop a detailed implementation plan outlining the steps, timelines, and resources required for executing the waste management strategy. • Propose a monitoring and evaluation framework to track progress, assess effectiveness, and make necessary adjustments.

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

	• Develop recommendations for integrating nature-based solutions into existing frameworks and policies. 2) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):</u> • Provide relevant quality text sections for the ProDoc/ GEF CEO Endorsement Request package on the aspects mentioned above. • Review deliverables from other PPG team members as appropriate for alignment, integration and mutual quality assurance. 3) <u>Validation Workshop (Component C):</u> • Participate in, and contribute to the validation workshop. • Support necessary revisions that arise during the workshop, as appropriate. 4) <u>Final Deliverables:</u> • Inputs provided into the Final Project Document, as agreed with PPG Team Leader and approved by UNDP CO. **Qualifications** ▪ Education: Advanced degree in Environmental Science, Urban Planning, Waste Management, , Watershed Management, Water Quality or a related field. ▪ Minimum of 8 years of relevant experience in in a combination of areas related to urban waste management, flood control, sanitation, in watershed management, water quality control, and nature-based solutions particularly in SIDS or similar contexts. ▪ Demonstrated expertise in strategy development, institutional engagement, and project management. ▪ Strong analytical, communication, and report-writing skills. ▪ Experience in stakeholder engagement and project proposal development. ▪ Knowledge of relevant policies, regulations, and best practices in waste management and flood control. ▪ Excellent communication, leadership, and project management skills.; ▪ Full proficiency in quality written and spoken English required; ▪ Working knowledge of Portuguese/Spanish/French is highly desirable.
<u>Consultant 4</u>: Social and Environmental Standards and stakeholder engagement specialist **Type:** IC **Cost per person week:** USD3,940 **Number of person weeks needed:** 5 weeks	**Role:** PPG Team members, participate in and support the PPG process, research, field mission, project development and the preparation of the ProDoc/GEF CEO Endorsement Request package. Applying participatory methods, the Social and Environmental Standards and Safeguards expert will assess the environmental and social risks that the project might trigger and will design mitigation strategies following the UNDP Social and Environmental Screening Procedure (SESP) and the pre-screening assessment conducted during the development of the project PIF. Based on the SESP, the SES IC will prepare an Environmental and Social Management Framework (ESMF). This support is needed to ensure that the project under development avoids potential social and environmental risks and, when avoidance is not possible, to ensure that proper assessment(s) will be conducted and management measures put in place. He/she will provide expert guidance and technical support to achieve the following objectives: **Deliverables:** The following lists the overall responsibilities and deliverables expected from the SES IC. 1) <u>Preparatory Technical Studies and Reviews and Stakeholder consultations (Component A)</u>:

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

	• Working in close collaboration with the UNDP CO and UNDP SES TA, familiarize other PPG team members with UNDP's SES and the specific requirements of this project. • Based on the pre-SESP that was carried out at the concept note stage, lead the development of the SESP and conduct assessments of project risks, with particular attention to Standards 1, 3, 5, and 7, as well as to Principles associated with Human Rights and Gender Equality and Women's Empowerment. • Based on the SESP, prepare an Environmental and Social Management Framework (ESMF) and a Livelihood Action Framework (LAF), followed by a Livelihood action Plan (LAP) to adequately address the potential economic displacement. • The potential impacts on Cultural Heritage must be further investigated during project design when more information about the key locations for NBS and drainage interventions are identified. A Cultural Heritage Impact Assessment/Management Plan needs to be included in the ESMF. • Ensure the ESMF integrates key principles and procedures to guide the screening, assessment, and management of risks identified in the SESP. • Develop the project's Comprehensive Stakeholder Engagement Plan (SEP) to ensure that all relevant groups are included. The Plan will include a Grievance Redress Mechanism (GRM) to ensure that any concerns raised by partners or beneficiaries about human rights infringements or adverse social or environmental impacts attributed to project implementation are appropriately addressed. • Support the completion of any additional studies that are determined to be needed to prepare the ProDoc and all other final outputs as guided by the PPG Team Leader paying close attention to the studies identified in Component A, section h. **Monitoring and Evaluation (M&E) System:** • Design an M&E framework that aligns with the project's objectives and the ESMF. • Define key performance indicators (KPIs) and benchmarks for assessing the effectiveness of social and environmental management plans/measures. • Develop data collection methods, tools, and processes to ensure accurate and timely reporting of project outcomes and impacts **Implementation Support:** • Provide guidance on integrating the safeguards framework and M&E system into the project's overall management structure. • Support capacity-building efforts for project staff and stakeholders on implementing and adhering to the safeguards and M&E requirements. • Advise on the development of operational procedures and guidelines for ongoing compliance and evaluation. 2) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):</u> • Provide specialist inputs, advice, quality assurance review and/or feedback on relevant sections of the ProDoc to ensure alignment with and consideration of safeguards, including but not limited to the Comprehensive Stakeholder Engagement Plan; Grievance Mechanism; Gender Analysis and Action Plan; Risk Table and "Risks and Assumptions" section; Project Strategy; Relevant project Outcomes and/or Outputs. • Review deliverables from the Community appropriate for alignment, integration and mutual quality assurance. 3) <u>Validation Workshop (Component C):</u> • Participate in and contribute to the validation workshop.

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

	• Support necessary revisions that arise during the workshop, as appropriate. 4) <u>Final Deliverables:</u> • Inputs provided into the Final Project Document, as agreed with PPG Team Leader and approved by UNDP CO **Qualifications:** ▪ Education: Advanced degree in Environmental Management, Social Sciences, Development Studies, or a related field. ▪ Minimum of 8 years of relevant experience in developing and implementing social and environmental standards, safeguards, and M&E systems for development projects, particularly in Small Island Developing States (SIDS) or similar contexts. ▪ Proven ability to design and execute effective M&E systems, including data collection, analysis, and reporting. ▪ Experience in stakeholder engagement and preparing a Livelihood Action Framework/Plan. ▪ Experience in LDCF project formulation processes is an advantage. ▪ Strong analytical, communication, and report-writing skills. ▪ Strong knowledge of relevant international standards, regulations, and best practices in social and environmental safeguards. ▪ Excellent communication, leadership, and project management skills.; ▪ Full proficiency in quality written and spoken English required; ▪ Working knowledge of Portuguese/Spanish/French is highly desirable.
<u>Consultant 5</u>: Gender specialist **Type:** IC **Cost per person week:** USD2,500 **Number of person weeks needed:** 2 weeks	**Role:** Under the coordination of the PPG Team Leader and in close collaboration with other PPG Team members, participate in and support the PPG process, research, field mission, project development and the preparation of the ProDoc/GEF CEO Endorsement Request package. The Gender specialist will develop mandatory project Annexes related to gender mainstreaming. The Gender Specialist will provide technical expertise to the project team on mainstreaming gender equality and women's and youth empowerment into the project design and implementation to achieve the following objectives: **Deliverables:** The Consultant will support the Social and Environmental Standards and Safeguards and Stakeholder Engagement Specialist and the Community Engagement Facilitator to document community consultations, ensuring social-inclusive gender-responsive consultations and the identification of gender-related environmental and social safeguard risks and risk management measures. The consultant will be a gender expert with experience in in-depth gender analysis and approaches to socially inclusive community engagement. The objective of the Gender Specialist is primarily to ensure the project is developed through a socially inclusive gender-responsive approach, to support community consultations in project target areas, develop a gender assessment and a Gender Action Plan (GAP) with estimate budget allocation for the implementation phase of the project as well as develop a Socio-Economic Analysis. The following lists the overall responsibilities and deliverables that will be expected from the gender specialist. 1. <u>Preparatory Technical Studies and Reviews and Stakeholder consultations (Component A)</u>: • Support the preparation of activities for the gender and community consultations needed for the Gender Analysis and the assignment's other assessments and surveys including the Gender Action Plan, ensuring that they are culturally sensitive and adequately include relevant ethnic groups as well as vulnerable groups;

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

	• Contribute to the Stakeholder Consultation Report and Comprehensive Stakeholder Engagement Plan as well as the Social and Environmental Screening Procedures for gender-responsive and socially inclusive consultations with local communities.; • Support the Community Engagement Facilitator to undertake gender-responsive and socially inclusive consultations with communities at demonstration, and if relevant, integrate relevant matters as needed into project design and into the Gender Action Plan; • Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader, including the Overview of Technical Consultancies and Subcontracts and, Description of Project Activities as well as the Socio-economic Analysis 2. <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B)</u>: • Provide relevant quality text sections for the ProDoc/ GEF CEO Endorsement Request package on the aspects mentioned above. • Review deliverables from other PPG team members as appropriate for alignment, integration and mutual quality assurance. • Develop a Gender Analysis. • Develop a Gender Action Plan. • Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader and the National Lead, including Stakeholder Consultation Report, the Comprehensive Stakeholder Engagement Plan, the Social and Environmental Screening Procedures, the Landscape Profile and Situation Analysis, the Risk Mitigation Strategy, the Description of Project Activities and Overview of Technical Consultancies and Subcontracts, as well as support the agreements on project management arrangements and ensure that gender is adequately incorporated into these arrangements. 3. <u>Validation Workshop (Component C)</u>: Participate in and contribute to the validation workshop. Support necessary revisions that arise during the workshop, as appropriate. 4. <u>Final Deliverables</u>: Inputs provided into the Final Project Document, as agreed with PPG Team Leader and approved by UNDP CO **Qualifications:** • Education: Master's degree or higher in a relevant field, such as environmental studies, gender and development, women and environment, or international development. • Minimum 7 years of demonstrable experience in the technical area of gender mainstreaming and community development. • Demonstrated understanding of the links between sustainable development, social and gender issues. • Demonstrated experience in carrying out socially inclusive consultations with stakeholders, specifically with women and vulnerable groups. • Experience with LDCF project development and results-based management methodologies is highly desired. • Excellent analytical, writing, advocacy, presentation, and communications skills are required. • Full proficiency in quality written and spoken English required. • Working knowledge of Portuguese/Spanish/French is highly desirable

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

Consultant 6: Senior Specialist in Livelihood and Community Engagement **Type: NC** **Cost per person week:** USD750 **Number of person weeks needed:** 8 weeks	**Role.** Under the coordination of the PPG Team Leader and in collaboration with other PPG Team members, participate in and support the PPG process, research, field mission, project development and the preparation of the ProDoc/GEF CEO Endorsement Request package, providing country-specific inputs related to gender and stakeholder analysis and engagement, as well as crucial on-the-ground support and coordination, ensuring effective adequacy of project activities at the local level. **Deliverables.** The following lists key responsibilities and deliverables that will be expected from the contractor. Note that the UNDP PPG Implementation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly. 1) Preparatory Technical Studies and Reviews and Stakeholder consultations (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including: a. Facilitate effective communication and collaboration among various stakeholders, including local communities, government agencies, NGOs, and relevant institutions. Act as a bridge between the project team and local stakeholders, ensuring their active participation, input, and ownership throughout the project. b. Work closely with local communities to identify and integrate traditional ecological knowledge, cultural practices, and local priorities into project planning and implementation. Ensure that the project activities respect and promote the conservation of local biodiversity and consider climate change impacts, while addressing the needs and aspirations of the communities. c. Facilitate community mobilization efforts, organizing meetings, workshops, and training sessions to enhance community awareness, understanding, and capacity related to nature-based solutions and sustainable resource management. Empower local communities to actively participate in decision-making processes and project activities. d. In coordination with the SES International Consultant, advise on the **stakeholder analysis and consultations** and ensure that are complete and comprehensive. This will involve: (i) preparing an overview of key stakeholders (e.g. from Government representatives to local-level natural resource users), their (potential) roles, expectations, and possible impacts with respect to the outcomes of the proposed project; (ii) active consultation and engagement of relevant stakeholders to ensure their full participation, secure ownership, and agreement in the development of the project strategy and design; (iii) contributing to the development of the **Comprehensive Stakeholder Engagement Plan**. e. Review deliverables from other PPG team members as appropriate for alignment, integration and mutual quality assurance. f. Support consultations associated with the **Gender Analysis, Gender Action Plan and Budget** and work closely with the Team Leader and the SES International Consultant to ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework. g. Support action points, including risk assessments from the **UNDP Social and Environmental Screening Procedure** (SESP). 2) Contributions to the Formulation of the ProDoc, CEO Endorsement Request, and Mandatory and Project Specific Annexes (Component B): a. Contribute to development of the results framework with suitable objective-level and outcome-level indicators, baseline values, and end-of-project targets. b. Provide relevant quality text sections for the Comprehensive Stakeholder Engagement Plan and ProDoc/ GEF CEO Endorsement Request package.

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

	3) Validation Workshop (Component C): a. Participate in and contribute to the validation workshop. b. Support necessary revisions that arise during the workshop, as appropriate. 4) Final Deliverables: a. Report summarizing technical studies as described above. b. Inputs provided into the Final Project Document, as agreed with PPG Team Leader and approved by UNDP CO. **Qualifications:** • Academic degree in social work or related fields. • Strong understanding of local communities, culture, and social dynamics within the project area. • Experience of at least 3 years in community engagement, facilitation, and mobilization. • Knowledge of biodiversity conservation, sustainable resource management, and local ecological systems. • Experience working with UNDP and/or GEF projects is an advantage. • Proficient level of spoken and written Portuguese required; capacity to communicate in local languages will be an asset • Working knowledge of English is desirable.
Consultant 7: Policy & Institutional Expert **Type:** NC **Cost per person-week:** USD750 **Number of person weeks needed:** 4 weeks	**Role:** Under the coordination of the PPG Team Leader and in close collaboration with other PPG Team members, participate in and support the PPG process, research, field mission, project development and the preparation of the ProDoc/GEF CEO Endorsement Request package, providing country-specific inputs and expertise relevant to legal framework and institutional capacity reviews. **Deliverables:** The following lists key responsibilities and deliverables that will be expected from the contractor. Note that the UNDP PPG Implementation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the prospective PPG team and must be consulted accordingly. 1) Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Lead, including: a. Assess the legal frameworks and institutional mandates relevant to the intended outcomes of the proposed LDCF project, particularly those related to flooding, water security and waste management in Sao Tome and Principe. b. Analysing the regulatory requirements of the institutions responsible for the integrated management of water resources and waste in the country and underestimating the main vulnerabilities to the impacts of climate change; c. To draw up recommendations on how to increase the effectiveness of integrated water resources and waste management in the country in terms of achieving global environmental benefits and making the relevant institutions more accountable in the face of catastrophic crisis; d. Assess the institutional/technical/operational/individual capacity and capacity development needs of the main stakeholder groups in integrated water resources and waste management in the country; reassess the extent to which insufficient capacity is the main obstacle to catastrophic crisis, compared to political will and incentive; assess the extent to which integrated water resources and waste management and catastrophic crisis will be sufficient to incentivise authorities to change their practices; develop viable capacity-building strategies to facilitate the successful implementation of the project, as well as the long-term sustainability of the interventions supported by the project. Propose changes in institutional leadership and coordination to improve sectoral governance in water resources and waste management.

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

	2) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):</u> a) Provide relevant quality text sections for the ProDoc/ GEF CEO Endorsement Request package on the aspects mentioned above. b) Review deliverables from other PPG team members as appropriate for alignment, integration and mutual quality assurance. 3) <u>Validation Workshop (Component C):</u> a. Participate in and contribute to the validation workshop. b. Support necessary revisions that arise during the workshop, as appropriate. 4) <u>Final Deliverables:</u> a. Report summarizing technical studies as described above. b. Inputs provided into the Final Project Document, as agreed with PPG Team Leader and approved by UNDP CO. **Qualifications:** ▪ Advanced university degree in a relevant field, such as in environmental law, biological sciences, environmental management, or similar; in lieu of post-graduate degree, 5 years additional demonstrated relevant professional experience will be accepted. ▪ Minimum of 10 years of demonstrated relevant professional experience and knowledge of national legal frameworks and institutional context. ▪ Experience working with UNDP and/or LDCF projects an advantage. ▪ Experience in LDCF projects formulation processes an advantage. ▪ Fluency of Portuguese spoken and written as well as working knowledge of English are required.
Position: PPG coordination and implementation support **Type:** NC **Cost per person-month:** USD1,300 **Number of weeks per person needed:** 10 months	**Role:** The National Consultant for PPG coordination and implementation support will align the work of the PPG international and national consultant team and will provide necessary support to the International Project Development Specialist (GEF PPG Team Leader) and to the rest of the team members. The consultant will ensure complete project documentation is prepared in accordance with UNDP and GEF guidelines. **Tasks and responsibilities** a. Support the preparation of a detailed methodology and work plan developed in collaboration with the GEF PPG Team Leader to develop operational strategies and provide administrative support for effective project design. b. Lead the coordination with the GEF PPG team to ensure that project development is participatory, gender sensitive and based on broad stakeholder engagement, ensuring that all project components are technically sound and cost effective. c. Contribute to the necessary partner capacity assessments during PPG d. Support the organization of international travel and in-country activities during PPG. e. Support the administration, managing contracts of PPG team, and Purchase Orders. f. Support PPG Team in monitoring, updating, and sharing information on progress of deliverables on quarterly basis. g. Contribute to the preparation of regular reports on procurement and contract management. h. File each type of contracts separately based on contract modality (PO, INC, and IC). i. Ensure each contract is supported with proper document starting from requisition, solicitation, proposals/quotations, evaluation matrix, and approved CAPCRCP/ACP j. Collect and update existing project database related to Project Preparation Grant (PPG) process.

Docusign Envelope ID: D3F1A45A-43ED-48BC-80D8-9F5339481B7F

	k. Conduct desk review for updating project stakeholder analysis and their roles in project implementation. l. Support project administration including drafting letters, invitation letters and other correspondence needs with project partners and tracking the response. m. In coordination with PPG team, support arrangement of meeting, workshop and field mission including selection of meeting/workshop venue through procurement process, distribution of invitation and management of participant confirmation. n. Support PPG closure. **Qualifications:** • Secondary education is required, or University Degree in Business Administration, Public Administration, or equivalent field will be given due consideration, but it is not a requirement. • A minimum of 5 years of progressively responsible administrative or project management experience is required. • Experience in preparation of financial reports. • Experience in the use of computers, office software packages (MS Word, Excel, etc.) and web-based management systems, and advanced knowledge of spreadsheet and database packages. • Working knowledge in written and reading English. • Familiarity and up-to-date knowledge of national and local programmes, projects and initiatives on climate change