Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

Initiation Plan / GBFF PPG

Project Title: Establishing and protecting major river buffer zones in Vanuatu **Country: Vanuatu** **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 (of PPG stage):** Exempt	
Quantum Project ID: 01005268 **Quantum Award ID: 1532447** **PIMS number: 10382** **GEF ID: 12038** **Management Arrangement: DIM under Fiji Multi-Country Office**	**Total budget:** **US$115,000** **Allocated resources:** • **GBFF** **US$100,000** • **Government** • **UNDP (parallel)** **US$15,000**

AGREED BY

DocuSigned by:
Tuya Altangerel
6835C56A2FBF485...

26-Feb-2026

Ms Tuya Altangerel Resident Representative UNDP Pacific Office in Fiji	Signature	Date

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

TABLE OF CONTENTS

I. Brief Description of the Initiation Plan/GBFF PPG 3
II. Stakeholder Engagement, public disclosure, and other requirements 5
III. GBFF PPG Activities 6
Component A: Preparatory Technical Studies & Reviews 6
Component B: Formulation of the UNDP-GEF Project Document, GBFF CEO Endorsement Request, and Mandatory and Project-Specific Annexes 9
Component C: Validation Workshop and Report 12
IV. Total Budget and Work Plan for GBFF PPG 13
V. GBFF PPG Activities timeframe 15
VI. Mandatory Annexes 16
Annex 1: GEF CEO PPG Approval Letter 16
Annex 2: Draft Terms of Reference (TORs) of Consultants Financed by the Project Preparatory Grant (GBFF PPG) 18
Annex 3: Targeted river basins (per GBFF PPG Request) 28

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

I. BRIEF DESCRIPTION OF THE INITIATION PLAN/GBFF PPG

Objective & Final Outputs

The objective of the GBFF PPG is to develop the project concept into a full project: ***Establishing and protecting major river buffer zone in Vanuatu***. As described in the project concept (PPG Request), this project aims to *Enhance the ecological health and sustainability of river ecosystems through improved governance, the establishment of effective river buffer zones, and community engagement in water resource management, ensuring the protection and restoration of the Jordan, Brenwe, Talise, Sarakata, and Melsisi/waterfall rivers for current and future generations*. It intends to do so by assisting Vanuatu in the implementation of the following components:

Component 1: Enabling spatial planning and restoration priority setting for river buffer zones conservation and management.

Component 2: Establishing river buffer zones and other area-based management measures for safeguarding biodiversity and water resources.

Component 3: Financial solutions for river buffer zone conservation and management.

Component 4: Knowledge management and capacity building.

These four components will be complemented by allocations for M&E and Project Management.

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 and STAP;
- GBFF CEO Endorsement Request Form and associated guidance included therein;
- Annotated UNDP-GEF Project Document Template and associated guidance included therein, as well as UNDP-GEF guidance notes on GEF project development (which will be provided by the RTA);
- UNDP policies and procedures
- 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 GEF PPG are:

1. UNDP-GEF Project Document (ProDoc).
2. Mandatory annexes to the ProDoc ;
3. GBFF CEO Endorsement Request and
4. Validation Workshop report

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

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 deadline for BPPS review and clearance of CEO Endorsement Request package	19 June 2026	GBFF Project: within 7 months of PPG Request approval
First GEF submission deadline for CEO Endorsement Request package	19 August 2026	GBFF Project: within 9 months of PPG Request approval. **Failure to submit a CEO-ER to GEF-SEC by this date will lead to the automatic cancellation of the project by GEF-SEC, unless extension is granted under force majeure circumstances.**
Expected GEF CEO endorsement	19 November 2026	GBFF Project: Within 12 months of PPG approval, with no hard deadline within 12 months of CEO-ER/approval. **If the project has not started implementation, which is set by the first submission, it will be automatically cancelled by 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*.

The GBFF PPG Team will be composed of the consultancies described in the draft Terms of Reference (TORs) in Annex 2, and comprise:

- International Expert in GEF Biodiversity Project Development (PPG Team Leader)
- International Social and Environmental Safeguards Expert
- National Biodiversity, River Buffer Zone and Stakeholder Engagement Expert
- National Gender Expert

A PPG Working Group will be created to 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 Pacific Office in Fiji
    - UNDP Area Programme Manager for Vanuatu (Ms. Mahina Sheryl)
    - UNDP Team Leader, Climate Change and Resilience Team
    - UNDP Programme Analyst, Climate Change and Resilience Team

DS

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

  - UNDP Programme Associate
- UNDP Regional Office in Bangkok:
  - UNDP Regional Technical Advisor
  - UNDP SES Technical Advisor
- In-country stakeholders in Vanuatu:
  - Ministry of Lands and Natural Resources (especially Department of Water Resources)
  - Ministry of Climate Change (especially DG / GEF-OFP and/or Department of Environmental Protection and Conservation)
- International Consultants
  - International Expert in GEF Biodiversity Project Development (PPG Team Leader)

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 Comprehensive Stakeholder Engagement Plan (see Component B-b in Section III 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.
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.

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

III. GBFF PPG ACTIVITIES

Component A: Preparatory Technical Studies & Reviews

The following technical studies and reviews will be conducted.

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 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);
    - relevant past, ongoing and planned work on hydro-energy, infrastructure and agricultural or settlement expansion in the targeted river basins;
    - relevant past and ongoing projects, including project evaluations; this should include a review of BIOFIN's key milestones, exit strategy and sustainability plan and mid-term evaluation report; and a review of financing-related projects of the UNDP Country Office, such as on Nature-Based Solutions and the Canada Government-supported Accelerating Green and Climate Finance in the Philippines;
    - updated PBSAP and National Biodiversity Finance Plan;
- 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;
- Any other analyses required to address all comments on the PPG request received from GEF Secretariat and STAP.

b. Identification of project sites

Based on the above reviews and through consultation with stakeholders, the targeted project demonstration sites will be confirmed and/or determined in greater detail. Annex 3 provides a map showing the location of the targeted river basins per the approved GBFF PPG Request. Updated geographic coordinates, maps, and shapefiles will be included in ProDoc and GBFF CEO Endorsement Request Form.

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. Comprehensive stakeholder analysis

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

Building on the initial identification of stakeholders in the approved GBFF PPG Request, an appropriately scaled analysis of project stakeholders will be undertaken. As the project´s safeguards risk pre*screening and final rating is expected to be Substantial or High (see Component B: Social and Environmental Standards – Screening and Management Measures below), the PPG is required to prepare a *comprehensive* stakeholder analysis, to provide the foundation for developing the project's Comprehensive Stakeholder Engagement Plan (see under Component B below) and facilitate the prioritization of engagement activities with particular stakeholder groups and individuals. See the UNDP SES Guidance Note on Stakeholder Engagement.

e. 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.

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

Co-financing is not a mandatory requirement of GBFF programming. However, as USD 7,408,708 of co-financing was included in the PPG request, GEF's policy on co-financing will apply. Co-financing and investment mobilized (as defined in the GEF Policy and Guidelines on co-financing; including any additional sources identified, and including post-GBFF grant phase to the extent possible) will therefore need to be confirmed during the PPG through consultations with partners. The co-financing identified in the PPG Request included USD 53,545 of recurrent expenditures from the Vanuatu Department of Environment Protection, USD 355,163 of recurrent expenditures from the Department of Water Resources, and USD 7,000,000 of investment mobilized for water security interventions by the Department of Water Resources funded by GCF.

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).

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.

DS

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

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 the Country Office 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

DS

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

h. Other required studies

Not applicable given PPG budget constraints, yet the PPG baseline should include a keyline summary of relevant past, ongoing and planned work on hydro-energy, infrastructure and agricultural or settlement expansion in the targeted river basins.

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 package will be prepared, to include:

1. UNDP-GEF Project Document (ProDoc)
2. Mandatory annexes to the ProDoc
3. GBFF CEO Endorsement Request and annexes
4. Validation Workshop report

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

See additional guidance notes on the aspects these final outputs must address in the following:

a. Social and Environmental Standards: Screening and Management Measures

In line with the work conducted during Component A (above) and UNDP's Social and Environmental Standards (SES) policy and all associated SES Guidance Notes, a PPG-stage SESP will be prepared.

Given that a SES pre-screening was not a requirement to accompany the GBFF PPG request, the PPG Team and/or the Fiji MCO will prepare an early pre-screening at the onset of the PPG to inform an initial categorization of the project. This will be updated iteratively to arrive at the final PPG-stage SESP and safeguards risk rating informed by the PPG activities, field visits and consultations.

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.

For the purpose of the PPG-IP, and considering the nature of the project, which will deal with IPLCs, livelihood and resource access issues, a safeguards risk rating of Substantial or High can be assumed. The GBFF CEO ER package must therefore include the following SES deliverables and actions:

1. The final PPG-stage SESP.
2. An Environmental and Social Management Framework (ESMF), including an IPPF (or locally-appropriate equivalent; since IPLCs in the targeted river basins will be involved in the improved management of riverine ecosystems and benefit from community-based financing mechanisms) and further relevant annexes, to identify the required management plans that will be prepared and put in place during project implementation.
3. A Comprehensive Stakeholder Engagement Plan (see below) .

DS

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

4. A project-level Grievance Redress Mechanism (GRM), to be established in the first year of project implementation and described in the ESMF and/or the Comprehensive Stakeholder Engagement Plan. See the UNDP guidance on GRM and sample TOR.
5. Consultations and process securing and documenting Free and Prior Informed Consent (FPIC) from concerned IPLCs.
6. Any other supplementary SES instrument identified in the pre-SESP screening at launch of the PPG-IP.
7. SES QA and clearance of submission (mandatory as with all GEF CEO ERs).

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

b. Comprehensive Stakeholder Engagement Plan:

Given the project's expected Substantial or High SES risk rating (see above) and the strong focus of GBFF programming directions on indigenous peoples and local communities, the PPG-IP will assign the funds for and prepare a *Comprehensive* Stakeholder Engagement Plan (based on the comprehensive stakeholder analysis under Component A above) and must state that a PPG Stakeholder Consultation Report is prepared as part of the PPG-phase SES package.

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.

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

c. 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

DS

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

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.

d. GEF Core Indicators

The CEO endorsement-stage data for the relevant Core Indicators and sub-indicators will be prepared. The GBFF project documentation will emulate GEF Trust Fund projects, such that 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.

If the PPG in the final ProDoc confirms the inclusion in the project of work on protected areas, the required METTs will be prepared in the GEF-7 Excel template, as part of the GEF Core Indicators requirement; 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.

Updated GEF OFP endorsements letters will be required if the requested GEF grant amount has changed since the PPG Request approval.

f. Mandatory Annexes

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

- Project map and Geospatial Coordinates of project sites
- Multi-Year Work Plan
- Monitoring Plan
- UNDP Risk Register
- Overview of Technical Consultancies
- GEF-8 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

DS

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

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 drafts of the UNDP-GEF project document and GBFF CEO Endorsement Request Form.

The validation workshop is expected to be held for one day on the island of Espiritu Santo.

A validation workshop report will need to be prepared as the project's overall safeguards risk is expected to be rated substantial or high.

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

IV. TOTAL BUDGET AND WORK PLAN FOR GBFF PPG

Quantum Project ID:	01005268	**Quantum Project Title:**	GBFF Vanuatu
Quantum Award ID:	1532447	**Quantum Award Title:**	GEF GBFF Vanuatu
Business Unit:	UNDP-FJI		
PIMS number:	PIMS 10382		
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-GBFF project document for Project: Establishing and protecting major river buffer zones in Vanuatu	**UNDP**	**62182**	**GBFF**	71200	International Consultants	41,250	1
				71300	Local Consultants	20,300	2
				71600	Travel	27,000	3
				72500	Supplies	450	4
				74100	Professional Services	3,000	5
				75700	Trainings, workshops	8,000	6
		TBD	UNDP	71200	International Consultant for PPG Team Lead (RBAP)	15,000	1
					PROJECT TOTAL	**GEF 100,000 *UNDP RBAP – 15,000**	

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	1. International Expert in GEF Biodiversity Project Development (PPG Team Leader): USD 750*55 = US$41,250 (PPG = $26,250 and RBAP = $$15,000(Deliverable 1,2,4 paid from PPG whereas Deliverable 3 paid from RBAP) **2.** International Social and Environmental Safeguards Expert USD 500*30 = US$15,000
2	1. National Gender Expert: USD 350*20 =US$7,000 2. National Biodiversity, River buffer zone and Stakeholder Engagement Expert USD 350 * 38 days = US$13,300
3	1. PPG TL mission to meet Fiji MCO. 2 days Suva DSA @ USD 314, and 2 Terminals @ USD 50. Airfare included in main mission via Fiji-Vanuatu-Fiji, estimated **US$3,000** 2. PPG TL missions to Vanuatu: • Main mission: 10 days in Vanuatu. International airfare and national airfares & per diems to all 4 islands, and Validation workshop mission- 3 days in Vanuatu. International and national airfare to Santo and per diems 3 days @ 229, 4 Terminals @ USD 50, total estimated budget **US$12,000** 3. National Biodiversity & Stakeholder Engagement and Gender Experts (2 x experts) missions to targeted islands, joint travel with the PPG TL with 5 days of mission, estimated budget **US$5,000**

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

	4. Travel of participants from all 4 targeted islands and government to validation workshop on Esp. Santo: airfares from Efate (Govt), Pentecost, Malekula, Maewo. 2 pax each @ USD 500, estimated budget **US$4,000** 5. Travel of participants from all 4 targeted islands and government to validation workshop on Esp. Santo: per diems (5 islands * 2 pax * US 229 * 1 day), estimated budget **US$3,000**
4	Costs to be purchased supplies during technical studies/data collection, estimated = **US$450**
5	Cost for HACT Micro Assessment of the Implementing Partner 1*US$3000 = **US$3,000**
6	Costs for consultation workshop/meeting for data collection, validation workshops. Santo: venue, logistics, food, estimated budget **US$8,000**

DS

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

V. GBFF PPG ACTIVITIES TIMEFRAME

	Month											
PPG Activity	**1 Dec**	**2 Jan**	**3 Feb**	**4 Mar**	**5 Apr**	**6 May**	**7 Jun**	**8 Jul**	**9 Aug**	**10 Sept**	**11 Oct**	**12 Nov**
PPG Team Recruitment												
PPG Inception Workshop												
Component A: Technical studies, etc.												
Component B: Formulation of GBFF ProDoc, CEO ER Form, etc.												
Component C: 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									19-Aug 2026			
PPG revision based on GEF comments												
CEO Endorsement and Operational Closure												19 Nov 2026

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

VI. MANDATORY ANNEXES

Annex 1: GEF CEO PPG Approval Letter



M.Sc. Carlos Manuel Rodriguez
CEO and Chairperson

November 19, 2025

Ms. Nancy Bennet
GEF Executive Coordinator
United Nations Development Programme (UNDP)
New York City, 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:	12038
Agency(ies):	UNDP
Agency ID:	10382 - UNDP
Focal Area:	Biodiversity
Project Type:	GBFF project
Country(ies):	Vanuatu
Name of Project:	Establishing and protecting major river buffer zones in Vanuatu
Indicative GEF Project Financing:	$2,320,943
Indicative Agency Fee:	$220,490
PPG:	$100,000
PPG Agency Fee:	$9,500
Funding Source:	Global Biodiversity Framework Fund

Break-down:		Project Financing Amount (US$)	Agency Fee (US$)				Total Project Cost (US$)
Agency	Trust Fund		20% committed at CEO endorsement (US$)	50% to be committed at first disbursement (US$)	30% to be committed at mid-term review (US$)	Total Agency Fee (US$)	
UNDP	GBFF	2,320,943	44,098	110,245	66,147	220,490	2,541,433
Total		**2,320,943**	**44,098**	**110,245**	**66,147**	**220,490**	**2,541,433**

Break-down:	Project Preparation Grant (US$)	PPG Fee (US$)	Total (US$)

1818 H Street, NW • Washington, DC 20433 • USA
Tel: +1 (202) 473 3202 - Fax: +1 (202) 522 3240
E-mail: gefceo@thegef.org
www.thegef.org

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

Ms. Bennet

Agency	Trust Fund			
UNDP	GBFF	100,000	9,500	109,500
Total		**100,000**	**9,500**	**109,500**

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

Copy to: Country Operational Focal Point(s), Trustee

1818 H Street, NW • Washington, DC 20433 • USA
Tel: +1 (202) 473 3202 - Fax: +1 (202) 522 3240
E-mail: gefceo@thegef.org
www.thegef.org

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

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
Position: International Expert in GEF Biodiversity Project Development (PPG Team Leader) **Type:** International consultant **Cost per person day:** USD 750 **Number of person days:** 55	**Role** The International PPG Team Leader & will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the GEF PPG Team and coordinating the team's work. **Responsibilities and Deliverables** 1) Management of the GEF PPG Team – Define and submit a **detailed methodology and work plan** in consultation with the PPG Working Group and the other consultants with clear delegation of responsibilities; – Ensure that project development is **participatory, gender-responsive, based on extensive stakeholder engagements** and **compliant on social and environmental safeguards.** – **Ensure compliance with the UNDP, GEF and government policies and best practices for quality project development, including social and environmental safeguards, financial management, public participation, gender and social inclusion integration, monitoring,** – Verify and ensure that all project components are **technically sound and cost effective**. – Lead Project Development Team meetings, ensure Project Working Group meetings and meetings with UNDP and Department of Water Resources (DoWR), Ministry of Lands and Natural Resources take place. 2) Preparatory Technical Studies and Reviews (Component A): With inputs from further PPG team members, as detailed in their TORs: – Review relevant past and ongoing projects for lessons, and to identify aligned actions that contribute to the scope of the proposed project products and results. – Lead or support the **preparation of a pre-SESP** at the start of the PPG to inform its work on SES. – Work with the SES Specialist to ensure action points, including risk assessments, from the SES pre-screening are fully implemented during the PPG, and update that screening in an iterative process throughout the PPG, and as appropriate. – Work with the SES Specialist to ensure the development of an Indigenous Peoples Planning Framework (IPPF) for each of the landscapes/affected community groupings. – Compile the **baseline/situational analysis** for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate.

DS

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

	– Support a **comprehensive stakeholder analysis** and oversee **stakeholder consultations**, together with the International Social and Environmental Safeguards Expert and the National Stakeholder Engagement and Gender Expert and National Biodiversity, River buffer zone and Stakeholder Engagement Expert. – Identify the development challenge and strategy, and ensure problem and solution trees developed in consultation with project stakeholders for a robust Theory of Change (to be prepare in Component B) – Oversee the preparation of the **gender analysis** and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework. – Conduct/oversee the **identification of the project sites**, with documentation of selection criteria and making sure that geo-referenced data and maps are clearly presented both for targeted protected areas and broader landscapes, as applicable. – Ensure the preparation of **partner capacity assessments** and discussions on management arrangements early in the PPG process. – Ensure the design of appropriate project **knowledge management processes and platforms**, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes. – Oversee the consultations with partners regarding **financial planning**. – Ensure completion of **any additional studies** that are determined to be needed for the preparation of the ProDoc, CEO Endorsement Request and all other final outputs. 3) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): With inputs from further PPG team members, as detailed in their respective TORs, and based on international best practice, consolidation of all technical and consultation inputs including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a **well written and concise CEO Endorsement Request package, that includes the GBFF CEO Endorsement Request and UNDP-GEF ProDoc** with all required sections and Annexes in line with the standard templates and annotated guidance[2]. This will include *inter alia*: – Develop, present and articulate the project's **theory of change**. – Develop the **Results Framework** in line with UNDP-GEF policy. – Develop a detailed **Monitoring and Evaluation Plan and Budget**. – Oversee and ensure the preparation of a **comprehensive Stakeholder Engagement Plan:** As per Pre-SESP, Free, Prior and Informed Consent (FPIC) and an Indigenous People Analysis and Action Plan should be carried out (by the SES Specialist with support from the national consultants) Oversee and ensure the preparation of a **Gender Action Plan and Budget**, and meaningfully integrate these gender considerations in the project's strategy, theory of change and results framework. – Oversee the work on **Social and Environmental Safeguards**, ensuring that o the requirements of the SESP pre-screening are duly followed during the PPG, o an updated SESP is prepared in an iterative manner based on assessments undertaken during the PPG, o the required risk assessments and management frameworks are prepared as required,

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

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

	○ the quality of the deliverables (SESP, ESMF, IPPF, FPIC, GRM, etc.) is up to the required international and UNDP-GEF benchmarks, and ○ that safeguards risks are duly reflected in project design. – Prepare the required **GEF Core Indicators** and **GEF tracking tools** and ensure these are supported by robust and validated data. – Ensure the completion of any **required official endorsement or co-financing letters**. – Secure and present **agreements on project execution and management arrangements** and ensure that the project aligns with UNDP-GEF guidance on UNDP execution support. – Ensure the completion of the required official endorsement letters. – 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] – Prepare response matrix to comments from GEF Secretariat, Council and STAP to CEO approval <u>4) Validation Workshop (Component C)</u>: – Lead the validation workshop to present, discuss and validate the final draft CEO Endorsement Request package, with a special focus on the Results Framework as well as the SESP and any related management plans. – Implement all necessary revisions that arise during the workshop. – Lead and oversee the preparation of the Validation Workshop Report. <u>5) Final Deliverables</u>: – Final revised CEO Endorsement Request Package (CEO Endorsement Request, UNDP-GEF PRODOC, annexes) per the validation workshop and subsequent clearance reviews from UNDP. – Complete documentation from PPG (including technical reports, consultation reports, meeting minutes, etc.). – Validation Workshop Report. **Qualifications** – Master's degree or higher in a relevant field, such as biological sciences, biodiversity conservation, environmental management, water or natural resources management, etc. – Minimum of 10 years of demonstrable experience in a relevant technical area (biodiversity conservation, natural resources management, watershed management) – Proven strong experience in the formulation of high-quality UNDP and GEF/GBFF projects and related project documents – Excellent written and oral communication skills in English; – Experience working in Pacific SIDS on related initiatives highly desired.
Position: International Social and Environmental Safeguards Expert	**Role** The International Safeguards Expert will lead the work on Social and Environmental Safeguards, ensuring that related requirements are duly implemented and satisfied during the PPG. He/she will develop PPG deliverables related to stakeholder consultations and the application of social and environmental safeguards, and support adherence of project development to UNDP's SESP and specific requirements, addressing indigenous peoples

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

Type: International consultant **Cost per person day:** USD 500 **Number of person days:** 30	issues as appropriate. He/she will ensure that the SES deliverables (pre-SESP, final SESP, ESMF, IPPF, FPIC, GRM, etc.) are of high quality in line with international and UNDP-GEF benchmarks, and support the integration of safeguards management measures in the design of the project. **Responsibilities and Deliverables** 1) Preparatory Technical Studies and Reviews (Component A): Lead and/or support analyses/studies, as agreed with the GEF PPG Team Leader, including: – Lead or support the **preparation of a pre-SESP** at the start of the PPG to inform its work on SES. – Lead and oversee comprehensive **stakeholder analysis and consultations**, with active support from the National Stakeholder Engagement and Gender Expert, and ensure these are complete and comprehensive in line with international benchmarks. This should involve consultations with Indigenous Peoples/Local Communities within project landscapes to understand their interests, to assess potential impacts of the project on their rights and interests, lands, territories, resources, and traditional livelihoods, and to assess their 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 comprehensive Stakeholder Engagement Plan and/or ESMF. Ensure records/minutes of IPLC consultations are prepared. – Ensure completion of **any additional safeguards-relevant studies** that are determined to be needed for the preparation of the ProDoc, CEO Endorsement Request and all other final outputs. 2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): – Lead and oversee the preparation of a **comprehensive Stakeholder Engagement Plan**; – Lead and oversee the work on **Social and Environmental Safeguards** and the preparation of the required **SES deliverables and processes** (SESP, ESMF, IPPF, FPIC, GRM, etc.), ensuring that o the requirements of the SESP pre-screening are duly followed during the PPG, o an updated SESP is prepared in an iterative manner based on assessments and consultations undertaken during the PPG, o the required risk assessments and management frameworks are prepared as required, o the quality of the deliverables is up to the required international and UNDP-GEF benchmarks, and o safeguards risks are duly reflected in project design. – Provide appropriate inputs to the CEO Endorsement Request and UNDP-GEF ProDoc per requests and guidance from the PPG Team Leader. 3) Validation Workshop (Component C): – Support the preparation of the validation workshop regarding the PPG's SES deliverables – Participate remotely in the validation workshop, if possible 4) Final Deliverables:

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

	– Final PPG Stakeholder (Comprehensive Stakeholder Analysis and Engagement Plan) and SES deliverables (SESP, ESMF, IPPF or equivalent), with necessary revisions per the validation workshop and clearance reviews from UNDP – Complete SES-related documentation from PPG (including technical reports, consultation reports and meeting minutes especially of consultations with IPLCs in the project landscape, etc.). **Qualifications** – Master's degree or higher in a relevant field, such as social sciences, development studies, anthropology, economy, environmental management, etc. – Minimum of 5 years of proven and relevant experience in stakeholder consultations and/or the assessment and management of social and environmental safeguards risks of development projects. – Experience working in indigenous people/local community contexts (consultations, community engagement). – Preferably with experience in the formulation or implementation of projects of international organizations and donors (UNDP, World Bank, ADB, EU, etc.) and related safeguards assessments and processes as well as international standards in this domain. – Experience specifically in the development of GEF/GBFF projects is desirable. – Experience working in Pacific SIDS on related initiatives is desirable. – Excellent written and oral communication skills in English.
Position: National Biodiversity, River buffer zone and Stakeholder Engagement Expert **Type:** Local consultant **Cost per person day:** USD 350 **Number of person days:** 38	**Role** The National Biodiversity, River buffer zone, and Stakeholder Engagement Expert will assist the GEF PPG Team Leader and the International Social and Environmental Safeguards Expert by supporting stakeholder consultations, contributing to the development of the Stakeholder Analysis and Stakeholder Engagement Plan, and providing technical inputs on river buffer zone and biodiversity considerations required for the design of the GBFF project. The consultant will be a specialist with experience in watershed/ river buffer zone ecosystems, terrestrial and riparian biodiversity, and community-based natural resource management, with strong experience working with Indigenous Peoples and Local Communities (IPLCs). **Responsibilities and Deliverables** 1. Preparatory Technical Studies and Reviews (Component A): Lead and/or support the required analyses/studies and processes, as agreed with the GEF PPG Team Leader, including: **A. Biodiversity and Ecosystem Assessments** – Review national legislation, policy frameworks (NBSAP, Protected Areas Policy, Forest/Land Use Plans). – Conduct a **biodiversity situational analysis**, including species status, protected areas, ecosystem services, drivers of degradation, threats, and conservation gaps in target river buffer zones. – Identify opportunities for spatial planning, nature-based solutions and ecosystem-based adaptation. – Define baseline indicators for **GEF Core Biodiversity Indicators**. **B. River buffer zone & Catchment Management**

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

	– Assess existing river buffer zone management policies, classification systems, governance systems, land tenure, and community-based management arrangements. – Assess river buffer zones, land degradation hotspots, hydrological challenges, and upstream-downstream linkages in target sites – Develop recommended interventions for integrated river buffer zone and ridge-to-reef management in alignment with the PPG request and the GEF/STAP recommendations **C. Stakeholder Engagement & SES Requirements** – Conduct a **stakeholder mapping** across government, community, CSOs, private sector, women/youth groups, and traditional authorities. – Lead consultations (national, provincial, community). – Prepare the **Stakeholder Engagement Plan (SEP)**. – Provide inputs to the **SESP**, including risk screening, risk mitigation, and social & environmental management measures. – In coordination with the International Social and Environmental Safeguards (SES) Consultant and working closely with the National Biodiversity Stewardship and Livelihoods Consultant, assess presence of Indigenous Peoples/ethnic minorities within project landscapes and their interests, and contribute to the development of the IPPF and other applicable assessments and management plans. – Support the preparation of the preSESP, providing national inputs related to biodiversity, river systems, and any relevant river buffer zone considerations. – Assist in preparing the Stakeholder Analysis and conducting consultations with government, communities, and Indigenous Peoples/Local Communities (IPLCs) across the targeted river systems. This includes documenting community priorities, local resource use practices, and potential impacts of project activities on ecosystems and livelihoods. Ensure all consultations are recorded according to UNDP/GEF requirements to inform the development of the Grievances and Redress Mechanism (GRM) – Provides inputs into the Gender analysis and action plan – Provide biodiversity-related technical inputs to the PPG, including baseline information, key pressures/threats, and considerations for buffer zone delineation, ecological connectivity, and restoration needs. – Prepare inputs and support any required analysis/studies, as agreed with the GEF PPG Team Leader, SES consultant, UNDP, and technical experts and or translated materials and reports through working with translators/interpreters should the need arise. – 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 GEF PPG Team Leader. <u>2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)</u>:

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

	– **Support the preparation of the Stakeholder Engagement Plan (SEP)**, ensuring it is culturally appropriate, aligned with community structures, and reflects relevant decision-making processes within the river systems and surrounding landscapes. Include clear engagement modalities, timelines, and resource needs across the five targeted river systems. – **Contribute to development of the project's M&E Framework by refining indicators and verifying baselines and targets** – **Contribute to identification of costed-out activities required for delivery outputs and outcomes u** – **Take lead for the preparation of the georeferenced maps and verified geographic coordinates for the project sites for inclusion in the Mandatory Annexes** – **Contribute to collation of verified data for completion of the Core Indicator Worksheet** – **Contribute to development of any other relevant sections of the Prodoc, CEO ER and Mandatory and project-specific annexes, as agreed with the PPG Team Lead** – **Provide biodiversity focused technical inputs** (with river buffer zone considerations where relevant) to the CEO Endorsement Request and UNDPGEF ProDoc. – Provide facilitation services as necessary and support all necessary translation (using the services of translators where applicable) during the workshops, trainings, and revisions of documents where applicable, for dissemination and for the benefit to the relevant indigenous/ethnic groups in the project's area of influence. <u>3) Validation Workshop (Component C)</u>: – Support the preparation of materials for the validation workshop, particularly those related to stakeholder engagement findings and biodiversity inputs. – Participate in the validation workshop, either remotely or in person, and reflect feedback from stakeholders and UNDP reviewers in the revised deliverables. – Contribute to drafting of the Validation Workshop Report, as requested by the PPG Team Leader <u>4) Final Deliverables</u>: – **Final PPG stakeholder engagement deliverables**, including the updated Stakeholder Analysis and Consultation Report and Stakeholder Engagement Plan, revised following feedback from the validation workshop and UNDP clearance processes. – **Complete documentation of stakeholder consultations and biodiversity inputs**, including technical notes, consultation reports, meeting minutes (especially with IPLCs), and any supporting materials used to inform the ProDoc and CEO Endorsement Request. – Written contributions/review inputs to Prodoc, CEO ER and Annexes, as agreed at PPG Inception.

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

	Qualifications – Bachelor's degree or higher in a relevant field, such as environmental management, natural resource management, biodiversity conservation, ecology, forestry, geography, environmental science, social sciences, or another related discipline. – **Minimum of 5 years of proven experience** in **stakeholder engagement**, **community-based natural resource management**, **consultations with local communities**, and/or **biodiversity or ecosystem management** within development projects. – Demonstrated experience working with **Indigenous Peoples and Local Communities (IPLCs)**, including facilitation of consultations and community engagement processes; familiarity with **FPIC-related practices** is an asset. – Experience contributing to **participatory assessments**, including collecting and documenting stakeholder inputs, preparing consultation summaries, and developing analysis related to biodiversity, ecosystems, or land and resource use. – Preferably experience in the **formulation or implementation of projects** supported by international organizations or development partners (e.g., **UNDP, GEF, World Bank, ADB, EU**). – Fluency in written and spoken English and relevant local languages (Bislama)
Position: **National Gender Expert** **Type:** Local consultant **Cost per person day:** USD 350 **Number of person days:** 20	**Role** Under the guidance of the PPG Team Leader and working closely with the International Social and Environmental Safeguards (SES) Expert, the National Gender Consultant will lead gender mainstreaming across the PPG, including analyses, planning, budgeting and integration into project design and monitoring frameworks. The consultant will ensure meaningful participation of women and girls including from Indigenous Peoples and Local Communities (IPLCs) in all consultations and decision-making processes. **Responsibilities and Deliverables** 1) Preparatory Technical Studies and Reviews (Component A): Lead and/or support the required analyses/studies and processes, as agreed with the GEF PPG Team Leader, including: – Support the **preparation of a pre-SESP** at the start of the PPG ensuring that gender-specific risks and mitigation measures are clearly articulated, to inform its work on SES. – Actively support the PPG Team Leader, the National Biodiversity, River buffer zone and Stakeholder Engagement Expert and International Social and Environmental Safeguards Expert in the preparation of a **comprehensive Stakeholder Analysis** and in stakeholder consultations. This will involve **consultations of women and of Indigenous Peoples/Local Communities** within project landscapes (before, during and after the in-country mission of the Team Leader and Safeguards Expert) to understand

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

	their interests, to assess potential impacts of the project on their rights and interests, lands, territories, resources, and traditional livelihoods, and to assess their level of understanding and capacity to give consent and identify community preferences for FPIC process. Ensure records/minutes of IPLC consultations are prepared. – **Prepare the gender analysis and action plan draft and work closely with the GEF PPG Team Leader to ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework** – **Prepare inputs and support any required analysis/studies, as agreed with the GEF PPG Team Leader, SES consultant, UNDP, and technical experts and or translated materials and reports through working with translators/interpreters should the need arise.** – **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 GEF PPG Team Leader.** <u>2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)</u>: – Lead the preparation of a **Gender Action Plan and Budget a**ligned to the country's Gender policy**. Integrate gender responsive outcomes, outputs and activities with ensuring specific budget allocation in the multi- year workplan** – Support the preparation of a **comprehensive Stakeholder Engagement Plan** that includes gender-responsive approaches, dedicated strategies for engaging women and girls, and mechanisms to ensure inclusive participation throughout project design and implementation. – Provide appropriate inputs to the CEO Endorsement Request and UNDP-GEF ProDoc per requests and guidance from the PPG Team Leader. <u>3) Validation Workshop (Component C)</u>: – Support the preparation of the validation workshop regarding the PPG's Gender deliverables – Participate in the validation workshop, remotely if possible or in person – Support all necessary revisions that arise during the workshop, as appropriat <u>4) Final Deliverables</u>: – Final PPG Gender deliverables (Gender Analysis, Gender Action Plan), with necessary revisions per the validation workshop and clearance reviews from UNDP – Complete gender-related documentation from PPG (including technical reports, consultation reports and meeting minutes especially of consultations with IPLCs in the project landscape, etc.). **Qualifications**

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

	– Bachelor's degree or higher in a relevant field, such as social sciences, gender studies, gender and development, anthropology, economy, environmental management, etc. – Minimum of 5 years of proven and relevant experience in gender mainstreaming and the integration of gender equality considerations in development projects, ideally in the environmental, natural resource management, or climate/biodiversity sectors. – Demonstrated experience working with **Indigenous Peoples and Local Communities (IPLCs)**, including genderresponsive community engagement and consultations, preferably with familiarity with **international standards such as FPIC**. – Experience carrying out participatory gender analyses; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans – Preferably with experience in the formulation or implementation of projects of international organizations and donors (UNDP, World Bank, ADB, EU, etc.). **Language requirements:** ency in written and spoken English and relevant local languages (Bislama)

Docusign Envelope ID: EA867AE6-09F2-4EE9-BAE3-26FB6CB3366F

Annex 3: Targeted river basins (per GBFF PPG Request)

