

IRMU Clearance Slip – UNDP GEF Initiation Plan

Title: Adaptation to Climate Change in the Coastal Zone in Vanuatu, Phase 2 (VCAP2)

Country: Vanuatu

Amount: US300,000

Implementation Modality: DIM

Start Date: 10 December 2019

End Date: 10 June 2021

UNDP CORPORATE STANDARD	IRMU Comment	Clearance Status
Use of correct UNDP GEF standard template	Correct standard UNDP GEF Project document template has been used.	Cleared
Gender Marker	- Assigned	GEN2;
PrePAC	PrePac : done through email as it is PPG	Cleared.
Total Budget and Workplan for GEF PPG	- Multiyear work plan included in prodoc	Cleared
ATLAS Entry and Quality Assurance	- Budget are entered in ATLAS	Will be cleared BY Finance when submitted for KK.
Mandatory Annexes	<ol style="list-style-type: none"> 1. PIF Approval letter 2. TORs 3. Delegation of Authority 	<ol style="list-style-type: none"> 1. Cleared 2. Cleared 3. Cleared 4. Cleared

Quality Assurance: 

Merewalesi Laveti (Mere) 29/01/2020

M&E Analyst



Initiation Plan / GEF PPG

Empowered lives.
Resilient nations.

Project Title: Adaptation to Climate Change in the Coastal Zone in Vanuatu, Phase 2 (VCAP2)	
Country: Vanuatu	
Country Programme Outcome: Outcome 1: Environmental management, climate and disaster risk management. The UN will work to support an integrated approach to environmental sustainability and efforts by PICT governments and communities to adapt to climate change and reduce and manage disaster risk.	
Gender Marker rating: GEN2	
SESP Pre-Screening Categorization: <i>Moderate</i>	
Initiation Plan Start Date: 10 December 2019	
Initiation Plan End Date: 10 June 2021	
ATLAS Award ID: 00124315	Total budget: US\$ 300,000
ATLAS Project/Output ID: 00119323	Allocated resources:
PIMS number: 6374	• GEF US\$ 300,000
Management Arrangement: <i>DIM</i>	• Government US\$ 0
	• UNDP US\$ 0

AGREED BY

Mr. Levan
Resident Representative
UNDP Pacific Office

Signature

Day/Month/Year





Initiation Plan / GEF PPG

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I. BRIEF DESCRIPTION OF THE INITIATION PLAN/GEF PPG

Objective & Final Outputs

The objective of the GEF PPG is to develop the PIF into a full project: *Adaptation to Climate Change in the Coastal Zone in Vanuatu, Phase 2 (VCAP2)*. As described in the PIF this project aims to improve the resilience of the vulnerable areas and communities therein to the impacts of climate change through integrated approaches in order to sustain livelihoods, food production and preserve and improve the quality of life by building on the lessons learned from the first phase project.

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

- GEF Council approved PIF;
- SESP pre-screening (of PIF);
- Comments from GEF Secretariat, Council, 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 policies, in particular GEF policies 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](#).

The final outputs of the GEF PPG are:

1. UNDP-GEF Project Document (ProDoc), using the latest standard template (currently dated September 2019);
2. Mandatory annexes to the ProDoc listed in the Annotated UNDP-GEF Project Document Template;
3. GEF CEO Endorsement Request and all mandatory annexes; and
4. Validation Workshop report.

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 GEF PPG

Milestone	Date	Notes
Internal submission date for UNDP-GEF review and clearance	<i>20 September 2020</i>	Within 10 months of PIF approval for FSPs. Date to be confirmed with RTA during PPG. Date for RTA clearance will be prior to this date and needs to be confirmed with the RTA. PrePac (internal UNDP) an LPAC (with partners) for approval of the project will be completed during this period about 2 months before submission.
First GEF Submission Deadline for CEO Endorsement	<i>20 November 2020</i>	First submission must be within 12 months of PIF approval for FSPs. 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.

CEO Endorsement Deadline after which the project will be cancelled if not endorsed	20 May 2021	Endorsement must be within 18 months of PIF approval for FSPs and 12 months for MSPs. If the project has not been CEO endorsed by this date, then it will be automatically cancelled by the GEF Sec.
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Management Arrangements

The UNDP Pacific Office (PaO) will lead the project development process and manage the GEF PPG budget in full consultation with the UNDP-GEF Regional Technical Advisor. The GEF PPG Atlas 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 RSD Team Leader and the Ministry of Climate Change Adaptation, Meteorology, Geo-Hazards, Environment, Energy and Disaster Management (Government Implementing Partner) will co-chair the Working Group. Working Group members will include the following: Departments of Environment; Climate Change; Public Works; Agriculture; Forestry; Water Resources; Local Authorities. Other partners may be added as may be determined during PPG implementation.

The GEF PPG team will be composed of the following:

- A. International consultants
 1. International GEF Project Development and Biodiversity Specialist (GEF PPG Team Leader)
 2. Natural Resource Management Specialist (Forestry, Water, Coastal, etc)
 3. Civil Engineer – International (Climate-Proofing of Infrastructure)
 4. Gender/Indigenous Peoples Specialist

- B. National consultants
 5. NRM Specialist
 6. Civil Engineer
 7. Early Warning Systems Specialist
 8. Community/Governance/Institutional Specialist
 9. PPG Coordinator

Draft Terms of Reference (TORs) for each team member is included in Annex 2 of this Initiation Plan.

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.

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 Annex to the project document, in addition to the Stakeholder Engagement Plan (see section B-d below).

If the fully designed project has an overall Social and Environment Screening Procedure (SESP) categorization of moderate 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 must demonstrate strong country ownership and will become a key reference document should an environmental and social complaint/grievance be filed during project implementation.
2. Before 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 draft management plans, and other relevant information/documents, will be made available to the public on the UNDP Country Office website or open.undp.org. It is recommended to make these documents 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

Component A: Preparatory Technical Studies & Reviews

The following technical studies and reviews will be conducted, building on the PIF and the comments received to the PIF (e.g. from GEF Council and STAP).

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 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 developed in consultation with project stakeholders, for a robust Theory of Change, (to be prepared in **Component B**, see below); Results Framework and solid M&E plan;
- Review of relevant past and ongoing projects for lessons including project evaluations; and
- Any other analyses required to address all comments on the 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 guidance available [here](#).

c. Social Safeguards and Environmental Standards: Screening and Assessments

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

The required targeted assessment(s) of the risks related to: Gender Equality and Women's Empowerment, and stakeholder engagement will be undertaken. The assessments will identify ways to avoid negative environmental and social impacts where possible and if risk avoidance is not possible, then mitigation and management measures must be identified. These will be reflected in the required Gender Mainstreaming Plan and comprehensive Stakeholder Engagement Plan.

Per the SESP pre-screening, a range of other potential moderate risks were identified triggering potentially all SESP principles and standards. Based on the pre-screening, these are considered possible to manage through the design of the project and do not require additional management plans beyond those identified above. These potential risks will be assessed further during the PPG phase.

d. Identification of project sites

Based on the above reviews, and through consultation with stakeholders during the PPG inception workshop, the targeted project demonstration sites will be identified and detailed, ensuring that geo-referencing is clearly presented for all targeted project areas and surrounding landscapes. This should include providing geographic coordinates, maps and shapefiles for inclusion in the ProDoc. Potential safeguards risks will be identified giving consideration to all project sites.

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 development of the project's comprehensive Stakeholder Engagement Plan and will facilitate prioritization of engagement activities with particular stakeholder groups and individuals. See the [UNDP SES Guidance Note on Stakeholder Engagement](#).

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

The design of the project will comply with the UNDP's Program and Operations Policy and Procedures (POPP), Financial Regulations, and 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 carried out in full consultation with the RTA, UNDP Country Office, Resident Representative (or their Deputy), the relevant government coordinating agency, and the GEF OFF.

Where possible and feasible, UNDP should not have a role in project execution as project execution is the primary responsibility of the selected Implementing Partner (see UNDP-GEF Guidance Note for further information). Therefore, an assessment and the selection of the most appropriate Implementing Partner and/or third parties (Responsible Parties) with full capacity to execute the project must be carried out.

Project management arrangements need to be discussed and agreed early in the PPG phase. 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.
- Discuss the level of co-financing the Government and Implementing Partner are able to 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 consultations 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 to be needed, discuss with the UNDP Resident Representative whether the choice of Implementing Partner is the correct choice. If not, select another Implementing Partner, if possible.

If that is not an option, explore alternative options for the provision of 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.

UNDP can only provide execution support to the Implementing Partner if the associated costs are covered by non-GEF resources. This support should be confirmed in a separate arrangement between the UNDP CO and the Government and should not be referenced in the UNDP-GEF project document or other documentation that requires GEF approval. This separate arrangement should be confirmed and included in the final UNDP-GEF project document to be signed by UNDP and the Implementing Partner.

h. Other required studies

As detailed in the individual consultant TOR in Annex 2, and as further specified in the PPG work plan, and subsequent direction from the PPG Team Leader during the course of the PPG period.

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 the consolidation and finalization of all required materials.

Preparation of the UNDP-GEF ProDoc includes a specific focus on the following areas, which do not exhaustively capture the required ProDoc content:

a. Theory of Change

The detailed theory of change (ToC), based on the studies and data collection undertaken in Component A, will be developed. The selected approach will be identified, with a clear rationale backed by credible evidence, integrating gender concerns into the approach. Additional guidance is available in the Annotated UNDP-GEF ProDoc template.

b. Results Framework

Based on the studies and data collection undertaken in Component A, the Results Framework will be further defined with appropriate Objective-level and Outcome-level quantitative and qualitative SMART indicators and mid-term and end-of-project targets. It will be designed in line with the following parameters:

* Do not include outputs or activities in the results framework. Outputs and corresponding indicators can be included in the results section and/or in Annex to the project document.

* Prepare a maximum of 2-3 indicators for the Objective and each Outcome. Aim to keep the total number of indicators in the results framework (and that require annual reporting to the GEF) to not more than 16.

* Give special attention to include gender-responsive outcomes and other socio-economic benefits.

* Collect baseline data for each indicator using existing national sources when feasible.

* Disaggregate indicators by sex, including number of direct project beneficiaries.

* Set realistic mid-term targets and end-of-project targets that can be achieved by project closure.

* Summarize risks and assumptions, and sources of verification/data.

See the annotated UNDP-GEF Project Document template for additional guidance on developing the Results Framework.

c. Monitoring and Evaluation (M&E) Plan and Budget

The on-the-ground monitoring could be undertaken by national institutes/universities as appropriate. Clarify the roles of various groups involved in project M&E, how project-level monitoring links with data collected at the national level, and specify the frequency of monitoring. Specify monitoring tools to be used; clarify responsibilities for completing the mid-term and terminal GEF Tracking Tools (see below). Complete the M&E budget included in the UNDP-GEF Project Document noting that the total budget should be between 3-5% of the GEF grant.

d. Stakeholder Engagement Plan:

Based on the consultations undertaken during the PPG phase, a comprehensive Stakeholder Engagement Plan will be developed.

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 (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;
- Roles and responsibilities for ensuring effective stakeholder engagement through implementation of the Plan; and
- Resource requirements and associated budget.

For fully designed projects with a SESP rating of Moderate or High:

- A project-level Grievance Redress Mechanism (GRM) will be described in the comprehensive 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.

See the [UNDP SES guidance on Stakeholder Engagement](#), the [standard SEP template](#), and the [GEF guidelines on stakeholder engagement](#).

e. 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 the work 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 guidance available [here](#).

i. F. 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 and all risks identified in the SESP will be reflected in the risk table and risk section of the ProDoc.

Based on the required targeted assessment(s), the relevant stand-alone management plan(s) will be prepared: A Gender Mainstreaming Plan and a Comprehensive Stakeholder Engagement Plan (as outlined above). The PPG will determine if a Livelihood Action Plan is required (screened as TBC during SESP pre-screening). Per the pre-SESP, all other risks can be managed through the design of the project.

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

j. G. GEF Tracking Tool

The required GEF Tracking Tools in Climate Change Adaptation, Biodiversity and Land Degradation will be prepared, in line with the relevant GEF objectives, and included as an Annex to the ProDoc. Indicators from the GEF Tracking Tools can be included in the Results Framework as appropriate. See the GEF’s website for the most up-to-date templates as these may change.

The CEO endorsement-stage data for the relevant Core Indicators and sub-indicators will be prepared. The completed Core Indicators worksheet—with both the original PIF-stage data and the CEO endorsement-stage data—will be annexed to the ProDoc.

Core indicators for this project relate to several focal areas as indicated below. The numbers expected at CEO Endorsement will be filled in.

Project Core Indicators		Expected at CEO Endorsement
1	Terrestrial protected areas created or under improved management for conservation and sustainable use (Hectares)*	
2	Marine protected areas created or under improved management for conservation and sustainable use (Hectares)*	
3	Area of land restored (Hectares)	
4	Area of landscapes under improved practices (excluding protected areas) (Hectares)	
5	Area of marine habitat under improved practices (excluding protected areas) (Hectares)	
11	Number of direct beneficiaries disaggregated by gender as co-benefit of GEF investment	

As part of the GEF Core Indicators requirement, the required sub-indicators will be prepared in the GEF-7 Excel template; the relevant details will be included in the Core Indicators template; and the final Excel file will be submitted to UNDP (not be annexed to the ProDoc).

The Core Indicators will be used in the project's Results Framework, at the Objective level, where appropriate. See the GEF policy and guidance.

k. Completion of the required official endorsement letters

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

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

l. 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 Log
- Overview of Technical Consultancies
- GEF 7 Taxonomy
- Initial Project Team Procurement Plan and TORs for key Project Team staff
- List of people consulted during project development.

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

m. 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-7 template should never be removed. All PIFs approved as of 1 March 2019 are subject to the new GEF cancellation policy. This means that consultation with GEF SEC on execution support must be agreed to during the PPG phase.

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 if possible. A validation workshop report will be prepared for projects with an overall safeguards risk rating of moderate or high.

IV. Total Budget and Work Plan for GEF PPG

Atlas Award ID:	00124315
Atlas Project/Output ID:	00119323
Award Title:	Adaptation to Climate Change in the Coastal Zone in Vanuatu, Phase 2 (VCAP2) – PPG
Project ID	00119323
Business Unit:	FJI10
Project Title:	Adaptation to Climate Change in the Coastal Zone in Vanuatu, Phase 2 (VCAP2)
PIMS number:	6374
Implementing Partner:	UNDP Pacific Office

GEF Outcome	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount US\$	Budget Notes	
Project preparation grant to finalize the UNDP-GEF project document for project <i>Adaptation to Climate Change in the Coastal Zone in Vanuatu, Phase 2</i>	UNDP	62000	GEF	71200	International Consultants*	40,741	A	
				71300	Local Consultants	31,804	B	
				71600	Travel	27,871	C	
				72500	Supplies	836	D	
				75700	Trainings, workshops	33,757	E	
				72100	Contractual Services - Company	2,321	F	
				75700	Training/Workshop	1,956	G	
	Sub-Total GEF						139,286	
	UNDP	62160	LDCF	71200	International Consultants*	47,009	A	
				71300	Local Consultants	36,696	B	
				71600	Travel	32,159	C	
				72500	Supplies	964	D	
				75700	Trainings, workshops	38,950	E	
72100				Contractual Services- Company	2,679	F		
75700	Training/Workshop	2,257	G					
Sub-Total LDCF						160,714		
Project Total						300,000		

Budget Note	Items	Total estimated days/person	Budget US\$	Remarks
A	Civil Engineer (Infrastructure)	45	29,250	@\$650/day
	Terrestrial (Forestry, Agriculture and Land-Use Planning)	45	29,250	@\$650/day
	Marine (Coastal Zone Management, Marine Protected Areas, Marine Managed Areas)	45	29,250	@\$650/day
	Sub-total	60	87,750	
B	Terrestrial Local Consultant	60	12,000	@200/day
	Marine Local Consultant	60	12,000	@200/day
	Civil Engineer Local	60	12,000	@200/day
	Water Engineer	30	7,500	@250/day
	Weather Systems Specialist	30	7,500	@250/day
	Coordinator	70	17,500	@250/day
	Sub - total		68,500	
C	International travel for 3 international consultants	-	18,000	Estimated at \$3000, per consultant from residence to Port Vila x 2 trips (Planning/Site Visit and Validation)
	Domestic travel for 3 international consultants	-	4,704	\$200/person and including a transport cost of \$184 per site; 6 sites
	DSA for travel for 3 international consultants (including local travel (30 days planning and 5 days validation)	35	35,070	\$334/day for 35 days in-country including site visits
	Terminal costs for 3 International consultants	3	2,256	\$188/person x 4 terminals
	Sub-total		60,030	
D	Supplies	-	1,800	Supplies, stationary etc for consultations
E	PPG inception workshop (Port Vila – National stakeholders planning)	-	10,840	2 days' workshop catering – \$6,000; airfare and DSA for 2 overseas participants - \$4,840;
	Validation Workshop (Port Vila)	-	\$13,300	Catering and Venue x 1 day – 1,000; Domestic Airfare for Provincial Reps x 12 ppl @ \$200/pers– \$2,400; DSA for 12 pple @ \$50/pers – \$1,800; Terminals for 12 ppl @ 188 x 2 – \$4,512; Airfare/Terminals and DSA overseas participants x 2 pple – \$3,588
	Project site consultations including provincial level consultation workshop	-	\$48,567	Airfare for provincial level planning (local consultants x 6/pers x 12 provincial sites); Vehicle hire x 4 days x 6 sites); Airfare for Council Reps for 12 pers; DSA for Area Council x 3 days x 12 pers; Transport for Area Council Reps for 12 pers; Catering and Venue x 2

				days/site; Transport for site visits (boat and vehicle hire) x 6 sites; DSA for 6 local consultants for 6 sites for 2 days/site, and other associated travel costs
	Sub-total	-	\$74,507	
F	HACT assessment of the national implementing partner	-	5,000	Audit Firm – 5,000
G	Project Appraisal	-	\$4,213	Catering and Venue - \$500; Airfare and DSA - \$3,513; Supplies - 200

*Note: The following consultants will be fully funded by USAID/Pacific Climate Ready Project: International Project Development Specialist / PPG Team Leader and the Gender and Indigenous People Specialist.

V. GEF PPG IMPLEMENTATION SCHEDULE

PPG Activity	Month 1 JAN	Month 2 FEB	Month 3 MAR	Month 4 APR	Month 5 MAY	Month 6 JUN	Month 7 JUL	Month 8 AUG	Month 9 SEP	Month 10 OCT	Month 11 NOV	Month 12 DEC	Month 13 JAN	Month 14 FEB	Month 15 MAR	Month 16 APR
PPG team recruitment																
PPG inception																
Component A: Technical studies																
PPG missions / Site Visits																
Component B: ProDoc formulation																
Component C: Validation Workshop																
Delivery of outputs to RTA																
UNDP-GEF clearance processes																
GEF Secretariat submission deadline																
GEF Secretariat review (indicative)																

VI. MANDATORY ANNEXES

Annex 1: GEF CEO PIF/PPG Approval Letter



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET

Naoko Ishii
CEO and Chairperson

November 20, 2019

Mr. Pradeep Kurukulasuriya
GEF Executive Coordinator
United Nations Development Programme
New York, NY 10017

Dear Mr. Kurukulasuriya:

I am pleased to inform you that I have cleared the project concept detailed below for inclusion in the upcoming work program. I have also approved your request for Project Preparation Grant.

Decision Sought:	Project Identification Form (PIF) Clearance for Work Program Inclusion and Project Preparation Grant Approval
GEFSEC ID:	10415
Agency(ies):	UNDP
Agency(ies) ID:	6374
Focal Area:	Multi Focal Area
Project Type:	Full-sized Project
Country(ies):	Vanuatu
Name of Project:	Adaptation to Climate Change in the Coastal Zone in Vanuatu - Phase II (VCAP II)
Indicative GEF Project Financing:	\$12,544,037
Indicative Agency Fee:	\$1,128,963
PPG:	\$300,000
PPG Fee:	\$27,000
Funding Source:	Multi Trust Fund

Break-down:		Project Financing Amount (US\$)	Agency Fee (US\$)				Total Project Cost (US\$)
Agency	Trust Fund		20% to be committed at Council approval (US\$)	50% to be committed at first disbursement (US\$)	30% to be committed at mid-term review (US\$)	Total Agency Fee (US\$)	
UNDP	GEFTF	5,824,017	104,832	262,081	157,248	524,161	6,348,178
UNDP	LDCF	6,720,020	120,960	302,401	181,441	604,802	7,324,822
Total		12,544,037	225,792	564,482	338,689	1,128,963	13,673,000

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Break-down:		Project Preparation Grant (US\$)	PPG Fee (US\$)	Total (US\$)
Agency	Trust Fund			
UNDP	GEFTF	139,286	12,536	151,822
UNDP	LDCF	160,714	14,464	175,178
Total		300,000	27,000	327,000

This PMF clearance and PPG approval are based on the understanding that the project is in conformity with GEF and LDCF Trust Funds focal area strategies and with GEF policies and procedures. Please ensure that your final project document, having fully addressed all Secretariat, STAP and Council comments, will be endorsed within 18 months of Council approval of the work program.

Sincerely,



Naoko Ishii
Chief Executive Officer and Chairperson

Copy to: Country Operational Focal Point, GEF Agencies, STAP, Trustee

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

Note that several consultants will not be funded by the PPG but by USAID Pacific Climate Ready Project. Their TORs are attached as Annex 3.

Position, Type and Cost	Role, Deliverables and Qualifications
<p>Consultant 1: International Terrestrial Specialist (Forestry, Agriculture and Land Use Planning)</p> <p>Type: IC</p> <p>Cost per person day: US\$650</p> <p>Number of person weeks needed: 45 days</p>	<p>Role</p> <p>The International Terrestrial Specialist will be part of the GEF PPG team and will work under the leadership of the PPG Team Leader. He/She will be responsible for the development of all the terrestrial content of the project document specifically focusing on Forestry, Agriculture and Land-Use Planning and Management. The Terrestrial content should ensure that it highlights linkages to natural resource management and climate change adaptation, governance mechanism and knowledge management development.</p> <p>The consultant will also be required to provide timely input (as part of a review process) into the finalizing of the ProDoc and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be also be responsible for managing the In-country Terrestrial Support consultant that will be supporting him/her on the ground as part of the GEF PPG Team.</p> <p>Functions/Key Functional Areas</p> <ol style="list-style-type: none"> a. Work in consultation with the Team Leader and Local Consultant in the submission of a detailed methodology and work plan. b. Contribute to the development of the project document and ensure that the terrestrial component is well articulated, and it is participatory, gender-responsive and is based on extensive stakeholder engagements; and c. Verify and ensure that all project components are technically sound and cost effective. d. Provide specialised support to undertake a comprehensive stakeholders and capacity assessment work in order to contribute and provide technical advice on component 1, 3 and 4 of the PIF in project formulation focusing specifically on terrestrial issues and ensuring ecological link to other ecosystem services. e. Work with the Team Leader to ensure that components addressing terrestrial issues, gaps, priorities, opportunities are well presented in the PIF that will be presented during the validation stage to the stakeholders. f. Work with the project formulation team to finalise project sites selection following agreed criteria and lead in the collection of terrestrial information (inclusive of Forestry, Agriculture and Land-Use Planning) situation based on available data in the target sites. g. Contribute to the preparation of the inception report with specific focus on terrestrial. h. Coordinate with the Team Leader to finalise a schedule of field visits and the overall PPG timelines. i. Analyse and compile a report of the project baseline in terms of current sustainable forest management, land use planning, water catchment management, agriculture use policies, projects and stakeholders. j. Work with the gender specialist to ensure that findings from the gender analysis work is meaningfully integrated into the design of activities focused on terrestrial management/conservation interventions.

	<p>k. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes;</p> <p>l. Contribute to the work and write up tasked by the team leader to fully prepare component 1, 3 and 4 of the VCAP 2 project document.</p> <p>m. Assist in the facilitation of consultative meetings with local government, provincial and community stakeholders to assist project definition in collaboration with other partners</p> <p>n. Contribute to the work and write up tasked by the Team Leader to fully prepare for and assist in the work of marine management and integrated ecosystem-based management from ridge to reef of the project sites</p> <p>o. Support and contribute to the work of other team members that are part of the project especially in the areas of terrestrial management, institutional capacity and knowledge management.</p> <p>p. Support the Team Leader in organising and provide support in facilitating inception, consultation and validation workshops. Active participation in workshops.</p> <p>Key Deliverables</p> <p>The key deliverables of the Terrestrial Specialist include the following:</p> <ul style="list-style-type: none"> • Contribution to the development of the Inception and Validation Report that will be consolidated by the Team Leader • Prepare components relative to the Terrestrial areas and working very closely with the Marine Specialist to ensure there is an integrated approach in the development of the strategic result framework, the rationale for and detailed description of activities for those outcomes and outputs in which his/her work is linked to; detailed budget, and applicable GEF tracking tools. • Contribution in preparing the various sections of the UNDP prodoc in the areas of terrestrial management/conservation plans, sustainable land management initiatives, integrated management approaches, mainstreaming of biodiversity and land management in national development and sectorial policies. • Detailed assignment workplan based on the integrated overall workplan completed by the project team leader. • Baseline study report on focused area tasked to do by the Team Leader. • Develop TOR for consultants that will be identified and recruited to implement Terrestrial related activities/initiatives identified in the final project document. • A sustainability and exit strategy for the project developed, tangible support to the Team Leader in finalising the project document for submission to GEF Secretariat (including securing of co-financing letters) and responding to the comments from GEF Sec after the project submission. • <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Master's degree or higher in a relevant field, such as Natural Resources Management, Land Use Management, Conservation Biology or Sustainable Development; ▪ Minimum 10 years of demonstrable experience in the technical area of sustainable land use management and planning, conservation of protected areas, Watershed Catchment Management, Agricultural and Forestry Planning ▪ Experience in developing high quality project documents, particularly for UNDP and GEF projects; ▪ Excellent written and oral communication skills in English;
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	<ul style="list-style-type: none"> ▪ Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches; ▪ Knowledge of and experience in ridge to reef conservation approaches and planning, with experience in sustainable financing mechanisms for nature-based protection and management etc ▪ Experience in developing community based livelihoods diversification through nature-based conservation and resource management initiatives; ▪ Experience working in the Pacific on related initiatives highly desired.
<p>Consultant 2: In-country Terrestrial (Forestry, Agriculture and Land Use Planning) Support Consultant</p> <p>Type: NC</p> <p>Cost per person/day: US \$200</p> <p>Number of person weeks needed: 60 days</p>	<p>Role</p> <p>The In-country Terrestrial Support Consultant will be part of the GEF PPG team and will work to support the International Terrestrial Specialist and guided by the PPG Team Leader. He/She will work with Terrestrial Specialist in the development of all the terrestrial content of the project document specifically focusing on Forestry, Agriculture and Land-Use Planning and Management. He/She as the expert present in the country will provide sound technical advice and ideas to the Terrestrial Specialist on what would work best or not. He/She will also be working closely with the In-country Coordinator in organising in-country consultations and site visits during the PPG mission period.</p> <p>The consultant will also be required to provide timely input (as part of a review process) into the finalizing of the ProDoc to the Terrestrial Specialist and work with the Specialist to ensure that all mandatory and project specific Annexes and supporting documentation are made available.</p> <p>Functions/Key Functional Areas</p> <ol style="list-style-type: none"> a. Work in consultation with the Terrestrial Specialist in the submission of a detailed methodology and work plan which will be provided to the Team Leader. b. Work with the Terrestrial Specialist to ensure that the terrestrial component is well articulated in the project document, and it is participatory, gender-responsive and is based on extensive stakeholder engagements; and c. Verify and ensure that all project activities focused on Terrestrial Management/Conservation are technically sound and cost effective. <ol style="list-style-type: none"> a. Provide specialised support to undertake a comprehensive stakeholders and capacity assessment work in order to contribute and provide technical advice on component 1, 3 and 4 of the PIF in project formulation focusing specifically on terrestrial issues and ensuring ecological link to other ecosystem services. b. Work with the Terrestrial Specialist to ensure that components addressing terrestrial issues, gaps, priorities, opportunities are well presented in the PIF that will be presented during the validation stage to the stakeholders. c. Work with the project formulation team to finalise project sites selection following agreed criteria and lead in the collection of terrestrial information (inclusive of Forestry, Agriculture and Land-Use Planning) situation based on available data in the target sites. d. Contribute to the preparation of the inception report with specific focus on terrestrial. e. Work with In-country Coordinator to finalise a schedule of field visits and the overall PPG timelines. f. Work with the Terrestrial Specialist to analyse and compile a report of the project baseline in terms of current sustainable forest management, land use planning, water catchment management, agriculture use policies, projects and stakeholders.

- g. Provide technical advice to the gender specialist to ensure that findings from the gender analysis work is meaningfully integrated into the design of activities focused on terrestrial management/conservation interventions and is culturally sensitised.
- h. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes;
- i. Contribute to the work and write up tasked by the Terrestrial Specialist to fully prepare component 1, 3 and 4 of the VCAP 2 project document.
- j. Identify government and non-government agencies, local project stakeholders and potential project partners for consultation and coordinate meetings during the PPG mission.
- k. Facilitate in the organising of consultative meetings with local government, provincial and community stakeholders to assist project definition in collaboration with other partners
- l. Contribute to the work and write up tasked by the Terrestrial Specialist to fully prepare for and assist in the work of terrestrial management/conservation and integrated ecosystem-based management from ridge to reef of the project sites.
- m. Support and contribute to the work of other team members that are part of the project especially in the areas of terrestrial management, institutional capacity and knowledge management.
- n. Support the In-country Coordinator in organising and provide support in facilitating inception, consultation and validation workshops. Active participation in workshops.
- o. Conduct follow up as per the guidance of the International Specialist or Team Leader in order to finalise the ProDoc for GEF Sec submission.

Key Deliverables

The key deliverables of the In-country Terrestrial Support Consultant will include the following:

- Contribution to the development of the Inception and Validation Report that will be compiled by the International Terrestrial Specialist for the terrestrial component and submitted to the Team Leader to consolidate.
- Work with the Terrestrial Specialist to prepare components relative to the Terrestrial areas and working very closely with the Marine Team to ensure there is an integrated approach in the development of the strategic result framework, the rational for and detailed description of activities for those outcomes and outputs in which his/her work is linked to; detailed budget, and applicable GEF tracking tools.
- Work with the Terrestrial Specialist in the preparation of the various sections of the UNDP prodoc specifically in the area of terrestrial management plans, sustainable land management initiatives, integrated management approaches, mainstreaming of biodiversity and land management in national development and sectorial policies.
- Prepare a detailed assignment workplan based on the integrated overall workplan completed that will be compiled by the Terrestrial Specialist to submit to the project team leader to consolidate.
- Baseline study report on focused area tasked to do by the Terrestrial Specialist.
- Work with the Specialist to develop TOR for consultants that will be identified and recruited to implement Terrestrial related activities/initiatives identified in the final project document.

	<ul style="list-style-type: none"> • Work with the Specialist to develop a sustainability and exit strategy for the project, tangible support to the Team Leader in finalising the project document for submission to GEF Secretariat (including securing of co-financing letters) and responding to the comments from GEF Sec after the project submission. <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Bachelors’ degree or higher in a relevant field, such as Natural Resources Management, Land Use Management, Conservation Biology or Sustainable Development; Agricultural Planning ▪ Minimum 5 years of demonstrable experience in the technical area of sustainable land use management and planning, conservation of protected areas, Watershed Catchment Management, Agricultural and Forestry Planning ▪ Experience in implementing and managing terrestrial projects particularly for UNDP and GEF projects; ▪ Excellent written and oral communication skills in English; ▪ Experience in developing community-based livelihoods diversification through nature-based conservation and resource management initiatives; ▪ Experience working in the Pacific/Government in Vanuatu on related initiatives highly desired ▪ Knowledge of and experience in ridge to reef conservation approaches and planning, with experience in sustainable financing mechanisms for nature-based protection and management etc ▪ Experience in developing community-based livelihoods diversification through nature-based conservation and resource management initiatives; ▪ Experience working in the Vanuatu on related initiatives highly desired
<p>Consultant 3: International Civil Engineer</p> <p>Type: IC</p> <p>Cost per person-week: US\$650/day</p> <p>Number of person-weeks needed: 45 days</p>	<p>Role</p> <p>The International Civil Engineer will be part of the GEF PPG team and will work under the leadership of the PPG Team Leader. He/She will be responsible for will lead in scoping the support related to Output 1.3.2 Improved resilience through climate proofing of selected public conveyance, water provision infrastructure and evacuation facilities in the coastal zone in priority communities within.</p> <p>The consultant will also be required to provide timely input (as part of a review process) into the finalizing of the ProDoc and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be also be responsible for managing the Civil Engineer local consultant that will be supporting him/her on the ground as part of the GEF PPG Team.</p> <p>Functions/Key Functional Areas</p> <ol style="list-style-type: none"> Work in consultation with the Team Leader and Local Consultant in the submission of a detailed methodology and work plan. Verify and ensure that all project components specific to his/her technical expertise are technically sound and cost effective in the final draft ProDoc. The consultant should help identify suitable, low-cost and low-maintenance options for secondary transport infrastructures in the outer rural islands of Vanuatu. These infrastructures include roads, bridges, footpaths or other secondary modes of transport that provided linkages between communities to various services or markets. The setting up of these infrastructures will modify the vulnerability of the communities by minimizing their exposure to water related damages and will enable communities to continue to use the infrastructures for an increased period of time (whether road or pedestrian crossings) even in times of extraordinary rain and flooding (within safety considerations).

	<p>c. Provide specialised support to undertake a comprehensive stakeholders and capacity assessment work in order to contribute and provide technical advice on component 1.3.2 of the PIF in project formulation focusing specifically on climate proofing of selected public conveyance, water provision infrastructure and evacuation facilities.</p> <p>d. Working with the In-country Civil Engineer Support consultant, PWD and Department of Local Affairs (DLA) stakeholders to conduct the following: finalise the designs and drawings of those selected public conveyance, water provision infrastructure and evacuation facilities for the project to consider, define detailed scope of work and material specifications. The blue prints of the drawings and designs must be provided as Annexes to the submission of the ProDoc. The design should also be in accordance with best engineering practices, standard codes to address the climate threats and its impacts.</p> <p>e. Conduct site visits and work with PWD and other key stakeholders on desirable and undesirable items for climate proofing of selected public conveyance, water provision infrastructure and evacuation facilities.</p> <p>f. Review and assess technical design of existing infrastructure or documents for construction interventions, providing substantive technical inputs and quality assurance where required.</p> <p>g. Work with the Team Leader to ensure that components addressing climate proofing of infrastructures are well presented in the PIF that will be presented during the validation stage to the stakeholders.</p> <p>h. Contribute to the preparation of the inception report with specific focus on climate proofing of selected public conveyance, water provision infrastructure and evacuation facilities.</p> <p>i. Analyse and compile a report of the project baseline in terms of existing infrastructures etc and the gaps and opportunities for project to address.</p> <p>j. Work with the gender specialist to ensure that findings from the gender analysis work is meaningfully integrated into the design of activities focused on improving lives of people through on improved infrastructures and accessibilities.</p> <p>k. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes;</p> <p>l. Contribute to the work and write up tasked by the team leader to fully prepare component 1.3.2 of the ProDoc.</p> <p>m. Assist in the facilitation of consultative meetings with local government, provincial and community stakeholders to assist project definition in collaboration with other partners</p> <p>n. Support the Team Leader in organising and provide support in facilitating inception, consultation and validation workshops. Active participation in workshops.</p> <p>Key Deliverables The key deliverables of the International Civil Engineer will include the following:</p> <ul style="list-style-type: none"> • Contribution to the development of the Inception and Validation Report that will be consolidated by the Team Leader • Develop drawings and bill of quantity for site identified for the project interventions. This will be provided as Annexes to the ProDoc • Prepare assessment report of those infrastructure that needs rehabilitation/construction interventions including budget and bill of quantities
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	<ul style="list-style-type: none"> • Report on the final assessment/verification of the technical design. Finalised designs of selected public conveyance, water provision infrastructure and evacuation facilities for the project to consider, define detailed scope of work and material specifications. • Contribution in preparing the various sections of the UNDP/GEF ProDoc focusing on climate proofing of infrastructure and facilities. • Detailed assignment workplan based on the integrated overall workplan completed by the project team leader. • Prepares Terms of References (ToR) for detailed design for reconstruction/rehabilitation of structures for those identified sites. • A sustainability and exit strategy for the project developed, tangible support to the Team Leader in finalising the project document for submission to GEF Secretariat (including securing of co-financing letters) and responding to the comments from GEF Sec after the project submission. <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Master’s degree or higher in a relevant field, such as Civil Engineering ▪ Professional licensure in areas of civil or structural engineering would be an asset ▪ Minimum 10 years of demonstrable experience in the technical area in building construction, supervision and quality assurance ▪ Experience in design and construction of civil infrastructure, ▪ Experience in development of technical project documentation as well as construction supervision ▪ Good knowledge and understanding of the National and Provincial Public work modalities and by-laws regulating the construction of public facilities, technical regulations, general and special technical conditions and professional codes ▪ Proficiency using AutoCAD
<p>Consultant 4: In-country Civil Engineer Support Consultant</p> <p>Type: NC</p> <p>Cost per person-week: US\$200/day</p> <p>Number of person-weeks needed: 60 days</p>	<p>Role</p> <p>The In-country Civil Engineer Support Consultant will be part of the GEF PPG team and will work to support the International Civil Engineer and guided by the PPG Team Leader. He/She will be work with the Civil Engineer in the scoping and development of activities related to Output 1.3.2 which is focused Improved resilience through climate proofing of selected public conveyance, water provision infrastructure and evacuation facilities in the coastal zone in priority communities within. He/she as the expert present in the country will provide sound technical advice and ideas to the Civil Engineers on what would work best or not. He/She will also be working very closely with the In-country Coordinator in organising in-country consultation and site visits during the PPG mission period.</p> <p>The consultant will also be required to provide timely input (as part of a review process) into the finalizing of the ProDoc and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation.</p> <p>Functions/Key Functional Areas</p> <ol style="list-style-type: none"> a. Work with the International Civil Engineer in the submission of a detailed methodology and work plan. b. Work with the International Civil Engineer to ensure that all project components specific to his/her technical expertise are technically sound and cost effective in the final draft ProDoc. The consultant should help identify suitable, low-cost and low-maintenance options for secondary transport infrastructures in the outer rural islands of Vanuatu. These infrastructures include roads, bridges, footpaths

or other secondary modes of transport that provided linkages between communities to various services or markets. The setting up of these infrastructures will modify the vulnerability of the communities by minimizing their exposure to water related damages and will enable communities to continue to use the infrastructures for an increased period of time (whether road or pedestrian crossings) even in times of extraordinary rain and flooding (within safety considerations).

- c. Provide specialised support to undertake a comprehensive stakeholders and capacity assessment work in order to contribute and provide technical advice on component 1.3.2 of the PIF in project formulation focusing specifically on climate proofing of selected public conveyance, water provision infrastructure and evacuation facilities.
- d. Working with the International Civil Engineer, PWD and Department of Local Affairs (DLA) stakeholders to conduct the following: finalise the designs and drawings of those selected public conveyance, water provision infrastructure and evacuation facilities for the project to consider, define detailed scope of work and material specifications. The blue prints of the drawings and designs must be provided as Annexes to the submission of the ProDoc. The design should also be in accordance with best engineering practices, standard codes to address the climate threats and its impacts.
- e. Coordinate and conduct site visits and work with PWD and other key stakeholders on desirable and undesirable items for climate proofing of selected public conveyance, water provision infrastructure and evacuation facilities.
- f. Work with the International Civil Engineer to review and assess technical design of existing infrastructure or documents for construction interventions, providing substantive technical inputs and quality assurance where required.
- g. Work with the International Civil Engineer to ensure that components addressing climate proofing of infrastructures are well presented in the PIF that will be presented during the validation stage to the stakeholders.
- h. Contribute to the preparation of the inception report with specific focus on climate proofing of selected public conveyance, water provision infrastructure and evacuation facilities.
- i. Analyse and compile a report of the project baseline in terms of existing infrastructures etc and the gaps and opportunities for project to address.
- j. Work with the gender specialist to ensure that findings from the gender analysis work is meaningfully integrated into the design of activities focused on improving lives of people through on improved infrastructures and accessibilities.
- k. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes;
- l. Contribute to the work and write up tasked by the team leader to fully prepare component 1.3.2 of the ProDoc.
- m. Assist in the facilitation of consultative meetings with local government, provincial and community stakeholders to assist project definition in collaboration with other partners
- n. Support the Team Leader in organising and provide support in facilitating inception, consultation and validation workshops. Active participation in workshops.

Key Deliverables

The key deliverables of the In-country Civil Engineer Support Consultant will include the following:

	<ul style="list-style-type: none"> ● Contribution to the development of the Inception and Validation Report that will be consolidated by the Team Leader ● Develop drawings and bill of quantity for site identified for the project interventions. This will be provided as Annexes to the ProDoc ● Prepare assessment report of those infrastructure that needs rehabilitation/construction interventions including budget and bill of quantities ● Report on the final assessment/verification of the technical design. Finalised designs of selected public conveyance, water provision infrastructure and evacuation facilities for the project to consider, define detailed scope of work and material specifications. ● Contribution in preparing the various sections of the UNDP/GEF ProDoc focusing on climate proofing of infrastructure and facilities. ● Detailed assignment workplan based on the integrated overall workplan completed by the project team leader. ● Prepares Terms of References (ToR) for detailed design for reconstruction/ rehabilitation of structures for those identified sites. ● A sustainability and exit strategy for the project developed, tangible support to the Team Leader in finalising the project document for submission to GEF Secretariat (including securing of co-financing letters) and responding to the comments from GEF Sec after the project submission. <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Bachelor’s degree or higher in a relevant field, such as Civil Engineering ▪ Professional licensure in areas of civil or structural engineering would be an asset ▪ Minimum 5 years of demonstrable experience in the technical area in building construction, supervision and quality assurance ▪ Experience in assessing designs and construction of civil infrastructure, ▪ Good knowledge and understanding of the National and Provincial Public work modalities and by-laws regulating the construction of public facilities, technical regulations, general and special technical conditions and professional codes ▪ Proficiency using AutoCAD
<p>Consultant 5: International Marine Specialist (Coastal Zone Management, Marine Managed Areas, Protected Areas)</p> <p>Type: IC</p> <p>Cost per person day: US \$650</p> <p>Number of person weeks needed: 10 (50 days)</p>	<p>Role</p> <p>The International Marine Specialist will be part of the GEF PPG team and will work under the leadership of the PPG Team Leader. He/She will be responsible for the development of all the marine content of the project document specifically focusing on Coastal Zone Management, Coastal and Marine Ecosystem conservation and Management, Marine Protected Area Management, Community based Marine Management and Planning ect. The Marine content should ensure that it highlights linkages to natural resource management and climate change adaptation, governance mechanism and knowledge management development.</p> <p>The consultant will also be required to provide timely input (as part of a review process) into the finalizing of the ProDoc and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be also be responsible for managing the In-country Marine Support consultant that will be supporting him/her on the ground as part of the GEF PPG Team.</p> <p>Functions/Key Functional Areas</p> <ol style="list-style-type: none"> a. Work in consultation with the Team Leader and Local Consultant in the submission of a detailed methodology and work plan.

	<p>b. Contribute to the development of the project document and ensure that the marine component is well articulated and is participatory, gender-responsive and is based on extensive stakeholder engagements; and</p> <p>c. Verify and ensure that all project components are technically sound and cost effective.</p> <p>d. Provide specialised support to undertake a comprehensive stakeholders and capacity assessment work in order to contribute and provide technical advice on component 1, 3 and 4 of the PIF in project formulation focusing specifically on terrestrial issues and ensuring ecological link to other ecosystem services.</p> <p>e. Work with the Team Leader to ensure that components addressing marine issues, gaps, priorities, opportunities are well presented in the PIF that will be presented during the validation stage to the stakeholders.</p> <p>f. Work with the project formulation team to finalise project sites selection following agreed criteria and lead in the collection of marine information (Coastal Zone Management, Coastal and Marine Ecosystem conservation and Management, Marine Protected Area Management, Community based Marine Management and Planning) situation based on available data in the target sites.</p> <p>g. Contribute to the preparation of the inception report with specific focus on marine.</p> <p>h. Coordinate with the Team Leader to finalise a schedule of field visits and the overall PPG timelines.</p> <p>i. Analyse and compile a report of the project baseline in terms of current sustainable marine management approaches, policies, projects and stakeholders.</p> <p>j. Work with the gender specialist to ensure that findings from the gender analysis work is meaningfully integrated into the design of activities focused on marine management interventions.</p> <p>k. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes;</p> <p>l. Contribute to the work and write up tasked by the team leader to fully prepare component 1, 3 and 4 of the VCAP 2 project document.</p> <p>m. Assist in the facilitation of consultative meetings with local government, provincial and community stakeholders to assist project definition in collaboration with other partners</p> <p>n. Contribute and assist in the work of marine management and integrated ecosystem-based management from ridge to reef of the project sites.</p> <p>o. Contribute to the work and write up tasked by the Team Leader to fully prepare for and assist in the work of marine management and integrated ecosystem-based management from ridge to reef of the project sites.</p> <p>p. Support the Team Leader in organising and provide support in facilitating inception, consultation and validation workshops. Active participation in workshops.</p> <p>Key Deliverables The key deliverables of the Marine Specialist include the following:</p> <ul style="list-style-type: none"> • Contribution to the development of the Inception and Validation Report that will be consolidated by the Team Leader • Prepare components relative to the Marine and Coastal areas and working very closely with the Terrestrial Specialist to ensure there is an integrated approach in the development of the strategic result framework, the rational for and
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	<p>detailed description of activities for those outcomes and outputs in which his/her work is linked to; detailed budget, and applicable GEF tracking tools.</p> <ul style="list-style-type: none"> • Contribution in preparing the various sections of the UNDP prodoc in the areas of marine managed areas and management plans, coastal zone management, integrated ecosystem-based management approaches, mainstreaming of biodiversity and marine management in national development and sectorial policies. • Detailed assignment workplan based on the integrated overall workplan completed by the project team leader. • Baseline study report on focused area tasked to do by the Team Leader. • Develop TOR for consultants that will be identified and recruited to implement Marine related activities/initiatives identified in the final project document. • A sustainability and exit strategy for the project developed, tangible support to the Team Leader in finalising the project document for submission to GEF Secretariat (including securing of co-financing letters) and responding to the comments from GEF Sec after the project submission. <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Master’s degree or higher in a relevant field, such as Natural Resources Management, Marine Science, Conservation Biology or Sustainable Development and Planning; ▪ Minimum 10 years of demonstrable experience in the technical area of ecosystem-based planning, conservation of protected areas, community based marine management planning/ LMMAs ▪ Experience in developing high quality project documents, particularly for UNDP and GEF projects; ▪ Excellent written and oral communication skills in English; ▪ Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches; ▪ Knowledge of and experience in ridge to reef conservation approaches and planning, with experience in sustainable financing mechanisms for nature-based protection and management etc ▪ Experience in developing community-based livelihoods diversification through nature-based conservation and resource management initiatives; ▪ Experience working in the Pacific on related initiatives highly desired
<p>Consultant 6: In-country Marine (Coastal Zone Management, Marine Managed Areas, Protected Areas) Support Consultant</p> <p>Type: NC</p> <p>Cost per person/day: US\$200</p>	<p>Role</p> <p>The In-country Marine Support Consultant will be part of the GEF PPG team and will work to support the International Marine Specialist and guided by the PPG Team Leader. He/She will be work with the Marine Specialist in the development of all the marine content of the project document specifically focusing on Coastal Zone Management, Coastal and Marine Ecosystem conservation and Management, Marine Protected Area Management, Community based Marine Management and Planning ect. He/she as the expert present in the country will provide sound technical advise and ideas to the Marine Specialist on what would work best or not. He/She will also be working very closely with the In-country Coordinator in organising in-country consultation and site visits during the PPG mission period.</p> <p>The consultant will also be required to provide timely input (as part of a review process) into the finalizing of the ProDoc to the Marine Specialist and work with the Specialist to ensure that all mandatory and project Annexes and supporting documentation are made available.</p>

<p>Number of person-weeks needed: 60 days</p>	<p>Functions/Key Functional Areas</p> <ul style="list-style-type: none"> a. Work in consultation with the Marine Specialist in the submission of a detailed methodology and workplan which will be provided to the Team Leader. b. Work with the Terrestrial Specialist to ensure that the terrestrial component is well articulated in the project document, and it is participatory, gender-responsive and is based on extensive stakeholder engagements; and c. Verify and ensure that all project activities focused on marine management/conservation are technically sound and cost effective. d. Provide specialised support to undertake a comprehensive stakeholders and capacity assessment work in order to contribute and provide technical advice on component 1, 3 and 4 of the PIF in project formulation focusing specifically on terrestrial issues and ensuring ecological link to other ecosystem services. e. Work with the Marine Specialist to ensure that components addressing marine issues, gaps, priorities, opportunities are well presented in the PIF that will be presented during the validation stage to the stakeholders. f. Work with the project formulation team to finalise project sites selection following agreed criteria and lead in the collection of marine information (Coastal Zone Management, Marine Managed Areas, Protected Areas) situation based on available data in the target sites. g. Contribute to the preparation of the inception report with specific focus on marine. h. Work with In-country Coordinator to finalise a schedule of field visits and the overall PPG timelines. i. Work with the Marine Specialist to analyse and compile a report of the project baseline in terms of current sustainable marine management, marine management planning, nearshore marine resource use policies, projects and stakeholders. j. Provide technical advice to the gender specialist to ensure that findings from the gender analysis work is meaningfully integrated into the design of activities focused on marine management/conservation interventions and is culturally sensitised. k. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes; l. Contribute to the work and write up tasked by the Marine Specialist to fully prepare component 1, 3 and 4 of the VCAP 2 project document. m. Identify government and non-government agencies, local project stakeholders and potential project partners for consultation and coordinate meetings during the PPG mission. n. Facilitate in the organising of consultative meetings with local government, provincial and community stakeholders to assist project definition in collaboration with other partners. o. Contribute to the work and write up tasked by the Marine Specialist to fully prepare for and assist in the work of marine management and integrated ecosystem-based management from ridge to reef of the project sites. p. Support and contribute to the work of other team members that are part of the project especially in the areas of marine management, institutional capacity and knowledge management. q. Support the In-Country Coordinator in organising and provide support in facilitating inception, consultation and validation workshops. Active participation in workshops. r. Conduct follow up as per the guidance of the International Specialist or Team Leader in order to finalise the ProDoc for GEF Sec submission.
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	<p>Key Deliverables</p> <p>The key deliverables of the In-country Marine Support Consultant will include the following:</p> <ul style="list-style-type: none"> • Contribution to the development of the Inception and Validation Report that will be compiled by the International Marine Specialist for the marine component and submitted to the Team Leader to consolidate. • Work with the Marine Specialist to prepare components relative to the Marine areas and working very closely with the Terrestrial team to ensure there is an integrated approach in the development of the strategic result framework, the rational for and detailed description of activities for those outcomes and outputs in which his/her work is linked to; detailed budget, and applicable GEF tracking tools. • Work with the Marine Specialist in the preparation the various sections of the UNDP prodoc especially in the area of marine managed areas and management plans, coastal zone management, integrated ecosystem-based management approaches, mainstreaming of biodiversity and marine management in national development and sectorial policies. • Prepare a detailed assignment workplan based on the integrated overall workplan that will be compiled by the Marine Specialist to submit to the project team leader to consolidate. completed by the project team leader. • Baseline study report on focused area tasked to do by the Marine Specialist. • Work with the Specialist to develop TOR for consultants that will be identified and recruited to implement Marine related activities/initiatives identified in the final project document. • Work with the Specialist to develop a sustainability and exit strategy for the project developed, tangible support to the Team Leader in finalising the project document for submission to GEF Secretariat (including securing of co-financing letters) and responding to the comments from GEF Sec after the project submission. <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Bachelor’s degree or higher in a relevant field, such as Natural Resources Management, Marine Science, Conservation Biology or Sustainable Development and Planning; ▪ Minimum 5 years of demonstrable experience in the technical area of ecosystem-based planning, conservation of protected areas, community based marine management planning/ LMMAs ▪ Experience in implementing and managing marine or community based management or ridge to reef projects particularly for UNDP and GEF projects; ▪ Excellent written and oral communication skills in English; ▪ Experience in ridge to reef conservation approaches and planning, with experience in sustainable financing mechanisms for nature-based protection and management etc ▪ Experience working in the Vanuatu on related initiatives highly desired
<p>Consultant 7: VCAP2 PPG In-country Coordinator</p> <p>Type: NC</p>	<p>Role</p> <p>The In-country Coordinator will be part of the GEF PPG team and will work to coordinate the roles and functions of the in-country support consultants (including Marine, Terrestrial, Civil Engineer, Water Engineer) and ensure that there is interactive communication between the locals and international consultants. He/She will also provide support to the PPG Team Leader overall and will work with the other International Technical Specialist where needed.</p>

<p>Cost per person day: 250</p> <p>Number of person-weeks needed: 70 days</p>	<p>He/she as the expert present in the country will provide sound technical advise and ideas to the PPG Team Leader on what would work best or not. He/She will also be working very closely with the In-country Support consultants in organising in-country consultation and site visits during the PPG mission period.</p> <p>The consultant will also be required to provide timely input (as part of a review process) into the finalizing of the ProDoc and ensure that all mandatory and project Annexes and supporting documentation are made available.</p> <p>Functions/Key Functional Areas</p> <ol style="list-style-type: none"> a. Work in consultation with the Team Leader in the submission of a detailed methodology and workplan. Ensure that there is efficient consultation with key stakeholders before any plans are finalised. b. Coordinate in the organising of the PPG inception workshop with key stakeholders. Ensure that there are proper consultations with the Team Leader, International and Local Consultants on key stakeholders to invite. c. Provide logistic support to ensure that all in-country preparations are well mapped and carried out especially for all workshops and meetings etc. d. Contribute to the development of the inception reports. e. Facilitate discussions on site selections and finalisation with key stakeholders to finalise project sites selection following agreed criteria and lead in the collection of marine information (Coastal Zone Management, Marine Managed Areas, Protected Areas) situation based on available data in the target sites. f. Work with PPG Team to finalise a schedule of field visits and the overall PPG timelines. g. Work with the PPG team to identify opportunities for private sector engagement and co-financing. Take lead in talking with key government stakeholders on co-financing and secure co-financing letters. h. Advise the Team Leader on partner capacity assessments and facilitate discussions on management arrangements early in the PPG process. i. Contribute to the work and write up tasked by the Team Leader where and when needed. j. Assist team leader in the development of an indicative procurement plan for the project with support from UNDP. k. Work with the Team Leader in securing and presenting of project execution and management arrangement and ensure that the project is aligned to UNDP-GEF guidance on UNDP execution support. l. Coordinate the implementation of the validation workshop and work with the Team Leader to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans. m. Work with the Team Leader to develop and finalise a validation workshop report n. Provide support to the Civil and Water Engineers and Meteorological Specialist in the designing of their respective components in the ProDoc. o. Follow up on any further input to the first draft of the ProDoc and in also finalising the ProDoc in-country. p. Facilitate minute taking of meeting conducted by the Team Leader with key government stakeholders etc. <p>Key Deliverables</p> <p>The key deliverables of the In-country Coordinator will include the following:</p>
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	<ul style="list-style-type: none"> ● A detailed schedule of all consultation, workshop, meetings and site visits during the PPG Inception and Validation. ● A list of co-financing from key stakeholders and draft of co-financing letters that will be submitted to UNDP and as Annexes to the ProDoc. Ensure that the final signed co-financing letters are obtained once the draft has been finalised Team Leader. ● An indicative procurement plan, budget and timeline for project implementation. ● Inception workshop and validation workshop report. Ensure that all meeting minutes are also documented and submitted. ● Submission of the 1st draft of the ProDoc ensuring that consolidated comments from key stakeholders are incorporated accordingly especially for the engineering designing and early warning systems. ● Submission on an approved final ProDoc with GEF Sec Approval obtained. <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Bachelor’s degree or higher in a relevant field, such as Natural Resources Management, Architectural/Building Designing and Planning; ▪ Minimum 5 years of demonstrable experience in the technical area climate change adaptation and mitigation, early warning system etc ▪ Experience in implementing and managing of climate change projects particularly for UNDP and GEF projects; ▪ Excellent written and oral communication skills in English; ▪ Experience working in the Vanuatu on related initiatives highly desired
<p>Consultant 8: In-country Water Engineer (Hydrology)</p> <p>Type: NC</p> <p>Cost per person day: 250/day</p> <p>Number of person-weeks needed: 30 days</p>	<p>Role</p> <p>The In-country Water Engineer will be part of the GEF PPG team and will work under the leadership of the PPG Team Leader. He/She will be responsible in the development of the content specific to water improvement, accessibility and adaptation planning under Outcome 1 and 3 of the ProDoc.</p> <p>The consultant will also be required to provide timely input (as part of a review process) into the finalizing of the ProDoc and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. He/She will be also be required to work very closely with Public Works and Water Department in Vanuatu and any other identified key partners in developing and finalising project activities for Outcome that is focused on improving water accessibility for coastal communities.</p> <p>Functions/Key Functional Areas</p> <ol style="list-style-type: none"> a. Work in consultation with the Team Leader and Local Consultant in the submission of a detailed methodology and work plan. b. Provide technical advice and guidance to enhance water accessibility and productive for costal communities through agreed models, programs and activities that will need to be identified in the ProDoc c. Conduct an assessment on water supply and availability for key targeted sites and identify prioritised activities to ensure water security and safety is addressed accordingly. d. Identify key water catchment areas and work with the Terrestrial team to ensure that these key water catchment areas are incorporated into the upland management planning process etc. e. Provide technical inputs and guidance into the development of a baseline study that involves the diagnosis of water needs in island communities.

	<p>f. Work with the project formulation team to finalise project sites selection following agreed criteria and lead in the collection of water security and management.</p> <p>g. Contribute to the preparation of the inception report with specific focus on water management.</p> <p>h. Work with In-country Coordinator to finalise a schedule of field visits and the overall PPG timelines.</p> <p>i. Provide guidance and technical support in creating a comprehensive overview of a good international practice of sustainable water production and resource management systems of relevance for island communities faced with geographical challenges of isolation and the dispersed nature of the islands and small populations.</p> <p>j. Provide technical advice to the gender specialist to ensure that findings from the gender analysis work is meaningfully integrated into the design of activities focused on water production and management.</p> <p>k. Contribute to the work and write up tasked by the Team Leader to fully prepare component 1, 3 and 4 of the VCAP 2 project document.</p> <p>l. Identify government and non-government agencies, local project stakeholders and potential project partners for consultation and coordinate meetings during the PPG mission.</p> <p>m. Facilitate in the organising of consultative meetings with local government, provincial and community stakeholders to assist project definition in collaboration with other partners.</p> <p>n. Support the In-Country Coordinator and Team Leader in organising and provide support in facilitating inception, consultation and validation workshops. Active participation in workshops.</p> <p>o. Provide support and technical input to the design of related detailed procurement plans and TORs that include feasibility study, design, implementation/construction, stakeholder involvement, quality control and risk management for Rainwater Harvesting methods and Groundwater Management etc</p> <p>p. Conduct follow up as per the guidance of the Team Leader in order to finalise the ProDoc for GEF Sec submission.</p> <p>Key Deliverables</p> <p>The key deliverables of the Water Engineer include the following:</p> <ul style="list-style-type: none"> • Contribution to the development of the Inception and Validation Report that will be consolidated by the Team Leader • Contribute to the content development relative to Component 1 specifically focused on water of the ProDoc and ensure there is an integrated approach in the development of the strategic result framework, the rational for and detailed description of activities for the outcome and outputs in which his/her work is linked to; detailed budget, and applicable GEF tracking tools. • Detailed assignment workplan based on the integrated overall workplan completed by the project team leader. • Baseline study report on the focused area tasked to do by the Team Leader. • Drafted procurement plans and TORs for consultants that will be identified and recruited to implement those activities under the relevant outputs of outcome 1 as identified in the final project document. • A sustainability and exit strategy for the project developed, tangible support to the Team Leader in finalising the project document for submission to GEF
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	<p>Secretariat (including securing of co-financing letters) and responding to the comments from GEF Sec after the project submission.</p> <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Master’s or equivalent degree or higher in a relevant field such as Climate Change, Integrated Water Resource Management. ▪ Minimum 10 years of demonstrable experience in the technical area of early warning systems and weather monitoring. ▪ Experience of the development of water sector projects, especially in volcanic islands is highly desirable ▪ Good understanding of developments in national and international water management sector, and good knowledge in latest trends and approaches in adaptive and integrated water resource management would be an asset ▪ Excellent written and oral communication skills in English; ▪ Proven knowledge and experience of applying integrated water resource management principle would be an asset ▪ Experience working in the Vanuatu on related initiatives highly desired ▪ Proven knowledge and experience in the institutional strengthening and capacity building of the Water sector.
<p>Consultant 9: In- country Weather Systems Specialist</p> <p>Type: NC</p> <p>Cost per person day: 250</p> <p>Number of person-weeks needed: 30 days</p>	<p>Role</p> <p>The Weather Systems Specialist will be part of the GEF PPG team and will work under the leadership of the PPG Team Leader. He/She will be responsible in the development of Component 2 content of the VCAP 2 ProDoc which is specifically focused on information and early warning systems on coastal hazards.</p> <p>The consultant will also be required to provide timely input (as part of a review process) into the finalizing of the ProDoc and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. He/She will be also be required to work very closely with the VMDG (Vanuatu Meteorological Department) and any other identified key partners in developing and finalising project activities for Output 2.1, 2.2 and 2.3.</p> <p>Functions/Key Functional Areas</p> <ol style="list-style-type: none"> a. Work in consultation with the Team Leader and Local Consultant in the submission of a detailed methodology and work plan. b. Take lead in the discussion of project outputs under outcome 2 and ensure a collective understanding and agreement on its overall objective. c. Take lead in the compiling of the content of outcome 2 and ensure that the information and early warning systems are well articulated, is inclusive of the different weather information (receivers and users) concerns and issues, participatory in information gathering, and is based on extensive stakeholder engagements; d. Verify and ensure that project Component 2 is technically sound and cost effective and in doing so, assess the effectiveness, efficiency and impact of existing national investments in the meteorological sector and how it is improving the capacity of the sector in providing real time monitoring and climate-related hazards such as coastal flooding, storm surges, sea level rise etc. e. Provide specialised support to undertake a comprehensive stakeholders and capacity assessment work in order to contribute and provide technical advice on component 2 of the PIF in project formulation focusing specifically on improved information and early warning systems on coastal hazards.

- f. Work with the Team Leader to ensure that components 2 is addressing needs and gaps, issues, priorities, opportunities are well presented in the PIF that will be presented during the validation stage to the stakeholders.
- g. Work with the project formulation team to finalise project sites selection following agreed criteria. The sites for Component 2 will depend on the discussion with VMDG.
- h. Contribute to the preparation of the inception report with specific focus on information and early warning systems.
- i. Coordinate with the Team Leader to finalise a schedule of field visits and the overall PPG timelines.
- j. Analyse and compile a report of the project baseline in terms of work conducted through VCAP 1 and other projects focusing on information and early warning systems to be able to identify new targets and indicators for VCAP2.
- k. Work with the gender specialist to ensure that findings from the gender analysis work is meaningfully integrated into the design of activities focused on addressing information and early warning system interventions.
- l. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in the overall project landscape;
- m. Contribute to the work and write up tasked by the team leader to fully prepare Component 2 of the ProDoc.
- n. Provide support and technical input to the design of related detailed procurement plans and TORs that include feasibility study, design, implementation/construction, stakeholder involvement, quality control and risk management for any early warning system installation etc.
- o. Support the Team Leader in organising and provide support in facilitating inception, consultation and validation workshops. Active participation in workshops.
- p. Conduct follow up as per the guidance of the International Specialist or Team Leader in order to finalise the ProDoc for GEF Sec submission.

Key Deliverables

The key deliverables of the Weather Systems Specialist include the following:

- Contribution to the development of the Inception and Validation Report that will be consolidated by the Team Leader
- Prepare components relative to Component 2 of the ProDoc and ensure there is an integrated approach in the development of the strategic result framework, the rational for and detailed description of activities for the outcome and outputs in which his/her work is linked to; detailed budget, and applicable GEF tracking tools.
- Prepare and finalise the content of Component 2 of UNDP/GEF VCAP 2 prodoc.
- Detailed assignment workplan based on the integrated overall workplan completed by the project team leader.
- Baseline study report on the focused area tasked to do by the Team Leader.
- Drafted procurement plan and TORs for consultants that will be identified and recruited to implement those activities under the relevant outputs of outcome 2 as identified in the final project document.
- A sustainability and exit strategy for the project developed, tangible support to the Team Leader in finalising the project document for submission to GEF Secretariat (including securing of co-financing letters) and responding to the comments from GEF Sec after the project submission.

Qualifications

	<ul style="list-style-type: none">▪ Master's degree or higher in a relevant field such as Climate Change/Meteorological Science or equivalent▪ Minimum 10 years of demonstrable experience in the technical area of early warning systems and weather monitoring.▪ Must be a certified or registered Meteorologist▪ Excellent written and oral communication skills in English;▪ Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches;▪ Experience working in the Vanuatu on related initiatives highly desired
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Annex 3: Terms of Reference for 3 Consultants funded by USAID Pacific Climate Ready Project

TERMS OF REFERENCE

Position Title:	Project Development Specialist – (International)
Level of Effort (days):	80 working days
Period of Performance:	January 15, 2020 to March 31, 2021
Country of Performance:	Vanuatu
Activity:	Adaptation to Climate Change in Vanuatu, Phase 2

INTRODUCTION

The United States Agency for International Development (USAID) Climate Ready project is working with target Pacific Island countries (PICs) to achieve their climate change adaptation goals by assisting them to develop and implement climate action policies and plans in a manner that is country-driven, coordinated, inclusive and equitable. USAID Climate Ready Project provides a wide range of high-level, high-visibility technical assistance and capacity-building support in climate change adaptation (CCA) and CCA finance. Project objectives include: (1) strengthening and mainstreaming CCA policies and laws; (2) enabling access to multilateral and bilateral climate change funds; and (3) strengthening implementation of CCA projects. Target countries include: Fiji, Kiribati, Marshall Islands, Federated States of Micronesia, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

PROJECT BACKGROUND

The Government of Vanuatu (GoV) has been granted funds under the Least Developed Countries Fund (LDCF) and the GEF Trust Fund to prepare a second phase project *Adaptation to Climate Change in the Coastal Zone in Vanuatu, Phase 2*. Over the course of the Project Preparation Grant (PPG) stage, it is envisaged that consultations with government and non-government entities will assist in identifying the final project sites (at least 6) from the preliminary list identified in the Project Identification Form (PIF)¹ which has been approved by the GEF. These will be verified through assessment of vulnerabilities to climate change impacts and to the extent of economic activities and their interaction with coastal ecosystems. Opportunities for ecosystem-based adaptation will be identified such as through biodiversity conservation and sustainable land management.

The overall aim of the project will be to improve the resilience of the vulnerable areas and communities therein to the impacts of climate change through the conservation of biodiversity and natural ecosystems and the implementation of integrated approaches in order to sustain livelihoods, food production and ensure biodiversity conservation and reduce land degradation by building on the lessons learned from the first phase project. UNDP has requested the USAID Climate Ready project to support the project preparation work by providing technical assistance and advisory services in the participatory development of a UNDP/GEF compliant full-size project document.

OBJECTIVES OF THE ASSIGNMENT

The objective of the International Project Development Specialist, in partnership with UNDP and USAID Climate Ready Project, is to lead the development of the UNDP/GEF Project Document, including all required annexes for

¹ The PIF cleared by the GEF Secretariat is available.

submission by UNDP to the GEF on behalf of the government of Vanuatu This assignment will be based on the approved Project Identification Form (PIF) cleared by the GEF Secretariat and the GEF Council.

Scope of Assignment

The assignment will formulate and write the UNDP Project Document, GEF CEO Endorsement Request and all required annexes. It will build on the PIF approved by the GEF Council. The Project Development Specialist is expected to participate in the inception workshop, series of in-country consultations, and the validation workshop in Vanuatu and other stakeholders in the entire process. Moreover, the Project Development Specialist will provide inputs in responding to the comments of the GEF Secretariat during the review process until the Project Document is endorsed by the GEF CEO.

Support will be provided by UNDP in the form of:

- A clear and realistic timetable for the delivery of elements of the proposal;
- A clear understanding of all the elements that are to be included in reporting;
- Useful and up-to-date templates (unlocked) for reporting; and
- Continued timely support from UNDP Pacific and Vanuatu programs.

Detailed Tasks

The International Project Development Specialist will be the GEF PPG Team Leader and 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 as outlined below.

1) Management of the GEF PPG Team

- a. 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);
- b. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and
- c. Verify and ensure that all project components are technically sound and cost effective.

2) PPG Inception Workshop

- a. Present the PIF for validation by the stakeholders in collaboration with UNDP;
- b. Lead the process for the final selection of project sites following agreed criteria;
- c. Oversee the preparation of the inception report; and
- d. Present the schedule of field visits and the overall PPG timelines.

3) Preparatory Technical Studies and Reviews (Component A): With inputs from the international and national consultants, as detailed in their respective TORs:

- a. Compile baseline/situational analysis for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate;
- b. Lead and oversee the stakeholder analysis and consultations, with support from international and national consultants, and ensure that they are complete and comprehensive including consultations with the private sector and tourism associations and bodies;
- c. Oversee the consultants in the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
- d. Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage ("pre-screening") are fully implemented during the PPG, and update that screening in an iterative process throughout the PPG, and as appropriate;

- e. Review the identified project sites during the PPG inception workshop, and with the final sites, ensure that geo-referenced data and maps are clearly presented both for targeted protected areas and broader land/seascapes, as applicable;
 - f. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes;
 - g. Lead and oversee the identification of opportunities for private sector engagement and co-financing;
 - h. Ensure the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process;
 - i. Oversee the consultations with partners regarding financial planning; and
 - j. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.
- 4) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): With inputs from the international and national consultants, as detailed in their respective TORs, and based on international best practice:
- a. Develop, present and articulate the project's theory of change;
 - b. Develop the Results Framework in line with UNDP-GEF policy;
 - c. Develop a detailed Monitoring and Evaluation Plan and Budget;
 - d. Oversee and ensure the preparation of a comprehensive Stakeholder Engagement Plan;
 - e. Oversee and ensure the preparation of a Gender Action Plan and Budget;
 - f. Oversee and ensure the updating of the SESP based on assessments undertaken during Component A, and ensure the development of required environmental and/or social management plan(s) as required;
 - g. Oversee the preparation of the required GEF tracking tools (METT) and GEF Core Indicators and ensure these are supported by robust and validated data;
 - h. Secure all co-financing letters;
 - i. Prepare the indicative procurement plan (with UNDP Pacific support);
 - j. Secure and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support;
 - k. Ensure the completion of the required official endorsement letters, as may be needed; and
 - l. 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.²
- 5) Validation Workshop (Component C):
- a. Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans;
 - b. Oversee all necessary revisions that arise during the workshop; and
 - c. Ensure completion of Validation Workshop Report.

OUTPUTS/REPORTS/DELIVERABLES

- a. Consolidation of all technical and consultation inputs and comments including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;
- b. Completion of the GEF CEO Endorsement Request;
- c. Finalized SESP (and stand-alone management plans as required);
- d. All documentation from GEF PPG (including technical reports, meeting minutes, etc.);
- e. Inception Workshop and Validation Workshop Reports; and
- f. Finally, the Specialist will prepare a USAID-compliant consultant report.

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

WORKING ARRANGEMENTS

The International Project Development Specialist will report to the UNDP (Bangkok Regional Hub and Pacific Office) and will coordinate closely with the USAID Climate Ready Chief of Party.

DURATION OF ASSIGNMENT/LOCATION OF WORK

The consultancy will be for 80 working days over the period from January 15, 2020 through March 31, 2021. Expected duty station is home-based with up to four missions to Vanuatu to meet with UNDP and with national stakeholders in national and sub-national meetings. The meeting venues and dates will be finalized by UNDP and GoV.

PAYMENT SCHEDULE

USAID Climate Ready will pay the consultant for the **number of days worked**, up to the maximum for the consultancy, upon submission and approval of the following deliverables (specified as follows):

- (i) Preliminary draft of the Project Document and all annexes; and Inception Workshop Report (40 days);
- (ii) Draft of the CEO endorsement request and all annexes; and Validation Workshop Report (25 days)
- (iii) Final draft of a fully-developed Project Document and CEO Endorsement Request and all required annexes and finalized SESP (and stand-alone management plans as required) that incorporate UNDP and GoV comments (13 days); and
- (iv) USAID-compliant consultant report (2 days).

QUALIFICATIONS AND EXPERIENCE

Education:

- Hold an advanced degree in environmental management, natural resource management or related areas of expertise.

Experience:

- Extensive knowledge of climate change adaptation, natural resource and biodiversity conservation.
- Extensive knowledge of Pacific Island countries, demonstrated by previous experience and involvement in the country/region.
- Experience in the design of GEF projects.
- A solid experience in the areas of environment, disaster risk reduction, climate change adaptation, poverty analysis, sustainable development and strategic planning.
- Practical experience in organization management, strategic planning of activity implementation and government partnership building.
- Experience in formulating development strategies and policies.

Language Requirements:

- Proficiency in English is required, especially excellent writing skills.

TERMS OF REFERENCE

Position Title:	International Gender and Social Inclusion Advisor
Level of Effort (days):	60 working days
Period of Performance:	February 15, 2020 to March 31, 2021
Country of Performance:	Vanuatu
Activity:	Adaptation to Climate Change in Vanuatu, Phase 2

INTRODUCTION

The United States Agency for International Development (USAID) Climate Ready project is working with target Pacific Island countries (PICs) to achieve their climate change adaptation goals by assisting them to develop and implement climate action policies and plans in a manner that is country-driven, coordinated, inclusive and equitable. USAID Climate Ready Project provides a wide range of high-level, high-visibility technical assistance and capacity-building support in climate change adaptation (CCA) and CCA finance. Project objectives include: (1) strengthening and mainstreaming CCA policies and laws; (2) enabling access to multilateral and bilateral climate change funds; and (3) strengthening implementation of CCA projects. Target countries include: Fiji, Kiribati, Marshall Islands, Federated States of Micronesia, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

PROJECT BACKGROUND

The Government of Vanuatu has been granted funds under the Least Developed Countries Fund (LDCF) and the GEF Trust Fund to prepare a second phase project *Adaptation to Climate Change in the Coastal Zone in Vanuatu, Phase 2*. Over the course of the Project Preparation Grant (PPG) stage, it is envisaged that consultations with government and non-government entities will assist in identifying the final project sites (at least 6) from the preliminary list identified in the Project Identification Form (PIF)³ which has been approved by the GEF. These will be verified through assessment of vulnerabilities to climate change impacts and to the extent of economic activities and their interaction with coastal ecosystems. Opportunities for ecosystem-based adaptation will be identified such as through biodiversity conservation and sustainable land management.

The overall aim of the project will be to improve the resilience of the vulnerable areas and communities therein to the impacts of climate change through the conservation of biodiversity and natural ecosystems and the implementation of integrated approaches in order to sustain livelihoods, food production and ensure biodiversity conservation and reduce land degradation by building on the lessons learned from the first phase project. This large intervention is expected to bring important benefits to the Government of Vanuatu and it is imperative to ensure that a strong gender and social inclusion dimension is undertaken during implementation of the project. Inclusive participation by all groups, in particular indigenous peoples and the youth, among others will need to be achieved.

UNDP has requested the USAID Climate Ready project to support the project preparation work by providing technical assistance and advisory services in the area of gender and social inclusion to the project preparation team in preparing a UNDP/GEF compliant full-size project document.

³ The PIF cleared by the GEF Secretariat is available.

Integrating gender and social inclusion dimensions into national climate changes policies, strategies, action plans and projects or programmes has become critical for realizing Government commitments put in place to respond to climate change impacts and vulnerabilities. On the basis of the information collected as part of the gender analysis, the Advisor will identify and design a specific and discreet gender component above and beyond gender mainstreaming aspects, with funding commitment, which could address climate change adaptation in the project's main objectives.

OBJECTIVES OF THE ASSIGNMENT

In order to assist in the inclusion of a gender perspective and specific defined gender activities within the implementation phase of the project USAID Climate Ready Project is seeking a Gender and Social Inclusion Advisor (International) to support the development of the project.

Detailed Tasks

As guided by the PPG Team Leader the Gender and Social Inclusion Advisor will undertake and/or assist with the following:

- Review relevant gender and social inclusion policies of UNDP and the GEF to guide the conduct of this consultancy.
- Collect and analyze relevant secondary information and conduct rapid assessments to characterize every project site from a gender and social inclusion perspective.
- Consult with key government ministries, officials, civil society and individuals who work on issues related to gender and social inclusion, specifically empowering women in the context of natural resource management.
- Contribute from a gender and social inclusion perspective to the assessment of coastal resources, including mangroves, coral reefs, fisheries, coastal and upland vegetation and their contribution to food production, livelihoods, coastal protection and to the overall coastal economy; This should involve also contributing to community consultations on the identification of their priorities, particularly related to gender, and the likely impacts of climate change on such priorities.
- Ensure that gender and social inclusion aspects are integrated into the overall project strategy, theory of change and results framework.
- Building on the lessons from VCAP1, contribute to the integration of a gender and social inclusion perspective in the development of the preliminary CCA and disaster response plans in the context of ICM to build resilience in the coastal zone, with the range of approaches to include soft and hard measures.
- Review existing policy and regulatory framework in the context of gender and social inclusion in Vanuatu. Review GEF and UNDP documentation on integrating gender and social inclusion into project preparation and assist the project developers in complying with such guidelines and protocols.
- Contribute to the development of the stakeholder involvement plan for the implementation phase of the project, with a clear focus on community involvement and participation (Example: develop activities to define the specific role of women in communicating early warning to communities).
- Identify and design specific and discrete gender and social inclusion action plan outlining the activities above and beyond gender and social inclusion mainstreaming aspects, with funding requirement and commitment, which could address climate change adaptation in one or more of the project's expected outputs.

- Participate in field missions as may be required.
- Prepare the required USAID consultant report.

OUTPUTS/REPORTS/DELIVERABLES

The Gender and Social Inclusion Advisor will support the Project Development Specialist in providing a comprehensive UNDP/GEF LDCF compliant set of project documents. The key deliverables in support of this product are as follows:

- Review and assist with inputs to key deliverables of the UNDP/GEF LDCF compliant project documents including short reports on performance of tasks and issues as they may arise.
- Review and assist with inputs to the draft and final versions of the UNDP/GEF LDCF compliant project documentation as directed by the Team Leader.
- Produce a Gender and Social Inclusion Action Plan outlining activities for gender and social inclusion and climate change adaptation actions in Vanuatu, in the short, medium and longer term.
- Design specific and discrete gender and social inclusion activities in one or more of the project's expected outputs drawing from the Gender and Social Inclusion Action Plan, contribute to the elaboration of the theory of change and identify appropriate indicators in the results framework.
- USAID Climate Ready consultant report.

WORKING ARRANGEMENTS

The Gender and Social Inclusion Advisor (International) will report to the UNDP (Bangkok Regional Hub and Pacific Office) and will coordinate closely with the USAID Climate Ready Chief of Party.

DURATION OF ASSIGNMENT/LOCATION OF WORK

The consultancy will be for 60 working days over the period from February 15, 2020 through March 31, 2021. Expected duty station is home-based with up to four missions to Vanuatu to meet with UNDP and with national stakeholders in national and sub-national meetings. The meeting venues and dates will be finalized by UNDP and GoV.

PAYMENT SCHEDULE

USAID Climate Ready will pay the consultant for the **number of days worked**, up to the maximum for the consultancy, upon submission and approval of the following deliverables (specified as follows):

- (i) Preparatory technical input to project design and organization and delivery of inception workshop (5 days).
- (ii) Stakeholder Consultations and Participatory Social and Gender Analysis and Summary Report (25 days).
- (iii) Gender and Social Inclusion Action Plan (10 days).
- (iv) Specific and discrete gender and social inclusion activity(ies) (8 days).
- (v) Assistance in preparing the preliminary and final drafts of the Project Document, specifically with respect to mainstreaming gender and social inclusion considerations and all annexes (10 days).

(vi) USAID-compliant consultant report (2 days).

QUALIFICATIONS AND EXPERIENCE

- A minimum of a postgraduate or higher degree in either Social Sciences, Environmental Science, Political Sciences, Development Studies, Gender/Women's Studies,
- A minimum of five years experience (especially in Vanuatu) in the area of gender analysis and mainstreaming including policy analysis and design of programmes that address gender equality issues. Those with relevant experience in gender analysis and climate change will have a strong advantage;
- Strong research skills (research design, data collection, analysis and reporting). Skills in social research and statistics will be an added advantage;
- Experience in Climate Change and effects on social issues
- Proficiency in oral and written English with excellent communication skills demonstrated by an ability to express ideas clearly, logically and effectively.
- Computer literate with competences in word processing, spread-sheets, electronic presentation and the use of Internet
- Ability to analyse and interpret data and information.

TERMS OF REFERENCE

Position Title:	Policy/Institutions/Community Expert – (National)
Level of Effort (days):	75 working days
Period of Performance:	February 15, 2020 to March 31, 2021
Country of Performance:	Vanuatu
Activity:	Adaptation to Climate Change in Vanuatu, Phase 2

INTRODUCTION

The United States Agency for International Development (USAID) Climate Ready project is working with target Pacific Island countries (PICs) to achieve their climate change adaptation goals by assisting them to develop and implement climate action policies and plans in a manner that is country-driven, coordinated, inclusive and equitable. USAID Climate Ready Project provides a wide range of high-level, high-visibility technical assistance and capacity-building support in climate change adaptation (CCA) and CCA finance. Project objectives include: (1) strengthening and mainstreaming CCA policies and laws; (2) enabling access to multilateral and bilateral climate change funds; and (3) strengthening implementation of CCA projects. Target countries include: Fiji, Kiribati, Marshall Islands, Federated States of Micronesia, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

PROJECT BACKGROUND

The Government of Vanuatu (GoV) has been granted funds under the Least Developed Countries Fund (LDCF) and the GEF Trust Fund to prepare a second phase project *Adaptation to Climate Change in the Coastal Zone in Vanuatu, Phase 2*. Over the course of the Project Preparation Grant (PPG) stage, it is envisaged that consultations with government and non-government entities will assist in identifying the final project sites (at least 6) from the preliminary list identified in the Project Identification Form (PIF)⁴ which has been approved by the GEF. These will be verified through assessment of vulnerabilities to climate change impacts and to the extent of economic activities and their interaction with coastal ecosystems. Opportunities for ecosystem-based adaptation will be identified such as through biodiversity conservation and sustainable land management.

The overall aim of the project will be to improve the resilience of the vulnerable areas and communities therein to the impacts of climate change through the conservation of biodiversity and natural ecosystems and the implementation of integrated approaches in order to sustain livelihoods, food production and ensure biodiversity conservation and reduce land degradation by building on the lessons learned from the first phase project. UNDP has requested the USAID Climate Ready project to support the project preparation work by providing technical assistance and advisory services in the participatory development of a UNDP/GEF compliant full-size project document.

OBJECTIVES OF THE ASSIGNMENT

The objective of the Policy/Institutions/Community Expert National Consultant is to work closely with the Project Development Specialist and GESI Advisor, in partnership with UNDP and USAID Climate Ready Project, in the development of the UNDP/GEF Project Document, including all required annexes for submission by UNDP to the GEF on behalf of the government of Vanuatu. This assignment will be based on the approved Project Identification Form (PIF) cleared by the GEF Secretariat and the GEF Council.

⁴ The PIF cleared by the GEF Secretariat is available.

Detailed Tasks

The Policy/Institutions/Community Expert National Consultant will lead the climate change adaptation planning initiative at the community level and support the Project Development Specialist and GESI Advisor in organizing and conducting stakeholder consultations with Government officials and the community and contribute, as agreed, to the drafting of reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, as well as all mandatory and project specific Annexes and supporting documentation. She/he will undertake the following tasks as outlined below:

- Design activities and outputs under Component 3, Climate Change and Natural Resource Management Governance, including the development of Climate Change Adaptation Plans at community level, Vulnerability Assessments, and also the C3ADS; identify the gaps and opportunities for building the capacity of DLA.
- Link the activities and output of Component 3 to the other outcomes identified in the PIF.
- Assist the Project Development Specialist and GESI Advisor in formulating inputs and providing community-based feedback for all other components and provide support to the Project Development Specialist in pulling together the UNDP Project Document (ProDoc) and CEO Endorsement Request, as well as all mandatory and project specific Annexes and supporting documentation. Help the GESI Advisor with coordinating stakeholder consultations with Government officials and the community and other tasks, as requested and agreed.

OUTPUTS/REPORTS/DELIVERABLES

- a. Formulation of Component 3 activities and output.
- b. Linkage of Component 3 activities and outputs to other PIF components.
- c. Input to supporting organizing, coordinating and conducting stakeholder consultations with Government and the community.
- d. Review and assist with inputs to the draft and final versions of the UNDP/GEF LDCF compliant project documentation as directed by the Project Development Specialist.
- e. USAID-compliant consultant report.

WORKING ARRANGEMENTS

The Policy/Institutions/Community Expert National Consultant will report to the Project Development Specialist and work in close coordination with the USAID Climate Ready Chief of Party.

DURATION OF ASSIGNMENT/LOCATION OF WORK

The consultancy will be for 75 working days over the period from February 15, 2020 through March 31, 2021. Expected duty station is home-based in Vanuatu with up to four missions to Vanuatu's outer islands to meet with UNDP and national stakeholders in national and sub-national meetings. The meeting venues and dates will be finalized by UNDP and GoV.

PAYMENT SCHEDULE

USAID Climate Ready will pay the consultant for the **number of days worked**, up to the maximum for the consultancy, upon submission and approval of the following deliverables (specified as follows):

- (i) Preparatory technical input to project design and organization and delivery of inception workshop, including summary report (5 days).
- (ii) Input to organizing and conducting stakeholder consultations, including summary report (35 days).
- (iii) Component 3 activities and output (23 days).

- (iv) Assistance in preparing the preliminary and final drafts of the Project Document, specifically with respect to mainstreaming gender and social inclusion considerations and all annexes, specifically with respect to linking Component 3 activities and output to other outcomes identified in the PIF (10 days).
- (v) USAID-compliant consultant report (2 days).

QUALIFICATIONS AND EXPERIENCE

- At least three (3) years of technical experience in field of Climate Change Adaptation, Disaster Risk Reduction, Sustainable Development, Natural Resource Management, and Early Warning Systems.
- Knowledge of national policies and plans concerning climate change and disaster risk reduction.
- Demonstrable success in developing projects, including narratives and log frames.
- Ability to articulate the nexus between climate change adaptation and natural resource management in the country context.
- Able to work independently and meet deadlines.
- Excellent written English and presentation skills.



Empowered lives.
Resilient nations.

27 January 2020

Dear Mr. Bouadze,

Subject: Initiation Plan/PPG Vanuatu: Adaptation to Climate Change in the Coastal Zone in Vanuatu Phase II (VCAP II)– PIMS No. 6374 - ATLAS BU: FJI10 - Proposal No.: 00124315
Project No.: 00119323

I am pleased to delegate to you as the UNDP Resident Representative the authority to sign the Initiation Plan/GEF PPG for the above-mentioned Project Preparation Grant (PPG) on behalf of UNDP, and to commence development of the main project. The PPG, which amounts to a total of USD 300,000, has received its final approval in accordance with the established GEF procedures (GEF CEO PPG Approval letter attached for ease of reference).

I would like to bring to your attention the new GEF Cancellation Policy in effect for all GEF projects approved as of 1 March 2019. This new policy has two cancellation points:

- 1. Submission for CEO endorsement:** GEF Agencies have a maximum of **12 months** to submit a Project Document that is compliant with both GEF and UNDP requirements. Failure to submit a complete package within the 12-month deadline will result in automatic cancellation of the project by the GEF and the grant funds will be returned to the GEF for re-programming. To meet this deadline, the fully complete Project Document and supporting documentation must be submitted to the UNDP-GEF Unit for technical and financial clearance within **10 months** of PIF Approval which is **20 September 2020** for this project.
- 2. Actual CEO endorsement:** The project must be CEO endorsed within 18 months of PIF Approval or the project will be automatically cancelled by the GEF and the grant funds will be returned to the GEF for re-programming. This means that the documentation submitted to the GEF Secretariat within 12 months of PIF Approval (see above) must be fully complete, with GEF, Council and STAP comments addressed, to be fully ready for CEO endorsement within 18 months of PIF approval.

I am also pleased to provide a summary of the next steps in the process and to outline, for your easy reference, the mandatory GEF-specific project financial and results management requirements.

Mr. Levan Bouadze
Resident Representative
UNDP Pacific Office
Fiji

United Nations Development Programme

Next steps and mandatory GEF-specific requirements:

1. *Issuance of Authorized Spending Limit (ASL)*: To facilitate a quick start to the PPG, once the Initiation Plan is signed, please kindly ensure that the Atlas-generated *Annual Work Plan (AWP)* based on the *Total Budget and Annual Work Plan*, along with a copy of the signed cover page, is sent to Mr. Jose Padilla, Regional Technical Advisor (RTA) in Bangkok.

Any proposed budget revisions should be forwarded to the UNDP RTA together with a clear explanation of the changes proposed as any significant changes require review and approval. In addition, please note that UNDP-GEF is not in a position to increase the project budget above the amount already approved by the GEF Council. Therefore, any over-expenditure on this project would have to be absorbed by other Country Office resources.

2. *Fee*: As an Implementing Agency of the GEF, UNDP earns a fee upon approval of each project which is to be used to cover specific project assurance and oversight costs incurred by UNDP. For the Country Office, these services are related to the provision of project cycle management services (see annex 2).

The total fee over the lifetime of the above-mentioned project for these Country Office support services will be USD 9,425.70. This fee will be paid directly by the UNDP-GEF Unit to the XB account of the Country Office, based on project delivery, audit compliance, and compliance with the GEF project management requirements outlined below.

As noted above, the GEF fee is provided to cover the project cycle management service indirect cost. At the Country Office level, project cycle management services performed by UNDP Country Offices are broadly analogous to General Management Support (GMS) and cover support to project development and implementation stages. The UNDP-GEF Unit will support the Country Office by providing a suite of specialized technical services as required by the GEF.

3. *GEF-specific project management requirements*:

- Any changes with respect to the objectives of the initiation plan will have to be discussed with and approved by the RTA, as they will have to be reported to the GEF.
- All efforts should be made to completely commit the GEF PPG resources by the time the project document is submitted to the GEF for CEO endorsement. A report on the use of the PPG resources must be submitted in Annex C of the GEF CEO Endorsement template.
- This preparatory phase must be operationally completed in Atlas once the main project is endorsed by the GEF CEO. Financial closure should follow within 6 months, but preferably within the same calendar year.
- In order to accord proper acknowledgement to the GEF for providing funding, full compliance is needed with the GEF's Communication and Visibility Guidelines (the "GEF Guidelines"). The GEF Guidelines can be accessed at: <https://www.thegef.org/documents/communication-and-visibility>. Full compliance is also required with UNDP's branding guidelines. The UNDP Brand Manual can be accessed via the UNDP Communications Toolkit: <https://intranet.undp.org/unit/pb/communicate/communicationstoolkit/Pages/default.aspx>

In concluding, I would like to assure you of UNDP-GEF's and my personal commitment to successful implementation of the Initiation Plan. The RTA is at your disposal for advice and technical support. Should you have any concerns or questions, please do not hesitate to contact me.

United Nations Development Programme

Yours sincerely,



Pradeep Kurukulasuriya
Executive Coordinator & Director – Global Environmental Finance
Bureau for Policy and Programme Support (BPPS)/Global Policy Network
United Nations Development Programme

cc: Ms. Kanni Wignaraja - Assistant Administrator and Regional Director, RBAP
Ms. Valerie Cliff, Deputy Regional Director, RBAP
Mr. Mohammad Younus, Programme Advisor, RBAP
Mr. Jaco Cilliers, Manager, Regional Hub, RPPS
Mr. Yusuke Taishi, UNDP-GEF Regional Team Leader, Bangkok
Mr. James Chacko, Country Support Team, Bangkok
Mr. James George, COSQA Desk Officer, Country Support Team, Bangkok
Mr. Sharad Neupane (COSQA Desk Officer for Fiji, Country Support Team, Bangkok
Ms. Loraini Sivo, Programme Analyst, UNDP Fiji
Mr. Jose Padilla, UNDP-GEF Regional Technical Advisor, Bangkok

Annex 1: CEO approval letter for PPG



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET

Naoko Ishii
CEO and Chairperson

November 20, 2019

Mr. Pradeep Kurukulasuriya
GEF Executive Coordinator
United Nations Development Programme
New York, NY 10017

Dear Mr. Kurukulasuriya:

I am pleased to inform you that I have cleared the project concept detailed below for inclusion in the upcoming work program. I have also approved your request for Project Preparation Grant

Decision Sought:	Project Identification Form (PIF) Clearance for Work Program Inclusion and Project Preparation Grant Approval
GEFSEC ID:	10415
Agency(ies)	UNDP
Agency(ies) ID:	6374
Focal Area:	Multi Focal Area
Project Type:	Full-sized Project
Country(ies)	Vanuatu
Name of Project:	Adaptation to Climate Change in the Coastal Zone in Vanuatu - Phase II (VCCAP II)
Indicative GEF Project Financing:	\$12,544,037
Indicative Agency Fee:	\$1,128,963
PPG:	\$300,000
PPG Fee:	\$27,000
Funding Source:	Multi Trust Fund

Break-down		Project Financing Amount (US\$)	Agency Fee (US\$)			Total Agency Fee (US\$)	Total Project Cost (US\$)
Agency	Trust Fund		20% to be committed at Council approval (US\$)	50% to be committed at first disbursement (US\$)	30% to be committed at mid-term review (US\$)		
UNDP	GEFF	5,824,017	104,832	262,081	157,248	524,161	6,348,178
UNDP	LDCF	6,720,020	120,960	302,401	181,441	604,802	7,324,822
Total		12,544,037	225,792	564,482	338,689	1,128,963	13,673,000

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United Nations Development Programme

Mr. Kurukulasuriya

- 2 -

November 20, 2019

Break-down:		Project Preparation Grant (US\$)	PPG Fee (US\$)	Total (US\$)
Agency	Trust Fund			
UNDP	GEFTF	139,286	12,536	151,822
UNDP	LDCF	160,714	14,464	175,178
Total		300,000	27,000	327,000

This PIF clearance and PPG approval are based on the understanding that the project is in conformity with GEF and LDCF Trust Funds focal area strategies and with GEF policies and procedures. Please ensure that your final project document, having fully addressed all Secretariat, STAP and Council comments, will be endorsed within 18 months of Council approval of the work program.

Sincerely,



Naoko Ishii
Chief Executive Officer and Chairperson

Copy to: Country Operational Focal Point, GEF Agencies, STAP, Trustee

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Annex 2: Project Cycle Management Services/Oversight tasks to be undertaken during GEF PPG

Stage	Country Office ¹	UNDP/GEF at regional and global level
Project Development To be undertaken before submission for CEO endorsement	<i>Initiation Plan/GEF PPG:</i> <ul style="list-style-type: none"> • Procurement, coordination, management and financial oversight of contracts associated with UNDP Initiation Plan • Discuss management arrangements 	<ul style="list-style-type: none"> • Coordination of procurement of international consultants as needed. • Assist in preparation of GEF PPG/Initiation Plan. • Technical support, backstopping and troubleshooting. • Support discussions on management arrangements. • Facilitate issuance of DOA. • Allocation of ASL • Financial oversight of PPG Expense • Reporting to the GEF on Financial Closure
	<i>Project Document:</i> <ul style="list-style-type: none"> • Support project development and assist proponent to identify and negotiate with relevant partners, co-financiers, etc. • Undertake environmental and social screening of project before PAC. Ensure Social and Environmental Standard Procedure (SESP) is signed by the Resident Representative or Chair of PAC meeting and attached as Annex to the Project Document. • Review, appraise, and finalize Project Document as per UNDP POPP • Negotiate and obtain clearances and signatures – Government, UNDP, Implementing Partner, co-financiers, etc. • Coordinate LPAC and document meeting decisions. • Respond to information requests, arrange revisions etc. • Prepare operational and financial reports on development stage as needed. 	<ul style="list-style-type: none"> • Sourcing of technical expertise. • Verification of technical reports and project conceptualization. • Guidance on SOF expectations and requirements. • Negotiate and obtain clearances by SOF. • Respond to information requests, arrange revisions etc. • Quality assurance and due diligence.

¹ As per UNDP POPP with additional SOF requirements where relevant.

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Annex 3: Deadlines to be met by the Country Office

Task to be undertaken by Country Office	Deadline	Notes
Initiation Plan/GEF PPG signed by UNDP RR	10 days after PPG Approval.	<ul style="list-style-type: none"> The UNDP-GEF Unit will send the Initiation Plan and the PPG DOA to the Country Office/IP before the GEF Council meeting. The Regional UNDP-GEF team will inform the Country Office/IP when the Initiation Plan and DOA have been technically cleared by UNDP-GEF team. THIS FLAG: to the Country Offices to advertise the TORs for the PPG team. When the PPG is approved this FLAG: to the Country Office/IP that the deadline for contracting the PPG team including national consultants is 10 days away.
PPG lead consultant signs contract	20 days after PPG Approval	<ul style="list-style-type: none"> Once signed, these contracts must be sent by the CO/IP to the Regional UNDP-GEF team unless this contract was managed centrally by the UNDP-GEF team.
Prodoc and CEO ER submitted for UNDP-GEF technical and financial clearance	10 months after PIF approval (and 6 months for MSPs)	<ul style="list-style-type: none"> The PPG team must be made aware of this new deadline.
Cancellation review meeting with Regional UNDP-GEF team	10 months after PIF approval (6 months for MSPs)	<ul style="list-style-type: none"> If, in EXCEPTIONAL cases, the submission deadline of 10 months cannot be met (6 months for MSPs), the Country Office will need to have the GEF OFP sign a submission extension request letter. A template of this letter is being prepared by the GEF. This letter must be sent to the Regional UNDP-GEF team.
CEO ER and Prodoc submitted by UNDP-GEF to GEF for CEO endorsement	12 months (8 months for MSPs)	<ul style="list-style-type: none"> FLAG: to CO/IP to immediately operationally close the PPG. Financial closure of the PPG must happen within 6 months of operational closure.
Standard UNDP Project Appraisal – LPAC	Before CEO endorsement	
CEO endorsement	18 months (12 months for MSPs)	
Prodoc signed by IP	25 days after CEO endorsement	<ul style="list-style-type: none"> The signed ProDoc must be sent to the Regional UNDP-GEF team
First disbursement of GEF grant	40 days after CEO endorsement	<ul style="list-style-type: none"> First disbursement is a key milestone and is closely monitored by the GEF Council.
Inception Workshop	60 days after CEO endorsement	<ul style="list-style-type: none"> NOTE: Inception Report to be completed within one month of workshop
PIRs	Due annually in July	
Posting of Mid-term Review to UNDP Evaluation Resource Center		<ul style="list-style-type: none"> NOTE: MTRs deadline noted on ProDoc cover page. CO must upload MTR to UNDP ERC and prepare management response within 6 weeks of posting. Vertical Fund Unit will reverse GEF Fee payment to CO if MTR and management response not done on time.

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		<ul style="list-style-type: none"> • MSPs are not required to do an MTR.
One Project Extension on an exceptional basis only		<ul style="list-style-type: none"> • NOTE: the project can be extended only once on an exceptional basis only, after approval from the UNDP-GEF Executive Coordinator.
Posting of TE to UNDP Evaluation Resource Center		<ul style="list-style-type: none"> • FLAG: CO to operationally close project • NOTE: TE deadline noted on ProDoc cover page. • CO must upload TE to UNDP ERC and prepare management response within 6 weeks of posting.
Operational closure	Within 3 months of posting of TE	<ul style="list-style-type: none"> • FLAG: CO to operationally close project • NOTE: Date reported to GEF SEC and GEF Trustee
Financial closure	Within 6 months of operational closure	<ul style="list-style-type: none"> • NOTE: Date reported to GEF SEC and GEF Trustee. GEF SEC monitoring financial closure within 12 months of operational closure