



**INITIATION PLAN
FOR A GEF PROJECT PREPARATION GRANT (PPG)**

Project Title: Integrated and Transboundary Conservation of Biodiversity in the Basins of the Republic of Cameroon

Country: Cameroon

UNDAF Outcome: Relevant MDAs, LGAs and Non-State Actors improve enforcement of environment laws and regulations for the protection of ecosystems, biodiversity and the sustainable management of natural resources

UNDP Strategic Plan Outputs: 2.5: Legal and regulatory frameworks, policies and institutions enabled to ensure conservation, sustainable use, and access and benefit sharing of natural resources, biodiversity and ecosystems in line with International conventions and national legislations

Expected CPAP Outcome: N/A

Country Programme Period:	2013 - 2017
ATLAS Project Award:	00083608
ATLAS Project ID:	00091997
PIMS Project ID:	5610
Start Date:	January 2016
End Date:	December 2016
Management Arrangement:	DIM

Total budget:	\$147,000
Allocated resources:	
GEF	\$147,000

AGREED BY UNDP RESIDENT REPRESENTATIVE



08 FEB 2016

Date: day/month/year

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I. Brief Description of Initiation Plan:

The objective of this Initiation Plan is to develop project "Integrated and Transboundary Conservation of Biodiversity in the Basins of the Republic of Cameroon" into a UNDP GEF Full Sized Project (FSP), ready for the endorsement of the GEF CEO, by making use of the Project Preparation Grant facility (PPG) provided by GEF. More specifically, the Initiation Plan serves to operationalise the PPG funding at UNDP's level.

With short title "*PIMS 5610 Cameroon Wildlife Trade*", the project in question falls under the GEF-6 Programmatic Approach '*Programme 3*'. The Programme Framework Document (PFD) for it was approved as a package by the GEF Council in June 2015 and bears the following title:

Global (Botswana, Cameroon, Congo Republic, Ethiopia, Gabon, Indonesia, India, Kenya, Mozambique, Tanzania, Zambia): Global Partnership on Wildlife Conservation and Crime Prevention for Sustainable Development (PROGRAM) (Lead Agency: World Bank, UNDP, UNEP, IUCN, WWF-US, ADB) (GEF Project Grant: \$90,377,470) (GEF ID 9071)¹
Link: https://www.thegef.org/gef/project_detail?projID=9071

The Programme is composed of several "child projects", most of which are national. Projects are being prepared by different GEF agencies involved. UNDP has a key role to play in the programme, with a large number of child projects, and a global coordination project will be jointly implemented by UNDP and the WB. The Cameroon Child Project Concept has a target GEF funding of \$3,907,500.

The objective of the PPG is to develop a full-sized project that aims to support the Government of Cameroon to address the effective management of globally significant protected areas in the Cameroon Basin forest ecosystem and reducing poaching and illegal trade in threatened species through strengthened capacity for law enforcement and natural resources management at both national and local levels. The project will be led by the Ministry of Environment, Protection of Nature and Sustainable Development, but will be implemented with a wide range of other Government Organizations and CSOs, such as the Zoological Society of London.

The project will be aligned with international strategies to combat illegal wildlife trade, and will include investments to design Cameroon's own national strategy, which will guide the activities of the project. Coordination will be ensured with other projects implemented in Cameroon as well as adjacent countries. For example, Cameroon shares its border with Congo, where another UNDP-GEF project - *Integrated and Transboundary Conservation of Biodiversity in the Basins of the Republic of Congo (Congo Republic)* - will be implemented, with similar aims and plans for cross-border collaboration in law enforcement efforts.

The project will also build on UNDP-GEF project 'Conservation of trans-boundary biodiversity in the Minkebe-Odzala-Dja interzone in Gabon, Congo and Cameroon' (1583); known as the regional TRIDOM project. This started in 2008 for a period of 7 years. It is a conservation project (closing in mid 2015) which aims to preserve ecological functions of this area and ensure in the long-term that the transboundary system of protected areas remains preserved. It has worked towards the following expected outcomes: Land-use and the governance structures of a trans-border complex for biodiversity conservation and sustainable natural resource use are designed, endorsed and operational; capacity to monitor trends in biodiversity, resource exploitation and ecological functions and to minimize pressures on natural resources is strengthened in TRIDOM; benefits from community-based natural resource management

¹ The amount mentioned excludes PPG funds for the Child Projects.

contribute to poverty alleviation; and sustainable funding is mobilized for the conservation and sustainable management of the TRIDOM.

UNDP Cameroon, working closely with the UNDP-GEF unit based at the Regional Service Centre for Africa, will jointly lead the project development process and manage the PPG budget. The PPG Atlas budget is presented in Section III "Total Budget and Work Plan". Three international consultants, and two national consultants, will be hired to implement the activities planned for the PPG phase. UNDP-GEF will recruit the International Team Leading GEF Consultant, in collaboration with UNDP Cameroon. UNDP Cameroon will be responsible for the selection and recruitment of the remaining PPG consultants in consultation with the UNDP-GEF Regional Technical Adviser (RTA), developing TORs, arranging travel and meetings, maintaining project disbursements. Quality assurance and technical advice for the full project development will be provided by the UNDP GEF RTA at the Addis Ababa Regional Service Centre.

A PPG working group will be established to guide, review and endorse PPG outcomes. The Ministry of Environment, Protection of Nature and Sustainable Development will chair the Working Group. Regular consultations (working meetings) will be carried out among key PPG stakeholders to ensure that the PPG phase delivers the full size project document in line with UNDP and GEF requirements.

The FSP submission for CEO endorsement will be comprised of the following documents:

- A complete UNDP Project Document (**PRODOC**), fully validated by national counterparts and cleared by UNDP-GEF, both financially and technically – this is the main document, whereas the remainder documents are ancillary to the PRODOC;
- A **GEF CEO Endorsement Request**, using the appropriate template;
- **Co-financing letters** that should, as a minimum, sum-up the targeted amount foreseen in the original Child Project;
- **Tracking Tools** for the relevant GEF Focal Areas, in this case biodiversity and land degradation;
- An application of UNDP's Social and Environmental Screening Procedure (**SESP**) on the above documentation.
- Development of an indicative **Procurement Plan** for project implementation

II. Project preparation activities

PPG Activity 1: Baseline review

1.1 PPG Inception workshop

- The Ministry of Environment, Protection of Nature and Sustainable Development will lead in the organization of a PPG inception workshop, aimed at bringing together key national stakeholders (primarily those mentioned in the Initiation Plan) and present the project, its international context and need.
- During the workshop, participants will discuss expectations, roles, responsibilities and the prospects of a national response to the international wildlife trade crisis (or 'IWT crisis') in Cameroon.
- PPG consultants will take note of views and results and continue to the stakeholder consultation, engagement and fact-finding work.

1.2 Conduct comprehensive review of current policies, legislation and governance and practices of forest and biodiversity conservation and management in Cameroon

- Desk-based assessment and consultation with government stakeholders and others to review supportiveness of current legal, political and management framework for biodiversity conservation and management (especially with regards to IWT) in Cameroon – to contribute to relevant chapter in PRODOC
- Consultations with national and local government to review National Protected Areas Strategy, develop recommendations for updating where necessary
- Formulate recommendations for a suitable policy/regulatory/institutional framework – enable supportive environment for new transboundary UNESCO site, to contribute to design of Component 2 of project

1.3 Review of current means and modes (and capacity) of law enforcement with respect to wildlife crime

- Conduct National Assessment using Wildlife and Forestry Crime Analytic Toolkit developed by the International Consortium on Combating Wildlife Crime (ICWC)
- Consultation among government and law enforcement agencies in Cameroon and their counterparts in Congo and other adjacent countries (and international agencies e.g. INTERPOL) to assess regional and cross-border collaboration with respect to wildlife crime, considering data monitoring and information-sharing systems, joint operations
- Consultation with judiciary departments to assess effectiveness and capacity for prosecutions/convictions
- Consultation with law enforcement and intelligence agencies (for general crime) to assess capacity for wildlife crime investigation and forensics
- Gather baseline data on rate of inspections, seizures, arrests and prosecutions, number of collaborative enforcement actions – to use for project monitoring purposes and to determine key trafficking routes
- Assess capacity for management of Ivory stockpiles and needs for eg inventories, increased security
- Assess means of increasing financial sustainability of law enforcement and PA management through cost recovery mechanisms (eg from fines)
- Compile report (to contribute to relevant chapter in PRODOC) with recommendations for strengthening law enforcement in Republic of Congo (to contribute to design of project).

PPG Activity 2: Site-level engagements and assessments to strengthen wildlife protection against IWT

2.1 Engagement with stakeholders at selected PAs to prepare for strengthening of PA management and anti-poaching capacity development of PA and buffer zone management plans (for Component 2 of project)

- Engage with site managers, local NGOs, local councils and community representatives across forest basin PAs (Dja, Boumba Bek and Nki PAs, Megame, Ngoyla Wildlife Reserve and Lobeke Gorilla Sanctuary) to discuss general capacity needs, project plans and gain support for the project
- Review current biodiversity data for each PA and any data for connecting habitats to determine information gaps, then design and implement detailed biodiversity surveys to determine critical conservation habitats and poaching hotspots (and to serve as baseline monitoring data)
- Consultations with key stakeholders of each PA, based on current PA management plans, to assess effectiveness of and capacity for current management methods, with a focus on anti-poaching and control of other illegal activities: including patrol routines, capacity of rangers and investments for support (training, equipment, health and safety), collection and management of patrol information, relationship with adjacent communities, coordination with other agencies, physical resources, capacity for planning, financial sustainability, awareness of laws etc.

2.2 Engagement with key stakeholders of selected PAs to prepare for integrated conservation and sustainable resource use by local communities and other stakeholders

- With support of site managers and local councils and communities, conduct land use mapping for PAs, buffer zones and connecting habitats (including transboundary) – forest landscape interzones – including natural habitats, settlement, infrastructure, agriculture, forestry zones etc (use data also as baseline for monitoring purposes)
- Consultation with all key stakeholders, including law enforcement agencies, local communities, private sector (tourism, logging, mining, trophy hunting) to determine potential options for collaboration in preventing wildlife crime. The private sector in particular could play a strong role in this and effectively provide in-kind financing support to PAs
- Extensive consultation with communities in each site and conduct studies of local socioeconomics, livelihoods, issues with human-wildlife conflict, natural resource use and law enforcement (data also used for monitoring purposes – coordinate with other Child Projects) – particularly with regards to indigenous communities – to identify beneficiaries of the project. Gender assessment also to be conducted
- Assess feasibility of different livelihood options to i) reduce deforestation, IWT and unsustainable bushmeat exploitation, ii) promote participatory forest management and iii) resolve human-wildlife conflict; also supporting monitoring of illegal activities – including potential for sustainable hunting, harvesting and cultivation of different products for subsistence and for potential sale in markets. To include baseline survey of off-take rates for focal hunted/harvested species, feasibility for market sale, as well as feasibility of human-wildlife conflict mitigation measures and stakeholder involvement in monitoring and reporting illegal wildlife activities
- Assess options for establishing small grants fund for forest-dependent communities to pilot sustainable livelihoods above, working with the Cameroon GEF Small Grants Programme (SGP)

PPG Activity 3: Design of a capacity-building programme for IWT law enforcement in Cameroon

3.1 Design/update national strategies for PA management and for combating poaching and the illegal wildlife trade, in line with relevant international strategies (for Component 1 of project)

- Based on current capacity for combating poaching and the illegal wildlife trade, and in line with relevant international strategies, in consultation with key government, non-government and private stakeholders, design national strategy for combating poaching and the illegal wildlife trade
- Update National PA Strategy where necessary (based on recommendations in Activity 1)
- Strategies to provide guidance for project activities

3.2 Design and cost activities to strengthen capacity for effective PA and IWT governance in Cameroon (for Component 1 of project)

- Engage with relevant ministries and agencies responsible for law enforcement, intelligence, customs and judicial processing of wildlife to discuss the establishment of a National Wildlife Crime Task Force based on capacity needs identified in Activity 1, with mandate to enhance government systems and institutional capacity for combating IWT, in line with the new IWT strategy
- Engage with relevant agencies to design a nationwide system for monitoring wildlife trade and wildlife crime cases, based on capacity research conducted in Activity 1, for establishment in project
- Prepare budget for proposed activities

3.3 Design and cost activities to strengthen management of globally significant PAs in Cameroon (for Component 2 of project)

- Based on capacity assessment, determine needs for strengthening PA management plans for the selected sites, to consider biological corridors, buffer zones, habitat restoration, working in partnership with communities and private sector
- Develop capacity building programme for PA staff for management, application of PA and IWT legislation and national strategies, planning, budgeting, equipment, anti-poaching and trafficking, controlling bush meat harvesting etc., to include SMART training (for Component 2 of project)
- Refine indicators designed from baseline data collected under Activity 2 and prepare monitoring plan for planned interventions
- Draft budget for the proposed activities

3.4 Design and cost activities to strengthen capacity to reduce poaching and illegal trafficking of threatened species (for Component 3 of project)

- Based on capacity needs assessed under Activity 1, design capacity building strategy to support enforcement, forensic and judicial capacity to successfully arrest, prosecute and convict wildlife criminals, including cross-border operations
- Design indicators based on baseline data gathered in Activities 1 and 2
- Prepare budget for proposed activities

3.5 Apply the relevant GEF Tracking Tool (TT) to selected PAs, for use in the indicator framework

- Use the applicable GEF-6 templates online and complete the TT assessments in close collaboration with key project partners.
- Include defined areas protected, etc.

3.6 Assess the capacity of prospective project CSO implementing partner to play this role – to be tendered out

- Standard UNDP TOR for implementing partners' micro-assessments and CSO capacity assessment will be applied to key agencies/organisations involved in the project, to assess capacity for the purpose of accessing funds in a UNDP GEF national project for Cameroon and for specifically playing a role as co-implementing partner (using UNDP's POPP language) in the proposed project 5612 Cameroon Wildlife Trade.
- The UNDP CO will tender out this work to a specialized, but locally based, management consultancy firm with no vested or conflicted interest in the agency/organisation being assessed.
- The results will be analyzed by the project's appraisal committee, organized by the UNDP CO.

PPG Activity 4 : Assess baseline investment, project risk, develop the strategy, budget and consolidate the project documentation for submission

4.1 Financial baseline assessment

- Review the financial baseline descriptions in the Child Project Concept and re-assess/update its presentation for the relevant PRODOC chapter.
- Estimate with figures rounded off at the millions of dollars, and extrapolated for a period corresponding to the project's duration, the baseline investment by the State, donor agencies, the Gorongosa Restoration Project, the Wildlife Conservation Society and other role-players in all three components of work – around wildlife crime fighting at national scale, around strengthening enforcement in national parks, and around promoting community conservancies nationally.
- Review in particular the State Budget's contribution to baseline investments, in light of a comment from the GEF Secretariat on the matter, also by working with Mozambique's BIOFUND and the new BIOFIN project (whenever, and if, approved), as they have been consistently collecting financial data on conservation and protected areas.
- Make concrete suggestions to which baseline programmes and funding can contribute to the project's co-financing and which other investments can represent leveraged co-financing.

4.2 Apply the UNDP Social and Environmental Safeguards (SESP) screening to the content of the PRODOC

- Pay particular attention to possible negative social and/or environmental impacts flags with respect to: the establishment a new protected area (the case of conservancies), including the need for stakeholder consultation, the possible introduction of alien invasive species, major earth works, infrastructures, water abduction, gender and social issues
- Plan any environmental impact assessment work or any further consultation in the FSP, if the project will involve large-scale infrastructure development, resettlement (even voluntary), affect land use, land tenure arrangements or gender relations.

4.3 Negotiate and finalise the management arrangement for the project in collaboration with the UNDP Country Office, the government and CSOs

- For the GEF CEO Endorsement submission, a single all-inclusive PRODOC, with three prospective implementing partners, will be presented, but with clear budgets and inputs assigned to each.

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- After GEF CEO Endorsement, and prior to the meeting of the appraisal committee, the UNDP GEF RTA will see that mirror PRODOCs have been produced for each Implementing Partner.

4.4 Leverage the project's co-financing

- This will build on the financial baseline assessment carried out under PPG Activity 1.6.
- Present to potential co-financiers the advantages of committing co-financing to a GEF project, drawing from the flexibility contained in the GEF's new co-financing policy (www.thegef.org/gef/policy/co-financing).
- Develop and apply a methodology to determine the dollar value for the In Kind contribution to be made by Community-Based Organizations around Gorongosa National Park, in order to determine the final figure for this co-finance.
- Obtain signed co-financing letters, collated in a single PDF document

4.5 Compose relevant and required chapters in the PRODOC for national validation

- Develop a strategy for engaging stakeholders at different levels in the implementation of project activities.
- Include gender considerations, building on the results from the inception workshop, but also other relevant PPG activities.
- Assess the project's risk and prepare an adequate risk management matrix for inclusion in the PRODOC.
- Complete the project's M&E plan, providing sufficient detail and guidance on indicator monitoring and following both GEF and UNDP M&E Policies.
- Finalise the PRODOC, translate to Portuguese (may be an abridged version), present to key stakeholders the project' description of outputs and activities, in view of validating them.

4.6 PRODOC Validation Workshop

- A final workshop will be held with the presence of key stakeholders.
- ANAC will again lead in the organization of a PPG validation workshop, aimed at bringing together key national stakeholders and providing inputs to the final project strategy.

4.7 Completion of project documentation in view of submission to the GEF

- Prepare a detailed multi-year budget in excel following the standard template.
- If applicable, complete the year 1 work-plan, sequencing key activities.
- Complete TORs for project staff, key consultants and contractors.
- Complete any other required PRODOC chapter and consolidate the different inputs into a cohesive document for meeting the requirements of both the GEF and UNDP.
- Finalisation and quality control on the final PRODOC, first by project partners, then the UNDP Country Office and then the UNDP GEF RTA.
- Finalisation of the CEO Endorsement Request, referring to the PRODOC and with due calculation of amounts in the key tables.
- Submissions for UNDP internal clearance (technical and financial) and thereafter to the GEF.

III - Initiation Plan's Total Budget & Work Plan (TBWP) and General Chronogram

Initiation Plan PPG Budget

Award / Project ID	00089608/00091997	Business Unit:	CMR10
Award Title:	PIMS 5610 PPG Cameroon Wildlife Trade	PIMS #	5610
Project Title:	Integrated and Transboundary Conservation of Biodiversity in the Basins of the Republic of Cameroon		
Implementing Partner	UNDP		

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	ERP / ATLAS Budget Code	Atlas Budget Description	Total (USD)	Budget Notes
PPG Activities	DIM	62000	GEF	71200	International Consultants	75,750	a, b, c
				71300	Local Consultants	26,250	d, e
				71600	Travel	14,000	f
				74100	Professional Services	18,000	g
				74500	Miscellaneous Expenses	2,000	h
				75700	Trainings/workshops	14,000	i
Total						150,000	

Note	Total all years (USD)	Budget notes' description
a	30,000	Intern. Cons.: International Team Leader & Multi-Focal Area GEF Project Development Specialist, for a maximum of 50 effective working days (Congo). In-country travel costs are to be excluded from candidates' financial proposals, which are otherwise to be all inclusive.
b	35,750	Intern. Cons.: International Wildlife Crime Specialist, for a maximum of 65 effective working days (Congo). In-country travel costs are to be excluded from candidates' financial proposals, which are otherwise to be all inclusive.
c	10,000	Intern. Cons.: Conservation Management Capacity Consultant, for a maximum of 20 working days. In-country travel costs are to be excluded from candidates' financial proposals, which are otherwise to be all inclusive.
d	12,250	Nat. Cons.: Stakeholder Engagement Expert, for a maximum of 35 effective working days. Travel is to be excluded from candidates' financial proposals.
e	14,000	Nat. Cons.: Sustainable Landscape Management Consultant, for a maximum of 40 effective working days. Travel is to be excluded from candidates' financial proposals..
f	14,000	Travel: national and international travel (e.g. to neighbouring countries) by both national and international consultants
g	18,000	Management Consultancy Company for Implementing Partners' Capacity Assessment
H	2,000	Bank charges, insurance, security costs, exchange rate fluctuations, unforeseen expenses and other miscellaneous costs, etc
i	14,000	Budgetary allocation for meetings, workshops and consultations, in particular the Inception and Validation National Workshops, plus for other smaller stakeholder meetings at PAs and between law enforcement agencies

PPG Chronogram - to be detailed by PPG Team Leaders, once on-board

Nov 2015 to Dec 2016:	Nov-Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
D- Day: PRODOC and CEO Endorsement documentation completed by lead consultant and delivered to CO and RTA for review										31		
Activity 0-1 Approval of PID (ideal date)	06											
Activity 0-2 Recruitment and Procurement	x	x			x							
Activity 0-3 International Consultants' missions		x				x			x			
PPG Activity 1: Baseline review												
1.1 PPG Inception workshop		x										
1.2 Conduct comprehensive review of current policies, legislation and practices of forest and biodiversity conservation and management in Cameroon		x										
1.3 Review of current means and modes (and capacity) of law enforcement with respect to wildlife crime			x		x							
PPG Activity 2: Site-level engagements and assessments to strengthen wildlife protection against IWT												
2.1 Engagement with stakeholders at selected PAs to prepare for strengthening of PA management and anti-poaching capacity development of PA and buffer zone management plans (for Component 2 of project)			x		x							
2.2 Engagement with key stakeholders of selected PAs to prepare for integrated conservation and sustainable resource use by local communities and other stakeholders			x		x	x						
PPG Activity 3: Design of a capacity-building programme for IWT law enforcement in Cameroon												
3.1 Design/update national strategies for PA management and for combating poaching and the illegal wildlife trade, in line with relevant international strategies (for Component 1 of project)				x	x	x						

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	Nov-Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Nov 2015 to Dec 2016:												
3.2 Design and cost activities to strengthen capacity for effective PA and IWT governance in Cameroon (for Component 1 of project)						x	x					
3.3 Design and cost activities to strengthen management of globally significant PAs in Cameroon (for Component 2 of project)						x	x					
3.4 Design and cost activities to strengthen capacity to reduce poaching and illegal trafficking of threatened species (for Component 3 of project)						x	x					
3.5 Apply the relevant GEF Tracking Tool (TT) to selected PAs, for use in the indicator framework							x					
3.6 Assess the capacity of prospective project CSO implementing partner to play this role – to be tendered out						x						
PPG Activity 4: Assess baseline investment, project risk, develop the strategy, budget and consolidate the project documentation for submission												
4.1 Financial baseline assessment						x	x					
4.2 Apply the UNDP Social and Environmental Safeguards (SESP) screening to the content of the PRODOC						x	x					
4.3 Negotiate and finalise the management arrangement for the project in collaboration with the UNDP Country Office, the government and CSOs						x	x	x				
4.4 Leverage the project's co-financing		x			x	x	x	x	x			
4.5 Compose relevant and required chapters in the PRODOC for national validation					x	x	x	x	x			
4.6 PRODOC Validation Workshop.									Around 15-Sep			
4.7 Completion of project documentation in view of submission to the GEF							DRAFT	x	x	FINAL BY 31-Oct	Review & Adjust	

Nov 2015 to Dec 2016:	Nov-Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<u>Activity W. RTA Review</u>							x			x	x	
<u>Activity X. UNDP internal clearances (technical and financial)</u>											07 to 26 Nov	
<u>Activity Y. GEF Submission of the PRODOC</u>												1st week
<u>Activity Z. Time buffer</u>											x	4 weeks

02

Annex 1: GEF CEO PIF approval letter



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET

Naoko Ishii
CEO and Chairperson

July 02, 2015

Ms. Adriana Dinu
GEF Executive Coordinator
United Nations Development Programme
One United Nations Plaza
New York, NY 10017

Dear Ms. Dinu:

I am pleased to inform you that I have approved your request for project preparation grant for the project concept detailed below

Decision Sought:	Project Preparation Grant (PPG) Approval
GEFSEC ID:	9155
Agency(ies):	UNDP
Agency ID:	S610 (UNDP)
Focal Area:	Multi Focal Area
Project Type:	Full Size Project
Country(ies):	Cameroon
Name of Project:	Integrated and Transboundary Conservation of Biodiversity in the Basins of the Republic of Cameroon
Parent Program:	Global Global Partnership on Wildlife Conservation and Crime Prevention for Sustainable Development (PROGIRAM)
PPG Grant:	\$127,000
PPG Agency Fee:	\$13,230
Funding Source:	GEF Trust Fund

This approval is subject to the comments made by the GEF Secretariat in the attached project review document. It is also based on the understanding that the project is in conformity with GEF focal areas strategies and in line with GEF policies and procedures.

Sincerely,

Naoko Ishii
Chief Executive Officer and Chairperson

Attachment: GEFSEC Project Review Document
Copy to: Country Operational Focal Point, GEF Agencies, STAP, Trustee

1818 H Street, NW • Washington, DC 20433 • USA
Tel: (+1 202) 475 3207 • Fax: (+1 202) 822 3249
E-mail: gefsec@thegef.org
www.thegef.org

Annex 2: ToRs for Consultants

For publishing the consultancies in the UNDP Jobs website, the following sections are to be added:

- Key info on the assignment:
 - Location
 - Type of Contract
 - Languages Required
 - Starting Date
 - Duration of Initial Contract
 - Expected Duration of Assignment
- Background
- Duties and Responsibilities, including under it 'deliverables' and information on mission travel.
- Competencies, which are corporate standards, but can be adapted for each assignment
- Required Skills and Experience, which should hint the scoring guideline and include information on the application submission and evaluation process is to be included for all PPG consultants.

With respect to the sections *Duties and Responsibilities* and *Required Skills and Experience* in the TORs:

- For national consultants, the latter has been shortened under 'Profile' further down, but it is to be fully developed before publishing.
- For the international consultants, the profile aspect and the scoring guideline are complete.
- Information on the application process is included in the next section.
- Information on mission travel is different for national and international consultants and should be completed, when the Country Office has progressed further with the PPG planning.

Overview of PPG Consultants

Consultant category	Position / Titles	Max duration
Nat. Cons.	Stakeholder Engagement Expert	35 days
Nat. Cons.	Sustainable Landscape Management Consultant	40 days
Intern. Cons.	International Team Leader & Multi-Focal Area GEF Project Development Specialist	50 days
Intern. Cons.	International Wildlife Crime Specialist	65 days
Intern. Cons.	Conservation Management Capacity Consultant	20 days

Common sections in the ToRs for all consultants

Background
<p>General Background</p> <p>In mid-2015, the Council for the Global Environment Facility (GEF) approved, as part of its "Programmatic Approach" titled <i>Global Partnership on Wildlife Conservation and Crime Prevention for Sustainable Development</i>, a <i>Child Project Concept</i> for Cameroon with UNDP as the selected GEF agency. The project has the following titles and reference:</p>

W2

UNDP-GEF Project Title:

Integrated and Transboundary Conservation of Biodiversity in the Basins of the Republic of Cameroon (Cameroon)

Reference short title:

PIMS 5610 Cameroon Wildlife Trade

See more information about the GEF's Programme here:

www.thegef.org/gef/project_detail?projID=9071

The project's target GEF funding is \$3.9M and it has been duly endorsed by the Government of Cameroon.

The full project to be developed on the basis of the Child Project Concept will be implemented by the Ministry of Environment, Protection of Nature and Sustainable Development with support from UNDP and key management agencies at the focal PAs and landscapes (to be selected during the PPG phase).

The project's objective is to strengthen Cameroon's capacity for conservation of globally threatened species in Cameroon by improving biodiversity enforcement, resilience and management and both national and local levels. This will be achieved through the delivery of three integrated components, including:

- Strengthening capacity for effective PA and IWT governance in Cameroon
- Improving the effective management of globally significant protected areas in the forest landscapes of Cameroon, and
- Reducing wildlife crime in the Cameroon forest landscapes affecting threatened species [site level]

Project Preparation Process

The project responds to national priorities and its PRODOC needs to be prepared in alignment with international wildlife crime strategies and in close collaboration with key government partners in several institutions, financing partners, research entities, the private sector and in particular with the CSOs responsible for the management of targeted protected areas.

In order to prepare the required documentation for the final approval of the project, a Project Preparation Grant (PPG) provided by the GEF is being implemented with clear and realistic targets and deliverables.

The GEF submission documentation to be prepared consists of a complete UNDP Project Document (PRODOC) and a CEO Endorsement Request form, to be duly filled in on the basis of the PRODOC, which takes precedence. These two key documents are to be accompanied along with co-financing letters, indicator tracking tools for the applicable GEF focal areas and social-environmental risk screening, using UNDP's methodological procedure.

All PPG consultants share the responsibility of mobilizing co-financing and forging partnerships useful for the project. They are expected to work as a team to implement the following activities:

PPG Activity 1: Baseline review

PPG Activity 2: Site-level engagements and assessments to strengthen wildlife protection against IWT

PPG Activity 3: Design of a capacity-building programme for IWT law enforcement in Cameroon

PPG Activity 4: Assess baseline investment, project risk, develop the strategy, budget and consolidate the project documentation for submission

The PPG phase will be implemented between January and December 2016. Consultants are expected to start work in January 2016 and follow a detailed chronogram.

The final deadline for delivering the complete and finalized UNDP-GEF documentation for the internal review by government, partners and UNDP is 31 October 2016. This deadline is non-negotiable.

Information on the Application Process

Add to all Consultants' TORs, under "Required Skills and Experience"

Application Submission Process:

Submission must be online following the instruction given on the website

Please submit the following to demonstrate your interest and qualifications. Please note that all the documents below must be submitted as one PDF file.

- P11 (required), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- Personal CV (optional)
- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided [see link further down];
- Financial proposal (All-inclusive daily fee): Interested individuals are kindly requested to submit an all-inclusive daily consultancy fee;
- Travel: All envisaged international travel costs must be included in the financial proposal in a separate line, though not the cost of in-land travel, which will be handled directly by the UNDP Country Office.

Application Evaluation Process:

Individual consultants will be evaluated based on the Cumulative Analysis methodology [weighted scoring method], where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight; [70%].

Financial Criteria weight; [30%].

Only Individual Consultants obtaining a minimum of 70% of the obtainable 100 points in technical evaluation would be considered for the Financial Evaluation.

Technical Evaluation Criteria:

- Adequacy of Profile (Max 100 points)

General Conditions of Contract for the ICs:

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>

UNDP Personal History form (P11) required of all applicants:

http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

Letter of Confirmation of Interest and Availability

https://www.dropbox.com/s/789q1hvdrdgwqgc/PPG_Cons_Letter%20of%20Interest%20and%20Availability.docx?dl=0

Details of TORs for the National and Regional Consultants

Stakeholder Engagement Expert

Job Title	UNDP GEF Preparation Grant National Consultant: National Stakeholder Engagement Expert - Open for Cameroon nationals only
[Target date for publishing]	16-Nov-15
Scope of advertisement	Globally advertised (Including jobs.undp.org), but restricted to national applicants
Category (eligible applicants)	External
Brand	UNDP
Practice Area	Environment and Energy
Application Deadline	Mon, 07-12-2015
Type of Contract	Individual Contract
Post Type and Level	National Consultant
Duty Station	Home Based with Some Travel, Cameroon
Languages Required (1)	English
Languages Required (2)	Cameroon national language
Starting Date (date when the selected candidate is expected to start)	08-Feb-16
Duration of Initial Contract	Up to 35 effective working days in 2016, according to PPG Chronogram attached to TOR

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Job Title	UNDP GEF Preparation Grant National Consultant: National Stakeholder Engagement Expert - Open for Cameroon nationals only
Expected Duration of Assignment	Through end Dec 2016, comprising max. 35 working days in the period, to be remunerated according to satisfactory monthly reporting and quality of deliverables
Profile (to be further developed when completing the TOR)	Min 10 years of national experience in stakeholder consultation processes, including community-level research.

Description of Responsibilities (EN)

Function as the focal point for community and stakeholder consultation in the project, working in close collaboration with the International Team Leader, with the main goal of ensuring the fairness and transparency of the PPG process and the effective engagement of stakeholders.

Co-lead, together with other PPG consultants, the implementation of the following PPG Activities:

- 2.1) Engagement with stakeholders at selected PAs to prepare for strengthening of PA management and anti-poaching capacity development of PA and buffer zone management plans (for Component 2 of project)
- 2.2) Engagement with key stakeholders of selected PAs to prepare for integrated conservation and sustainable resource use by local communities and other stakeholders
- 4.2) Apply the UNDP Social and Environmental Safeguards (SESP) screening to the content of the PRODOC

Support other PPG consultants with the implementation of the following PPG Activities:

- 1.1) PPG Inception workshop
- 3.3) Design and cost activities to strengthen management of globally significant PAs in Cameroon (for Component 2 of project)
- 3.4) Design and cost activities to strengthen capacity to reduce poaching and illegal trafficking of threatened species (for Component 3 of project)
- 4.1) Financial baseline assessment
- 4.4) Leverage the project's co-financing
- 4.5) Compose relevant and required chapters in the PRODOC for national validation
- 4.6) PRODOC Validation Workshop
- 4.7) Completion of project documentation in view of submission to the GEF

Key Products / Deliverables:

DELIVERABLES

Specific Deliverables for which the incumbent will have lead responsibility include the following:

Deliverable 1)

Design/customization of household livelihoods survey that can be applied across landscapes for project monitoring purposes (including demographics, current socioeconomic status and livelihoods, attitudes towards natural resource management and benefits, etc) (to be coordinated with other Child Projects)

To be delivered by 30th April 2016

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Description of Responsibilities (EN)

Deliverable 2)

Leading local stakeholder engagement and contribution to written report on engagement with selected PAs for capacity assessment, baseline data gathering and formulation of recommendations (under Activity 2)- contribution to include details on stakeholder engagement process, meeting and workshop reports, identified stakeholder roles and responsibilities

To be delivered by 9th May 2016

Deliverable 3)

Application of household livelihoods survey in selected landscapes in order to i) establish baselines for relevant indicators for project monitoring purposes, ii) ascertain investment needs for landscape management planning and sustainable livelihoods and iii) contribute to socioeconomic context sections in the PRODOC. To include current livelihoods, poverty levels, issues with human-wildlife conflict, natural resource management, local governance issues, with recommendations for involvement in project

To be delivered by 31st May 2016

Deliverable 4)

Leading local stakeholder engagement and contribution to feasibility report (led by SLM consultant) for different livelihood options to i) reduce deforestation, IWT and unsustainable bush meat exploitation, ii) promote participatory forest management and iii) resolve human-wildlife conflict; also supporting monitoring of illegal activities – contribution to include details on stakeholder engagement process (including with communities and with stakeholders along potential market chain of sustainable bush meat), meeting and workshop reports, recommendations for livelihoods wildlife crime monitoring activities

To be delivered by 1st July 2016

Deliverable 5)

Leading local community and government stakeholder engagement and contribution to feasibility report (led by IWT specialist as part of Activity 2.2) for options to strengthen collaboration between all key stakeholders (government, community, private sector)

To be delivered by 1st July 2016

Deliverable 6)

Contribution to UNDP SESP screening, with regards to potential impact of project on communities and mitigation measures

To be delivered by 14th July 2016

Deliverable 7)

Contribution to relevant chapters of the PRODOC – in particular, stakeholder engagement (including communities, governments, private sector etc.) and analysis

To be delivered by 14th July 2016

Description of Responsibilities (EN)

Proposed schedule of fee payments:

- Contract signature: 10%
- 7 June 2016, upon clearance of Deliverables 1 - 3: 45%
- 31 July 2016, upon clearance of Deliverables 4 - 7: 25%
- Final payment expected by 10 Dec 2016, upon clearance of complete CEO Endorsement documentation: 20%

Competencies

- Promoting ethics and integrity, creating organizational precedents
- Building support and political acumen
- Building staff competence, creating an environment of creativity and innovation
- Building and promoting effective teams
- Creating and promoting enabling environment for open communication
- Leverages multi-disciplinary, institutional knowledge and experience
- Creates and cultivates networks of partners to promote UNDP's image
- Performed analysis of political situations and scenarios, and contributes to the formulation of institutional responses
- Leverages different experiences and expertise of team members to achieve better and more innovative outcomes
- Strong analytical and writing skills
- Ability to communicate effectively in order to communicate complex, technical information to both technical and general audiences
- Skills in negotiating effectively in sensitive situations
- Skills in achieving results through persuading, influencing and working with others
- Skills in facilitating meetings effectively and efficiently and to resolve conflicts as they arise

Required Skills and Experience

Profile required (max 100 points in total):

- Master degree in a relevant field such as social sciences, biodiversity, land use management and ecosystem services (preferably with socio-economic background) and with professional specialization in issues of socioeconomics, biodiversity, sustainable landscape management and wildlife crime. (max. 10 pts)
- At least 10 years of overall professional experience, with incremental responsibilities, preferably with some experience in the UN system. (max. 15 pts)
- At least 7 years of experience and in-depth knowledge of stakeholder engagement, relationship building, participatory planning, socioeconomic research and rural livelihoods issues and sustainable landscape management issues in the context of research, project design or management at a large scale, is an eliminary requirement. (max. 15 pts)
- Demonstrated track record in the preparation of documents, project proposals, evaluation reports and, preferably also, publications within the theme of sustainable development, rural livelihoods, biodiversity, wildlife crime, ecosystem services and/or land-use is a highly sought qualification for this position. (max. 25 pts)
- Knowledge of environmental issues, policies and programs in Western Africa is desirable. (max. 10 pts)
- Specific experience with GEF project development is highly desirable. (max. 15 pts)
- Excellent mastery of written English is an eliminary requirement. (max. 10 pts)

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Sustainable Landscape Management Consultant

Job Title	UNDP GEF Preparation Grant National Consultant: Sustainable Landscape Management
[Target date for publishing]	20-Nov-15
Scope of advertisement	Globally advertised (Including jobs.undp.org) but only Cameroon nationals accepted
Category (eligible applicants)	External
Brand	UNDP
Practice Area	Environment and Energy
Application Deadline	Mon, 11-12-2015
Type of Contract	Individual Contract
Post Type and Level	National Consultant
Duty Station	Home based with some local travel, Cameroon
Languages Required (1)	English
Languages Required (2)	Cameroon national language
Starting Date (date when the selected candidate is expected to start)	01-02-2016
Duration of Initial Contract	Up to 40 effective working days in 2016, according to PPG Chronogram attached to TOR
Expected Duration of Assignment	Through end Dec 2016, comprising max. 40 working days in the period, to be remunerated according to satisfactory monthly reporting and quality of deliverables
Profile (to be further developed when completing the TOR)	See further down.

Description of Responsibilities

Function as the expert advisor in all matters relating to sustainable landscape management, working in close collaboration with the international Team Leader and consultants in Cameroon, with the main goals of ensuring that the design of capacity building strategies for wildlife protection in Cameroon, and the design of interventions in the focal landscapes, is based on sound knowledge of sustainable landscape and natural resources management.

Lead, with support from other PPG consultants, the implementation of the following PPG Activities:
3.5) Apply the relevant GEF Tracking Tool (TT) to selected PAs, for use in the indicator framework

Co-lead, together with other PPG consultants, the implementation of the following PPG Activities:
1.2) Conduct comprehensive review of current policies, legislation and practices of forest and biodiversity conservation and management in Cameroon
2.1) Engagement with stakeholders at selected PAs to prepare for strengthening of PA management and anti-poaching capacity development of PA and buffer zone management plans (for Component 2 of project)
2.2) Engagement with key stakeholders of selected PAs to prepare for integrated conservation and sustainable resource use by local communities and other stakeholders

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Description of Responsibilities

3.3) Design and cost activities to strengthen management of globally significant PAs in Cameroon (for Component 2 of project)

4.2) Apply the UNDP Social and Environmental Safeguards (SESP) screening to the content of the PRODOC

Support other PPG consultants/contractors with the implementation of the following PPG Activities:

1.1) PPG Inception workshop

3.1) Design/update national strategies for PA management and for combating poaching and the illegal wildlife trade, in line with relevant international strategies (for Component 1 of project)

4.1) Financial baseline assessment

4.4) Leverage the project's co-financing

4.5) Compose relevant and required chapters in the PRODOC for national validation

4.6) PRODOC Validation Workshop

4.7) Completion of project documentation in view of submission to the GEF

Key Products / Deliverables:

DELIVERABLES

Specific Deliverables for which the incumbent will have lead responsibility include the following:

Deliverable 1)

Comprehensive report of current policies, legislation and practices of forest and biodiversity conservation and management in Cameroon (to feed into relevant background chapters of PRODOC). To include identified gaps and recommendations for improving capacity / investment needs assessment

To be delivered by 28th Feb 2016

Deliverable 2)

Written report on assessment of selected sites in terms of: current management effectiveness, ranger management, anti-poaching effectiveness, current resources etc.; up-to-date biodiversity assessments of each site; maps of land uses, biodiversity and poaching; recommendations for sustainable landscape management and wildlife protection, including involvement of private sector and communities (under Activity 2)

To be delivered by 31st May 2016

Deliverable 3)

Contribution to design of national strategies – i) to combat wildlife crime and ii) PA management.

To be delivered by 15th June 2016

Deliverable 4)

Leading written feasibility report (with support from Stakeholder Engagement Expert) for different livelihood options to i) reduce deforestation, IWT and unsustainable bush meat exploitation, ii) promote participatory forest management and iii) resolve human-wildlife conflict; also supporting monitoring of illegal activities – selection of sites in the forest interzone and investigation into potential for sustainable hunting, harvesting and cultivation of different products for subsistence and for potential sale in markets. To include baseline survey of off-take rates for focal hunted/harvested

Description of Responsibilities

species, feasibility for market sale (including details on storage, refrigeration, processing, packaging, transport, supply chains, marketing), as well as feasibility of human-wildlife conflict mitigation measures and stakeholder involvement in monitoring and reporting illegal wildlife activities

To be delivered by 1st July 2016

Deliverable 5)

Contribution to design and costing of strengthening PA management at selected PAs and piloting sustainable livelihood options

To be delivered by 7th July 2016

Deliverable 6)

Completed GEF Tracking Tools for selected PAs (to include customized capacity development scorecards applied to key role-players in governing PAs and IWT in Cameroon (not including official capacity assessment of project executing agency – to be tendered out))

To be delivered by 14th July 2016

Deliverable 7)

Completed SESP assessment for project

To be delivered by 14th July 2016

Deliverable 8)

Contribution to relevant chapters of the PRODOC

To be delivered by 14th July 2016

Proposed schedule of fee payments:

- Contract signature: 10%
- 21 June 2016, upon clearance of Deliverables 1 - 3: 45%
- 31 July 2016, upon clearance of Deliverables 4 - 8: 25%
- Final payment expected by 10 Dec 2016, upon clearance of complete CEO Endorsement documentation: 20%

Competencies

- Promoting ethics and integrity, creating organizational precedents
- Building support and political acumen
- Building staff competence, creating an environment of creativity and innovation
- Building and promoting effective teams
- Creating and promoting enabling environment for open communication
- Leverages multi-disciplinary, institutional knowledge and experience
- Creates and cultivates networks of partners to promote UNDP's image
- Performed analysis of political situations and scenarios, and contributes to the formulation of institutional responses
- Leverages different experiences and expertise of team members to achieve better and more innovative outcomes
- Strong analytical and writing skills

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- Ability to communicate effectively in order to communicate complex, technical information to both technical and general audiences
- Skills in negotiating effectively in sensitive situations
- Skills in achieving results through persuading, influencing and working with others
- Skills in facilitating meetings effectively and efficiently and to resolve conflicts as they arise

Required Skills and Experience

Profile required (max 100 points in total):

- Master degree in a relevant field such as social sciences, biodiversity, land use management planning and ecosystem services (either with ecological or socio-economic background) and with professional specialization in issues of forest biodiversity, sustainable landscape management. (max. 15 pts)
- At least 10 years of overall professional experience, with incremental responsibilities, preferably with some experience in the UN system. (max. 10 pts)
- At least 7 years of experience and in-depth knowledge of biodiversity and sustainable landscape management issues in the context of project design or management at regional levels, is an eliminary requirement. (max. 20 pts)
- Demonstrated track record in the preparation of documents, project proposals, evaluation reports and, preferably also, publications within the theme of forest biodiversity, ecosystem services and land-use management is a highly sought qualification for this position. (max. 20 pts)
- Knowledge of environmental issues, policies and programs in Western Africa is desirable. (max. 10 pts)
- Specific experience with GEF project development is highly desirable. (max. 10 pts)
- Excellent mastery of written English is an eliminary requirement. (max. 10 pts)
- Minimal working level of other UN language is a plus (max. 5 points)

Details of TORS for the International Consultants

International Team Leader & GEF Project Development Specialist

Job Title	UNDP GEF Preparation Grant International Consultant: International Team Leader & GEF Project Development Specialist – Cameroon
[Target date for publishing]	16-Nov-15
Scope of advertisement	Globally advertised (Including jobs.undp.org)
Category (eligible applicants)	External
Brand	UNDP
Practice Area	Environment and Energy
Application Deadline	Mon, 07-12-2015
Type of Contract	Individual Contract
Post Type and Level	International Consultant
Duty Station	Home Based with travel to Cameroon
Languages Required (1)	English
Languages Required (2)	Cameroon national language
Starting Date (date when the selected candidate is expected to start)	11-01-2016
Duration of Initial Contract	Up to 50 effective working days in 2016, according to PPG Chronogram attached to TOR

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Expected Duration of Assignment	Through end Dec 2016, comprising max. 50 working days in the period, to be remunerated according to satisfactory monthly reporting and quality of deliverables
Profile (to be further developed when completing the TOR)	See further down.

Description of Responsibilities

Function as the International PPG Team Leader, working in close collaboration with the national and international consultants, Ministry of Forest Economy and Sustainable Development and UNDP in Cameroon, with the main goals of producing the overall GEF documentation, assuring the quality and timeliness of the process.

Lead the implementation of the following PPG Activities:

- 1.1) PPG Inception workshop
- 4.1) Financial baseline assessment
- 4.3) Negotiate and finalise the management arrangement for the project in collaboration with the UNDP Country Office, the government and CSOs
- 4.4) Leverage the project's co-financing
- 4.5) Compose relevant and required chapters in the PRODOC for national validation
- 4.6) PRODOC Validation Workshop
- 4.7) Completion of project documentation in view of submission to the GEF

Co-lead, together with other PPG consultants, the implementation of the following PPG Activities:

- 2.2) Engagement with key stakeholders of selected PAs to prepare for integrated conservation and sustainable resource use by local communities and other stakeholders (specifically with regards to investigation of the small grants programme)
- 3.2) Design and cost activities to strengthen capacity for effective PA and IWT governance in Cameroon (for Component 1 of project)
- 3.3) Design and cost activities to strengthen management of globally significant PAs in Cameroon (for Component 2 of project) *NB. Projects to pilot PA sustainable financing mechanisms (under Component 2 in the Project Concept) should be omitted from the project (and project document) since this comes under BD Programme 1 rather than Programme 3). Include the justification for this in the CEO ER document.*
- 3.4) Design and cost activities to strengthen capacity to reduce poaching and illegal trafficking of threatened species (for Component 3 of project)

Support other PPG consultants with the implementation of the following PPG Activities:

- 1.2) Conduct comprehensive review of current policies, legislation and practices of forest and biodiversity conservation and management in Cameroon
- 1.3) Review of current means and modes (and capacity) of law enforcement with respect to wildlife crime
- 2.1) Engagement with stakeholders at selected PAs to prepare for strengthening of PA management and anti-poaching capacity development of PA and buffer zone management plans (for Component 2 of project)
- 3.5) Apply the relevant GEF Tracking Tool (TT) to selected PAs, for use in the indicator framework (*To include assessment of baseline carbon stocks (supported by UNDP global team if required)*)

MW

Description of Responsibilities

3.6) Assess the capacity of prospective project CSO implementing partner to play this role – to be tendered out [role: to coordinate the management consultancy]

4.2) Apply the UNDP Social and Environmental Safeguards (SESP) screening to the content of the PRODOC

Manage PPG phase budgeting, accounts and financial reporting

DELIVERABLES

Specific Deliverables for which the incumbent will have lead responsibility include primarily the UNDP Project Document, plus the respective GEF CEO Endorsement Request (please see https://www.thegef.org/gef/guidelines_templates for the updated template) and annexes, approved by the relevant agencies, and including (but not limited to) the following groups of deliverables:

Deliverable 1)

Total budget and work plan for the PPG phase. To include clarification as to where enforcement activities on the ground in PAs will be carried out – there is overlap between Components 2 and 3 in the Project Concept.

To be delivered by 14th Feb 2016

Deliverables 2) Background, draft core strategy: *To be delivered by 20th May*

- Key chapters in the PRODOC Situation Analysis following a logical structure and typical presentation in a PRODOC, including a detailed analysis on the barriers to achieving the long-term solution proposed in the project. (Sections will be either contributed by international consultants, or based on reports written by national consultants, or need writing from scratch):
 - o Introduction
 - o Context and problem being addressed (refer to PRODOC structure template for sub-chapters herein)
 - o Barrier Analysis and Long Term Solution
 - o Baseline Analysis (financial part subject to refining)
 - o Stakeholder Analysis
- Critical review of project outcomes and outputs in close collaboration with UNDP-GEF RTA.

Deliverables 3) Fully-fledged strategy and indicators, budget, safeguards, articulation of benefits and other related PRODOC chapters. (Sections will be either contributed by international consultants, or based on reports written by national consultants, or need writing from scratch): **To be delivered by 31st July 2016, along with a refinement of deliverables in group #1**

- Fine-tuning of the project's baseline, including of the status quo and of the baseline finance.
- Assessment of options for establishing small grants fund for forest-dependent communities to pilot sustainable livelihoods above, working with the Cameroon GEF Small Grants Programme (SGP). To include consultations with the Cameroon GEF SGP to ascertain potential to channel project funds in this way, and investigation into alternative options, such as to allocate current available SGP country funds for such grants. Using project funds via the SGP will also require clarification as to how the funds would be transferred (see UNDP's Micro Capital Grants policy)
- Detailed descriptions of project outcomes, outputs and activities, with deliverables, timing, cost estimates (where possible and applicable), and proposed implementation responsibilities.

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Description of Responsibilities

- Definition of project indicators and their hierarchical and logical organization within the Strategic Results Framework (log frame), with their baseline and, where possible, target values duly assessed (aligned with the indicators in the overall Programme Framework Document for the IWT programmatic approach).
- Inclusion of selected UNDP 'Strategic Plan: Integrated Results and Resources Framework' (SP IRRF) Output and Indicator(s) – Output 1.3 or Output 2.5 (see UNDP guidance) – on cover page of PRODOC, ensuring alignment of project indicators to the SP IRRF indicator (to be discussed with Country Office)
- Overall project budget(s), in required formats and with detailed budget notes (in excel).
- Summary of local, national and global biodiversity benefits of project.
- TOR for envisaged knowledge products.
- Gender, Replication Sustainability considerations.
- Analysis of project risks and corresponding mitigation measures.
- Cost effectiveness analysis.
- Application of UNDP's Environmental and social screening of UNDP supported, GEF/LDCF/SCCF/NPIF financed projects (format and examples to be provided by UNDP-GEF RTA)
- Project Monitoring and Evaluation Plan.

Deliverables 4) Conclusion of the incremental analysis, fine-tuning of log frame, institutional anchoring, TOR and response to comments: *To be delivered by 31 October 2016, along with co-financing letters*

Note: initial RTA clearance will be provided approx. 3 weeks from delivery date (i.e. by 21 November 2016). Inputs from incumbent may still be required in November and December 2016.

- Capacity assessment of main partner - Ministry of Environment, Protection of Nature and Sustainable Development - checked for quality control. Incumbent to arrange and coordinate and review an independent audit and capacity assessment by e.g. management consultancy (official assessment required by UNDP-GEF)
- All of the remainder PRODOC chapters completed, including the following:
 - Implementation Arrangements
 - Monitoring and Reporting
 - Links to relevant templates and M&E learning resources
 - Standard chapters (5.1 Legal clause; 5.2 Audit Clause; 5.3 Communication and visibility requirements)
 - Total Budget and Work plan (with notes and in excel)
 - Project Fit (building from PIF)
 - Essential project annexes:
 - TORs for consultants and service providers
 - GEF Tracking Tools
 - List of PPG Studies
 - Incremental reasoning
 - Links and synergies with other initiatives
 - Strategy for stakeholder engagement
- Methodology developed and applied to determine the dollar value for the In Kind contribution to be made by Community-Based Organizations around focal PAs and landscapes
- Co-financing effectively mobilized, with all letters checked and totals calculated, plus non-English letters duly translated

Description of Responsibilities

- Participation in the validation workshop
- All previously completed PRODOC chapters adjusted on the basis of feedback, in particular all elements of Log frame fine-tuned, with confirmed indicators' baseline and targets.
- UNDP CO supported for the final negotiations on the management arrangements for the Full Project, in view of capacity assessment results.
- Response to comments from GEF Secretariat, STAP and Council members.
- CEO Endorsement Tables completed in Excel.

An abridged version of the PRODOC (composed of key chapters from the situation analysis and the project strategy) will be presented during the planned validation meeting.

Proposed schedule of fee payments:

- Contract signature: 10%
- 1st June 2016, upon clearance of Deliverables Groups 1 and 2: 45%
- 15 Aug 2016, upon clearance of Deliverables Group 3: 25%
- Final payment expected by 10 Dec 2016, upon clearance of complete CEO Endorsement documentation (Deliverables Group 4): 20%

Note on sub-contracting:

Given the intensity of the work required within a very short time frame, **the IC holder can opt to subcontract parts of the assignment to max. one other professional assisting consultant (as per IC Terms and Conditions Clause #6)**, but must be responsible for the overall quality and review of the final product. The profile and CV of the assisting consultant will need to be presented to UNDP as part of the overall technical and financial proposal.

Competencies

- Promoting ethics and integrity, creating organizational precedents
- Building support and political acumen
- Building staff competence, creating an environment of creativity and innovation
- Building and promoting effective teams
- Creating and promoting enabling environment for open communication
- Leverages multi-disciplinary, institutional knowledge and experience
- Creates and cultivates networks of partners to promote UNDP's image
- Performed analysis of political situations and scenarios, and contributes to the formulation of institutional responses
- Leverages different experiences and expertise of team members to achieve better and more innovative outcomes
- Strong analytical and writing skills
- Ability to communicate effectively in order to communicate complex, technical information to both technical and general audiences
- Skills in negotiating effectively in sensitive situations
- Skills in achieving results through persuading, influencing and working with others
- Skills in facilitating meetings effectively and efficiently and to resolve conflicts as they arise

Required Skills and Experience

Profile required (max 100 points in total):

- Master degree in a relevant field such as social sciences, biodiversity, land use management and ecosystem services (either with ecological or socio-economic background) and with professional specialization in issues of biodiversity, sustainable landscape management and wildlife crime. (max. 10 pts)
- At least 15 years of overall professional experience, with incremental responsibilities, preferably with some experience in the UN system. (max. 15 pts)
- At least 7 years of experience and in-depth knowledge of biodiversity and sustainable landscape management issues in the context of project design, management or oversight at the international level, is an eliminary requirement. (max. 15 pts)
- Demonstrated track record in the preparation of documents, project proposals, evaluation reports and, preferably also, publications within the theme of biodiversity, wildlife crime, ecosystem services and land-use is a highly sought qualification for this position. (max. 25 pts)
- Knowledge of environmental issues, policies and programs in Eastern Africa is preferred, but not required. (max. 10 pts)
- Specific experience with GEF project development, with a demonstrated track record in preparation of PRODOCs, is an eliminary requirement. (max. 15 pts)
- Excellent mastery of written English is an eliminary requirement. (max. 10 pts)

International Wildlife Crime Specialist

Job Title	UNDP GEF Preparation Grant International Consultant: International Wildlife Crime Specialist
[Target date for publishing]	16-Nov-15
Scope of advertisement	Globally advertised (Including jobs.undp.org)
Category (eligible applicants)	External
Brand	UNDP
Practice Area	Environment and Energy
Application Deadline	Mon, 07-12-2015
Type of Contract	Individual Contract
Post Type and Level	International Consultant
Duty Station	Home Based with Some Travel, Cameroon
Languages Required (1)	English
Languages Required (2)	Cameroon national language
Starting Date (date when the selected candidate is expected to start)	11-01-2016
Duration of Initial Contract	Up to 65 effective working days in 2016, according to PPG Chronogram attached to TOR
Expected Duration of Assignment	Through end Dec 2016, comprising max. 65 working days in the period, to be remunerated according to satisfactory monthly reporting and quality of deliverables

WZ

Job Title	UNDP GEF Preparation Grant International Consultant: International Wildlife Crime Specialist
Profile (to be further developed when completing the TOR)	See further down.

Description of Responsibilities	
<p>Function as the expert advisor in all matters pertaining to wildlife crime, working in close collaboration with the international Team Leader and consultants in Cameroon, with the main goals of ensuring that state of the art knowledge and science on wildlife crime is included in the overall GEF documentation.</p> <p>Lead, with support from other PPG consultants, the implementation of the following PPG Activities: 3.1) Design/update national strategies for PA management and for combating poaching and the illegal wildlife trade, in line with relevant international strategies (for Component 1 of project)</p> <p>Co-lead the implementation of the following PPG Activities: 1.2) Conduct comprehensive review of current policies, legislation and practices of forest and biodiversity conservation and management in Cameroon 1.3) Review of current means and modes (and capacity) of law enforcement with respect to wildlife crime 3.2) Design and cost activities to strengthen capacity for effective PA and IWT governance in Cameroon (for Component 1 of project) 3.4) Design and cost activities to strengthen capacity to reduce poaching and illegal trafficking of threatened species (for Component 3 of project)</p> <p>Support other PPG consultants with the implementation of the following PPG Activities: 1.1) PPG Inception workshop 2.1) Engagement with stakeholders at selected PAs to prepare for strengthening of PA management and anti-poaching capacity development of PA and buffer zone management plans (for Component 2 of project) 2.2) Engagement with key stakeholders of selected PAs to prepare for integrated conservation and sustainable resource use by local communities and other stakeholders 3.3) Design and cost activities to strengthen management of globally significant PAs in Cameroon (for Component 2 of project) 4.1) Financial baseline assessment 4.4) Leverage the project's co-financing 4.5) Compose relevant and required chapters in the PRODOC for national validation 4.6) PRODOC Validation Workshop 4.7) Completion of project documentation in view of submission to the GEF</p> <p>DELIVERABLES Specific Deliverables for which the incumbent will have lead responsibility include the following:</p> <p>Deliverable 1) Comprehensive report of current policies, legislation and practices of forest and biodiversity conservation and management in Cameroon, focusing on anti-poaching and illegal wildlife trade</p>	

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Description of Responsibilities

aspects (to feed into relevant background chapters of PRODOC). To include identified gaps and recommendations for improving capacity / investment needs assessment

To be delivered by 28th Feb 2016

Deliverable 2)

National ICCWC Assessment Report

To be delivered by 31st March 2016

Deliverable 3)

A comprehensive written report on current methods and capacity for wildlife crime law enforcement, including details on PA management authorities and rangers, regional and international collaboration, judiciary capacity, baseline data of seizures, arrests etc. (for monitoring purposes and identifying trafficking hotspot routes), ivory stockpile management needs, financial resources for law enforcement. Include recommendations for strengthening capacity.

To be delivered by 31st May 2016

Deliverable 4)

A completed and approved National Strategy for Combating Poaching and Illegal Wildlife Trade and National Protected Area Management Strategy

To be delivered by 15th June

Deliverable 5)

Feasibility assessment for collaboration of different stakeholders in preventing wildlife crime, to include identification and engagement with law enforcement agencies and the private sector (tourism, logging, mining, trophy hunting) (with support from Stakeholder Engagement Expert re: local government and community engagement), to determine different options for collaboration. Consider in particular the potential role of the private sector (with cost-benefit analysis) which could provide in-kind support to PAs through these activities.

To be delivered by 1st July 2016

Deliverable 6)

Costed activities to strengthen capacity for effective PA and IWT governance in Cameroon (under Activity 3) – including recommendations for structure of national task force and design of national data sharing system, in contribution to PRODOC strategy

To be delivered by 7th July 2016

Deliverable 7)

Costed activities to strengthen capacity reduce poaching and illegal trafficking of wildlife in Cameroon (under Activity 3) – including recommendations for enforcement, forensic and judicial capacity, and involvement of communities and private sector, in contribution to PRODOC strategy

To be delivered by 7th July 2016

Deliverable 8)

Contribution to relevant chapters of the PRODOC

To be delivered by 14th July 2016

Description of Responsibilities

Proposed schedule of fee payments:

- Contract signature: 10%
- 7 June 2016, upon clearance of Deliverables 1 - 3: 45%
- 31 July 2016, upon clearance of Deliverables 4 - 8: 25%
- Final payment expected by 10 Dec 2016, upon clearance of complete CEO Endorsement documentation: 20%

Competencies

- Promoting ethics and integrity, creating organizational precedents
- Building support and political acumen
- Building staff competence, creating an environment of creativity and innovation
- Building and promoting effective teams
- Creating and promoting enabling environment for open communication
- Leverages multi-disciplinary, institutional knowledge and experience
- Creates and cultivates networks of partners to promote UNDP's image
- Performed analysis of political situations and scenarios, and contributes to the formulation of institutional responses
- Leverages different experiences and expertise of team members to achieve better and more innovative outcomes
- Strong analytical and writing skills
- Ability to communicate effectively in order to communicate complex, technical information to both technical and general audiences
- Skills in negotiating effectively in sensitive situations
- Skills in achieving results through persuading, influencing and working with others
- Skills in facilitating meetings effectively and efficiently and to resolve conflicts as they arise

Required Skills and Experience

Profile required (max 100 points in total):

- Master degree in a relevant field such as law, economics, management, or even in ecology (as long as relevant for the sought specialty in wildlife crime) and with professional specialization in issues of wildlife crime. (max. 10 pts)
- At least 12 years of overall professional experience, with incremental responsibilities. (max. 10 pts)
- At least 5 years of experience with and in-depth knowledge of wildlife crime issues at the international sphere is an eliminary requirement. (max. 10 pts)
- Demonstrated track record in the preparation of documents, project proposals, targeted reports and, preferably also, publications within the theme of wildlife crime, is a highly sought qualification for this position. (max. 25 pts)
- Specific experience with dealing with wildlife crime issues, poaching in protected areas or wildlife trafficking measures along transit routes and a demonstrated track record of applying feasible solution to these issues, is a highly sought qualification for this position in, preferably with experience from Africa or Asia, or both. (max. 20 pts)
- Knowledge of environmental issues, policies and programs in Eastern Africa is preferred, but not required. (max. 10 pts)
- Excellent mastery of written English is an eliminary requirement. (max. 10 pts)
- Working knowledge of Cameroon national language or of other UN language is a plus. (max. 5 pts)

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Conservation Management Capacity Consultant

Job Title	UNDP GEF Preparation Grant International Consultant: Conservation Management Capacity Consultant
[Target date for publishing]	20-Nov-15
Scope of advertisement	Globally advertised (Including jobs.undp.org)
Category (eligible applicants)	External
Brand	UNDP
Practice Area	Environment and Energy
Application Deadline	Mon,11-12-2015
Type of Contract	Individual Contract
Post Type and Level	International Consultant
Duty Station	Home Based with Some Travel, Cameroon
Languages Required (1)	English
Languages Required (2)	Cameroon national language
Starting Date (date when the selected candidate is expected to start)	01-Feb-16
Duration of Initial Contract	Up to 20 effective working days in 2016, according to PPG Chronogram attached to TOR
Expected Duration of Assignment	Through end Dec 2016, comprising max. 20 working days in the period, to be remunerated according to satisfactory monthly reporting and quality of deliverables
Profile (to be further developed when completing the TOR)	See further down.

Description of Responsibilities
<p>Function as expert in capacity assessment and building in management and governance of wildlife resources, crime, intelligence (and other areas) at national and local levels, working in close collaboration with the international Team Leader and other consultants in Cameroon, with the main goals of ensuring that Cameroon's capacity for combating wildlife crime and sustainably managing natural resources is maximized efficiently and effectively.</p> <p>Co-lead, together with other PPG consultants, the implementation of the following PPG Activities: 1.3) Review of current means and modes (and capacity) of law enforcement with respect to wildlife crime</p> <p>Support other PPG consultants with the implementation of the following PPG Activities: 1.1) PPG Inception workshop 2.1) Engagement with stakeholders at selected PAs to prepare for strengthening of PA management and anti-poaching capacity development of PA and buffer zone management plans (for Component 2 of project) 2.2) Engagement with key stakeholders of selected PAs to prepare for integrated conservation and sustainable resource use by local communities and other stakeholders 3.2) Design and cost activities to strengthen capacity for effective PA and IWT governance in Cameroon (for Component 1 of project)</p>

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Description of Responsibilities

- 3.3) Design and cost activities to strengthen management of globally significant PAs in Cameroon (for Component 2 of project)
- 3.4) Design and cost activities to strengthen capacity to reduce poaching and illegal trafficking of threatened species (for Component 3 of project)
- 4.4) Leverage the project's co-financing
- 4.5) Compose relevant and required chapters in the PRODOC for national validation
- 4.6) PRODOC Validation Workshop
- 4.7) Completion of project documentation in view of submission to the GEF

Key Products / Deliverables:

Deliverable 1)

Support engagement with stakeholders in selected PAs and prepare report on current PA management and wildlife protection capacity, with recommendations for strengthening capacity.

To be delivered by 9th May 2016

Deliverable 2)

A comprehensive written report on current methods and capacity for wildlife crime law enforcement, including details on PA management authorities and rangers, regional and international collaboration, judiciary capacity, baseline data of seizures, arrests etc. (for monitoring purposes and identifying trafficking hotspot routes), ivory stockpile management needs, financial resources for law enforcement. Include recommendations for strengthening capacity.

To be delivered by 31st May 2016

Deliverable 3)

Contribution to design and costing of activities to strengthen capacity for PA and IWT governance in Cameroon

To be delivered by 7th July 2016

Deliverable 4)

Contribution to design and costing of activities to build capacity for effective management of selected PAs and interzones law enforcement at national and site levels and through additional institutional resources (under Activity 3)

To be delivered by 7th July 2016

Deliverable 5)

Contribute to relevant chapters in the PRODOC regarding current capacity and strategies for capacity building

To be delivered by 14th July 2016

Proposed schedule of fee payments:

- Contract signature: 10%
- 7 June 2016, upon clearance of Deliverables 1 - 2: 45%
- 31 July 2016, upon clearance of Deliverables 3 - 5: 25%
- Final payment expected by 10 Dec 2016, upon clearance of complete CEO Endorsement documentation: 20%

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Description of Responsibilities

Competencies

- Promoting ethics and integrity, creating organizational precedents
- Building support and political acumen
- Building staff competence, creating an environment of creativity and innovation
- Building and promoting effective teams
- Creating and promoting enabling environment for open communication
- Leverages multi-disciplinary, institutional knowledge and experience
- Creates and cultivates networks of partners to promote UNDP's image
- Performed analysis of political situations and scenarios, and contributes to the formulation of institutional responses
- Leverages different experiences and expertise of team members to achieve better and more innovative outcomes
- Strong analytical and writing skills
- Ability to communicate effectively in order to communicate complex, technical information to both technical and general audiences
- Skills in negotiating effectively in sensitive situations
- Skills in achieving results through persuading, influencing and working with others
- Skills in facilitating meetings effectively and efficiently and to resolve conflicts as they arise

Required Skills and Experience

Profile required (max 100 points in total):

- Master degree in a relevant field such as business management, wildlife management, international development (as long as relevant for the sought specialty in management capacity) and with professional specialization in issues of institutional, governance and management capacity for wildlife conservation. (max. 10 pts)
- At least 12 years of overall professional experience, with incremental responsibilities. (max. 10 pts)
- At least 5 years of experience with and in-depth knowledge of capacity assessment and building for conservation or social development in the international sphere is an eliminary requirement. (max. 20 pts)
- Demonstrated track record in the preparation of documents, project proposals and targeted reports is a highly sought qualification for this position. (max. 25 pts)
- Specific experience with dealing with wildlife crime issues, and management and governance of natural resources in Africa, particularly in Tanzania (i.e. Wildlife Management Areas) and a demonstrated track record of applying feasible solution to these issues, is a highly sought qualification for this position. (max. 20 pts)
- Excellent mastery of written English is an eliminary requirement. (max. 10 pts)
- Working knowledge of Cameroon national language or of other UN language is a plus. (max. 5 pts)

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