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## Initiation Plan / GEF PPG

**Project Title:** Integrated management of natural resources in Middle and Upper Guinea

**Country:** Guinea (Conakry)

**Country Programme Outcome:** By 2017, the public and private sectors, local authorities and communities adopt new techniques and behaviors that promote environmental sustainability and that ensure and an improved management and prevention of risk and natural disasters in a context of climate change adaptation.

**UNDP Strategic Plan Outcome (2014-2017): Outcome 1:** Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded.

**UNDP Strategic Plan Output:** 1.3, 1.4 and 1.5.

**Gender Marker rating:** GEN 2

**Initiation Plan Start Date:** January 15, 2018

**Initiation Plan End Date:** December 31, 2018

ATLAS Project ID: 00107772	<b>Total budget:</b>	<b>US\$ 200,000</b>
ATLAS Output ID: 00107956	<b>Allocated resources:</b>	
PIMS ID: 5677	• GEF	US\$ 200,000
<b>Management Arrangement:</b> DIM		

AGREED BY

UNDP Resident Representative

Signature

Day/Month/Year

Date 02/01/2018

Seraphine WAKANA



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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 project concept into a full project: **Integrated management of natural resources in Middle and Upper Guinea**. As described in the project concept (PIF), this project aims to promote an integrated and sustainable management of natural resources by introducing landscape approach and establishment and operationalisation of a core protected area (PA), corridors and buffer zones along the Bafing and Falémé rivers and establishing eco-villages around the PA. The project will achieve this by stabilizing land-use, strengthening biodiversity conservation measures and safeguarding a stream of ecosystem services, thereby generating global environmental benefits sustained by the associated generation of national and local socio-economic benefits.

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

- PIF cleared for WP inclusion
- SESP pre-screening (of PIF)
- Comments from GEF Secretariat, Council, STAP
- [Annotated UNDP-GEF Project Document Template](#) and associated guidance included therein

The final outputs of the GEF PPG are:

1. UNDP-GEF Project Document (ProDoc), using the 2017 standard template.
2. Mandatory annexes to the ProDoc, including gender analysis and action plan, and stakeholder engagement plan, among others, and project specific annexes (e.g. financial analysis, Levelized Cost Of Electricity analysis, feasibility studies, etc).
3. GEF CEO Endorsement Request.
4. Validation Workshop report (as appropriate for projects with a moderate and high SESP risk rating).

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**

<b>Milestone</b>	<b>Date</b>	<b>Notes</b>
<b>Internal submission date</b> for UNDP-GEF review and clearance	30 November 2018	Must be at least two (2) months prior to CEO Endorsement Deadline
<b>CEO Endorsement Deadline</b> after which the project will be cancelled.	30 May 2019	Failure to submit a ProDoc and CEO ER to the GEF Sec by this deadline will lead to the automatic cancellation of the project by the GEF Secretariat.

### **Management Arrangements**

The UNDP Country Office will lead the project development process and manage the GEF PPG budget in full consultation with the UNDP-GEF Technical Adviser. 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 Resident Representative will chair the Working Group. Working Group members will include: CO, representatives from Ministry of Energy, National Institute for Research and Applied Technology and RTA.

The GEF PPG team will be composed of the following:

- 1) International Specialist for Biodiversity/Protected Areas Project Development (GEF PPG Team Leader)
- 2) National Technical Coordinator
- 3) International Specialist for Low-carbon bioenergy technologies (forestry and clean cooking)
- 4) International Land-use Planning and SLM/Climate-Smart Landscapes Expert
- 5) International expert for Tourism Development
- 6) National Specialist for Gender and Socio-economist
- 7) National Specialist for Natural Resources Management and Biodiversity Conservation
- 8) National Specialist for forestry based mitigation.

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

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

If the Social and Environment Screening Procedure (SESP) included in Annex to the project document, has an overall safeguard risk rating of moderate or high, the following disclosure requirements apply:

1. A final validation workshop report will be prepared summarizing the outcomes of the validation workshop and other consultations undertaken during the PPG phase. This report must demonstrate strong country ownership and will become a key reference document should an environmental and social safeguard complaint/grievance be filed during project implementation.
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 management plans, and other relevant information/documents (e.g. ProDoc annexes) will be made available to the public on the UNDP website or [open.undp.org](http://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.

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## 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 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**, below);
- Review of relevant past and ongoing projects for lessons; 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.) given a project's context, and to identify appropriate measures to address these and promote gender equality and women's empowerment. The analysis will form the basis of a Gender Action Plan and Budget to guide gender mainstreaming during project implementation. The Gender Analysis, and the Gender Action Plan and Budget must be attached as Annexes to the Project Document. See guidance available [here](#).

#### **c. Environmental and Social Safeguard 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 purpose of these assessments is to identify ways to avoid negative environmental and social impacts where possible (e.g., through site selection). If risk avoidance is not possible, then mitigation and management measures must be identified, in line with the UNDP Social and Environmental Standards (see section B-f below). If the required assessments cannot be undertaken or finalized during the PPG, they must be completed during the first phase of project implementation.

#### **d. Identification of project sites**

Based on the above reviews, and through consultation with stakeholders, the targeted project sites will be identified. The PPG team should develop selection criteria.

#### **e. Financial planning**

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.

#### **f. Other required studies**

## **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** (detailed above), the full UNDP-GEF Project Document will be developed (following the 2017 annotated UNDP-GEF Project Document available [here](#)), and the GEF CEO Endorsement Request (available [here](#)) will be prepared.

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 15-16.
- 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 Stakeholder Engagement Plan will be developed.

**e. Gender Action Plan and Budget**

Based on the Gender Analysis conducted in **Component A**, the Gender Action Plan and Budget will outline the gender-specific outputs to be delivered during project implementation in order to promote gender equality and women's empowerment and to ensure that inequalities are not exacerbated. 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.

**f. Social and Environmental Standards**

In line with the assessments conducted during **Component A** (above) and in line with [UNDP's Social and Environmental Standards \(SES\) policy and all associated SES Guidance Notes](#), the SESP will be finalized and all moderate and high risks identified in the SESP will be reflected in the risk table and risk section of the project document.

Mitigation and management measures for moderate and high risks will be developed and included in the project document, or included as a separate management plan in Annex to the project document, as required per UNDP's SES. If the mitigation and management measures cannot be fully detailed at the PPG phase (e.g., sites have not been determined), an environmental and social management framework (ESMF) will be prepared outlining the steps to be taken during the first phase of project implementation to address the moderate and high risks. The ProDoc must clearly state that none of the associated project activities will commence until: the assessment(s) have been completed; the required management plan(s) have been prepared; the plan(s) have been disclosed and approved by the Project Board.

**g. GEF Tracking Tool(s)**

The following required GEF Tracking Tools 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.

**h. 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.

**i. 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 cash or in-kind contributions to the project.

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

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

### 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

<b>Award ID:</b>	00107772
<b>Award Title:</b>	PPG Gestion Intégrée des Ressources Naturelles
<b>Business Unit:</b>	GIN10
<b>Project Title:</b>	Integrated management of natural resources in Middle and Upper Guinea
<b>Project (PIMS) ID:</b>	5677
<b>Implementing Partner:</b>	UNDP GUINEA

GEF Outcome/Atlas Activity	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	UNDP	62000	GEF TRUSTEE	71200	International Consultants	84,000	A
				71300	Local Consultants	64,000	B
				71600	Travel	40,000	C
				75700	Training, workshops and conference	6,000	D
				72500	Supplies	4,000	E
				74500	Miscellaneous Expenses	2,000	
<b>PROJECT TOTAL</b>						<b>200,000</b>	

Budget Note	Items	Total estimated person weeks	Budget	Budget Note
A		International Consultants: Team leader / BD and PA specialist: 14 weeks @ 3000\$ International Low-carbon specialist: 8 weeks @ 2,500\$ Land-use Planning and SLM / Climate-Smart Landscapes expert: 6 weeks @ 2,500 Tourism Development Expert: 3 weeks @ 2,500\$	84,000	Please see Annex 2 for key responsibilities.
B		National Consultants: National Technical Coordinator: 24 weeks @ 1000\$ NRM and BD specialist: 12 weeks @ 1000\$ National forestry based mitigation specialist: 12 weeks @ 1000\$ Socio-economist and gender specialist: 14 weeks @ 1000\$	64,000	
C		International travel for international consultants, national travel and DSA for international and national consultants and local project development team	40,000	



<b>Budget Note</b>	<b>Items</b>	<b>Total estimated person weeks</b>	<b>Budget</b>	<b>Budget Note</b>
D		Initiation and validation workshops; technical workshops on specific topics	6,000	
E		Rental of equipment and purchase of supplies for producing detailed maps and printed material in view of the meetings and participatory assessments with local stakeholders, and for the validation workshop	4,000	

**V. GEF PPG ACTIVITIES TIMEFRAME AND BUDGET**

PPG Activity	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Budget (US\$)
<b>Component A:</b> Technical studies, etc.													120,000
<b>Component B:</b> Formulation of ProDoc, etc.													60,000
<b>Component C:</b> Validation Workshop													10,000
Delivery of final outputs													10,000

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## VI. MANDATORY ANNEXES

### Annex 1: GEF CEO PIF/PPG Approval Letter



**Naoko Ishii**  
CEO and Chairperson

October 30, 2017

Ms. Adriana Dinu  
GEF Executive Coordinator  
United Nations Development Programme  
One United Nations Plaza  
304 East 45th St.  
FF Bldg., 10th floor  
New York, NY 10017

Dear Ms. Dinu:

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 (PPG) Approval
GEFSEC ID:	9783
Agency(ies):	UNDP
Agency ID:	5677 (UNDP)
Focal Area:	Multi Focal Area
Project Type:	Full-Sized Project
Country(ies):	Guinea
Name of Project:	Integrated Management of Natural Resources in Middle and Upper Guinea
Indicative GEF Project Grant:	\$7,060,274
Indicative Agency Fee:	\$670,726
PPG Grant:	\$200,000
PPG Agency Fee:	\$19,000
Funding Source:	GEF Trust Fund

Break-down of Indicative Agency Fee				
Agency	Trust Fund	40% Fees to be committed at Council Approval	Fees to be committed at CEO Endorsement	Total (US\$)
UNDP	GET	\$268,290	\$402,436	\$670,726

This PIF clearance and PPG 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. Please ensure that your final project document, with all Secretariat and Council comments fully addressed, is submitted such that CEO endorsement can be provided within 18 months of Council approval of the work program.

Sincerely,

  
Naoko Ishii  
Chief Executive Officer and Chairperson

Attachment: GEFSEC Project Review Document  
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)

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

Position, Type and Cost	Role, Deliverables and Qualifications
<p><b>TEAM LEADER</b></p> <p><b>Position:</b> BD/PA Project Development Specialist (GEF PPG Team Leader)</p> <p><b>Type:</b> IC</p> <p><b>Cost per person week:</b> US\$3,000</p> <p><b>Number of person weeks needed:</b> 14</p>	<p><b>Role</b></p> <p>The Biodiversity / PA 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.</p> <p><b>Deliverables</b></p> <ol style="list-style-type: none"> <li>1) <u>Management of the GEF PPG Team</u> <ol style="list-style-type: none"> <li>a. Define and submit a <b>detailed methodology and work plan</b> in consultation with the other consultants with clear delegation of responsibilities for the International Consultants (ICs) and National Consultants (NCs);</li> <li>b. Ensure that project development is <b>participatory, gender-responsive and based on extensive stakeholder engagements</b>; and</li> <li>c. Verify and ensure that all project components are <b>technically sound and cost effective</b>.</li> </ol> </li> <li>2) <u>Preparatory Technical Studies and Reviews (Component A)</u>: With inputs from the other national and international consultants, as detailed in their respective TORs: <ol style="list-style-type: none"> <li>a. Compile <b>baseline/situational analysis</b> 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;</li> <li>b. Oversee the <b>stakeholder analysis and consultations</b> and ensure that they are complete and comprehensive;</li> <li>c. Oversee the various <b>assessments of capacity development needs</b>;</li> <li>d. Ensure the preparation of the <b>gender analysis</b> and ensure its findings are meaningfully integrated into the project’s strategy, theory of change and results framework;</li> <li>e. Ensure action points, including risk assessments, from the <b>UNDP Social and Environmental Screening Procedure (SESP)</b> at the PIF stage (“pre-screening”) are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate;</li> <li>f. Conduct/oversee the <b>identification of the project sites</b>, with documentation of selection criteria;</li> <li>g. Oversee the consultations with partners regarding <b>financial planning</b>;</li> <li>h. Contribute to the identification of the steps to be taken to put in place a cross-border collaborative process for the establishment of a highly effective anti-poaching surveillance and rapid response network, including institutional and legal considerations, negotiations to identify mutually-agreed common interests, objectives, guiding principles, rights and responsibilities of each partner, and</li> </ol> </li> </ol>

	<p>areas of joint or collaborative action, and required degree of formality and structure of the resulting agreement (as part of Output 2.1);</p> <ul style="list-style-type: none"> <li>i. Supervise the analysis of lessons learned from previous GEF funded projects such as the SPWA-BD: GEF Program in West Africa: Sub-component on Biodiversity (GEF#3785); the Pilot ecovillages in Senegal (GEF#4080); the Protected Area Buffer Zone Management in Burkina Faso (GEF#4221), the West African Regional Biosafety Program (GEF#2911), the Conservation of the Biodiversity of the Nimba Mountains through Integrated and Participatory Management (GEF#1139); and</li> <li>j. Ensure completion of <b>any additional studies</b> that are determined to be needed for the preparation of the ProDoc and all other final outputs.</li> </ul> <p>3) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)</u>: With inputs from the other national and international consultants, as detailed in their respective TORs, and based on international best practice:</p> <ul style="list-style-type: none"> <li>a. Work with the CO to select an indicator for one of the outcomes of the IRRF;</li> <li>b. Develop, present and articulate the project's <b>theory of change</b>;</li> <li>c. Develop the <b>Results Framework</b> in line with UNDP-GEF policy;</li> <li>d. Develop a detailed <b>Monitoring and Evaluation Plan and Budget</b>;</li> <li>e. Oversee and ensure the preparation of a <b>Stakeholder Engagement Plan</b>;</li> <li>f. Oversee and ensure the preparation of a <b>Gender Action Plan and Budget</b>;</li> <li>g. Update the <b>SESP</b> based on assessments undertaken during Component A, and ensure the development of <b>environmental and/or social management plan(s)</b> for all risks identified as Moderate or High in the SESP;</li> <li>h. Finalize the preparation of the required <b>GEF tracking tool(s)</b>;</li> <li>i. Secure and present agreements on <b>project management arrangements</b>;</li> <li>j. Prepare an <b>indicative Procurement Plan</b>, in collaboration with and to be confirmed by the Country office;</li> <li>k. Ensure the completion of the <b>required official endorsement letters</b>; and</li> <li>l. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce <b>the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes</b>, using the required templates.<sup>1</sup></li> </ul> <p>4) <u>Validation Workshop (Component C)</u>:</p> <ul style="list-style-type: none"> <li>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; and</li> <li>b. Oversee all necessary revisions that arise during the workshop.</li> <li>c. Ensure completion of Validation Workshop Report.</li> </ul> <p>5) <u>Final Deliverables</u>:</p> <ul style="list-style-type: none"> <li>a. Consolidation of all technical and consultation inputs including from national stakeholders, UNDP, GEF Secretariat, STAP (especially specific comments on Integrated Landscape Management concept) 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;</li> <li>b. Completion of the GEF CEO Endorsement Request;</li> <li>c. All documentation from GEF PPG (including technical reports, etc.); and</li> <li>d. Validation Workshop Report.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Master's degree or higher in a relevant field, such as Natural Resources Management and Biodiversity Conservation;</li> </ul>
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<sup>1</sup> Please verify with the UNDP-GEF team that the correct templates are being used.

	<ul style="list-style-type: none"> <li>▪ Minimum 10 years of demonstrable experience in the technical area of Project Development, Management and Evaluation of GEF projects in the fields of Biodiversity Conservation, PA Management;</li> <li>▪ Good understanding of proposal requirements and proven experience in project proposal development and design, especially of GEF projects, and in project management monitoring and evaluation;</li> <li>▪ Good understanding of results-based management;</li> <li>▪ Experience in managing multi-discipline expert teams, coordination and planning skills;</li> <li>▪ Ability to define project strategies and interventions at different levels;</li> <li>▪ Fluency in written and spoken English and French;</li> </ul>
<p><b>Position:</b> International Specialist for Low-carbon bioenergy technologies (forestry and clean cooking)</p> <p><b>Type:</b> IC</p> <p><b>Cost per person week:</b> 2,500 US\$</p> <p><b>Number of person weeks needed:</b> 8</p>	<p><b>Role</b> The International Specialist for Low-carbon bioenergy technologies will liaise and provide relevant information to the Project Development Specialist to support the drafting of the project document, namely the description of activities related to the adoption and integration of Eco-village concept in and around the Bafing-Falémé PA, promoting application of energy efficient production and utilisation of wood energy and supporting sustainable livelihoods.</p> <p><b>Deliverables</b></p> <ol style="list-style-type: none"> <li>a. In collaboration with the relevant stakeholders, ensure that Energy efficient production and utilization of wood energy are implemented through a range of measures such as standard setting, testing and certification, and demand-side management (e.g. incentives and awareness) for use of improved cookstoves and kilns.</li> <li>b. Review relevant documents (reports, plans, studies/assessments, academic papers) in Guinea related to cooking energy usage.</li> <li>c. Meet, train and awareness raising for key actors’ charcoal value chain.</li> <li>d. Develop standardized and certified sound models for the selected sites in Guinea.</li> <li>e. Identify more efficient and sustainable practices for improved kilns and cookstoves (wood-energy production and consumption).</li> <li>f. Prepare a pre-feasibility market development (supply and demand).</li> <li>g. Explore alternative long-term solutions to firewood.</li> <li>h. Define the creation of “green belt” and ecological corridors by restoring degraded forest ecosystems using a mix of native species. Woodlots for fuelwood production. Woodlots will favour rapid-growth native species adapted to the region for both wood energy production and forest conservation.</li> </ol> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Master’s degree or higher in a relevant field, such as <i>energy, forestry, economics, or related fields</i>. <i>Successful applicants are expected to possess more than one of the following areas of expertise on the ground and proven experience in the respective areas of specialization in addition to the minimum qualifications specified above;</i></li> <li>▪ Minimum 3 years of demonstrable experience in the technical area of <i>clean cooking</i>;</li> <li>▪ Fluency in written and spoken English and in spoken French.</li> </ul>
<p><b>Position:</b> International Land-use</p>	<p><b>Role</b> The International Land-use Planning and SLM/ Climate-Smart Landscapes Expert will liaise and provide relevant information to the Project Development Specialist to support the</p>

<p>Planning and SLM/ Climate-Smart Landscapes Expert</p> <p><b>Type:</b> IC</p> <p><b>Cost per person week:</b> 2,500 US\$</p> <p><b>Number of person weeks needed:</b> 6</p>	<p>drafting of the project document. She/he will provide guidance to the National Land-use Planning and SLM/ Climate-Smart Landscapes Specialist and to the rest of the PPG team in the assessment of baseline situations and of capacity development needs, including a training workshop.</p> <p><b>Deliverables</b></p> <p>Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:</p> <ol style="list-style-type: none"> <li>a. Compilation - based on existing data - of detailed information on ecosystem services (functions, status), and land use practices in project intervention sites and in the adjacent landscape, and identify information gaps.</li> <li>b. Analysis - based on existing and recent data – of threats to biodiversity and ecosystem services such as frequency and extent of bushfires, grassland and forest conversion or clearance rates, increase in livestock numbers, occurrence of poaching incidents, and resulting issues with land and natural resource use and management (e.g. erosion, land degradation, encroachment, overexploitation, etc.).</li> <li>c. Based on the compilation, development of recommendations on Define a sound model for sustainable land management and climate-smart agro-pastoralism to be implemented in selected villages and necessary training and capacity building support needed. This includes a range of water and soil management techniques, climate-resilient and sustainable agro-pastoral techniques, sustainable rangeland management, crop diversification and improved and participatory fire management with bushfire prevention and control strategy. Proposal of baseline and target values for SLM indicators;</li> <li>d. In collaboration with other technical specialists of the PPG team and the Project Development Specialist, identification of specific pilot sites for direct project interventions, considering the results of the updated SESP and socioeconomic and biodiversity surveys, threat analysis, and suitability to showcase recommended Climate-Smart SLM practices. Preparation of detailed maps identifying pilot sites and related relevant elements.</li> <li>e. Assessment of the capacity development needs for environmental management at landscape and local levels in terms of tools, knowledge, skills and equipment and preparation of an indicative procurement plan;</li> <li>f. Assessment and reporting on the capacity development needs within OGUIPAR for producing consistent, accurate and well documented estimates of carbon stocks in the Bafing-Falémé PA and to inform the landscape management plan development and implementation through carbon measurement, monitoring and mapping;</li> <li>g. Development of a detailed path “<i>marche à suivre</i>” to implement the activities to achieve the project outputs.</li> </ol> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Master’s degree or higher in a relevant field, such as Natural Resource and Ecosystem Management, Forestry, or Agriculture;</li> <li>▪ Minimum 10 years of demonstrable experience in the technical areas of landscape integrated management, sustainable land management or climate-resilient agriculture and forestry practices;</li> <li>▪ Strong analytical skills of sustainable land use problems and threats, and experience in management solutions to alleviate pressures and reduce unsustainable practices, including integrated landscape management approaches;</li> <li>▪ Prior experience with GEF or UNDP project development or implementation is</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ preferred;</li> <li>▪ Fluency in written and spoken English and French</li> </ul>
<p><b>Position:</b> Tourism Development Expert</p> <p><b>Type:</b> IC</p> <p><b>Cost per person-week:</b> US\$ 2,500</p> <p><b>Number of person-weeks needed:</b> 3</p>	<p><b>Role</b> The Tourism Development Expert will carry out tasks as necessary to facilitate the process of gathering and analysing relevant information for the development of the project document with support from the National Working Group. She/he will work in close coordination with the PPG team, and in particular with the Project Development Specialist.</p> <p><b>Deliverables</b></p> <p>1) <u>Preparatory Technical Studies and Reviews (Component A)</u>: Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:</p> <ul style="list-style-type: none"> <li>▪ Assessment of the <b>feasibility of tourism development</b> related to the PA and potential to provide alternative livelihood options to local communities living within the Bafing-Falémé landscape. This assessment could be conducted through the Tourism Economic Model for Protected areas (TEMPA – under development by STAP<sup>2</sup>) if available, and/or Pre-feasibility analysis and capacity development needs assessments for Ecotourism/Tourism following Guidance notes provided in Bovarnick and Gupta. 2003. Local Business for Global Biodiversity Conservation: <ul style="list-style-type: none"> <li>a. Identification and assessment of the potential market niches – ecotourism, nature-based tourism, ecological tourism or safari hunting, and of tourism development options through private concessions or community-driven initiatives;</li> <li>b. Identification and assessment of the potential benefits (economic opportunities, protection of natural and cultural heritage, quality of life) and risks (increased costs for basic services and facilities, social disturbance, environmental impacts) related to the various options identified in (a) for tourism development.</li> <li>c. Assessment of the likelihood that the perceived benefits (assessed in b) constitute tangible and significant incentives to local communities to contribute to conservation efforts within the landscape.</li> <li>d. This feasibility assessment should also take into account the requirements for the development of different tourism market niches in terms of road infrastructure, reception and accommodation, and the country’s ability to provide acceptable levels personal safety and security given visitors safety expectations.</li> </ul> </li> </ul> <p>2) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)</u>: Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader.</p>
<p><b>Position:</b> National Technical Coordinator</p> <p><b>Type:</b> NC</p> <p><b>Cost per person-week:</b> US\$ 1000</p>	<p><b>Role</b> The National Technical Coordinator will carry out tasks as necessary to facilitate the process of gathering and analysing relevant information for the development of the project document with support and guidance from the National Working Group. The NTC will work in close coordination with the PPG team, and in particular with the Project Development Specialist.</p> <p><b>Deliverables</b></p> <p>1) <u>Preparatory Technical Studies and Reviews (Component A)</u>: Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:</p>

<sup>2</sup> If not ready for this PPG, this methodology will be substituted with another one as necessary.

<p><b>Number of person-weeks needed: 24</b></p>	<ul style="list-style-type: none"> <li>a. Obtaining and coordinating <b>technical inputs</b>, reports, data, complementary initiatives, ensuring that the project development team has the information and documentation necessary to carry out their work and ensuring the timely delivery of their final products with the expected quality;</li> <li>b. Prepare inputs for the <b>baseline/situational analysis</b> 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;</li> <li>c. Liaising with national stakeholders to secure institutional commitments in terms of <b>co-financing letters</b> and the letter of endorsement;</li> <li>d. Liaising with national counterparts to obtain budget figures as necessary and support multi-annual planning of project activities;</li> <li>e. Arranging meetings to agree on project management arrangements. As part of these meetings, it will be important to assess lessons learned from ongoing and previous GEF projects in the country with a view to identifying ways to strengthen execution capacity;</li> <li>f. Support the development of a robust <b>project management and institutional arrangements framework</b>, including Project Board, Project Management Unit, support technical experts and technical partner institutions;</li> <li>g. Support the <b>stakeholder analysis and consultations</b> and ensure that they are complete and comprehensive;</li> <li>h. Support the preparation of the <b>gender analysis</b>;</li> <li>i. Support the action points, including risk assessments, from the <b>UNDP Social and Environmental Screening Procedure (SESP)</b> at the PIF stage (“pre-screening”) are fully implemented during the PPG, and support the iterations of that screening in an iterative fashion throughout the PPG, as appropriate;</li> <li>j. Support the <b>identification of the project sites</b>, with documentation of selection criteria;</li> <li>k. Support the Socioeconomic Specialist in the identification of the steps to be taken to put in place a cross-border collaborative process for the establishment of a highly effective anti-poaching surveillance and rapid response network, including institutional and legal considerations, negotiations to identify mutually-agreed common interests, objectives, guiding principles, rights and responsibilities of each partner, and areas of joint or collaborative action, and required degree of formality and structure of the resulting agreement (as part of Output 2.1);</li> <li>l. Analyse <b>lessons learned</b> from previous GEF funded projects such as the SPWA-BD: GEF Program in West Africa: Sub-component on Biodiversity (GEF#3785); the Pilot ecovillages in Senegal (GEF#4080); the Protected Area Buffer Zone Management in Burkina Faso (GEF#4221), the West African Regional Biosafety Program (GEF#2911), the Conservation of the Biodiversity of the Nimba Mountains through Integrated and Participatory Management (GEF#1139), and identify relevant guidance to improve the design and implementation of the current project;</li> <li>m. Support the completion of <b>any additional studies</b> that are determined to be needed for the preparation of the ProDoc and all other final outputs.</li> </ul> <p>2) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)</u>: Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader.</p> <p>3) <u>Validation Workshop (Component C)</u>:</p> <ul style="list-style-type: none"> <li>a. Leading the organisation of the PPG validation workshop, convening all relevant stakeholders;</li> </ul>
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	<p>b. Support all necessary revisions that arise during the workshop, as appropriate.</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ At least Bachelor degree or higher in a relevant field, such as Natural or Social Sciences, or Public Administration;</li> <li>▪ Prior experience with GEF or UNDP project development or implementation;</li> <li>▪ Good organizational skills, proven in coordinating with national stakeholders and expert teams, organizing multi-stakeholder consultation processes, gathering documentation of results;</li> <li>▪ Good understanding of national policy and institutional structures and ability to advice on institutional capacities and relations;</li> <li>▪ Fully proficient in the following software applications: Word, Excel, Power Point;</li> <li>▪ Fluency in written and spoken French and English.</li> </ul>
<p><b>Position:</b> NRM and BD Specialist</p> <p><b>Type:</b> NC</p> <p><b>Cost per person-week:</b> US\$1,000</p> <p><b>Number of person-weeks needed:</b> 14</p>	<p><b>Role</b></p> <p>The NRM and BD Specialist will carry out tasks as necessary to facilitate the process of gathering and analysing relevant information for the development of the project document with support and guidance from the National Working Group. Her/ his main role will be to define the biological landscape based on landscape species and conservation objectives.</p> <p><b>Deliverables</b></p> <p>Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:</p> <ol style="list-style-type: none"> <li>a. Contribution to the assessment of the capacity development needs for environmental management at landscape and local levels in terms of tools, knowledge, skills and equipment;</li> <li>b. Assessment of the capacity development needs for managing the PA system at national and site levels, including basic needs for infrastructure and equipment and preparation of an indicative procurement plan;</li> <li>c. In collaboration with the Landscape planning/SLM expert, as relevant, compilation - based on existing data - of detailed information on biodiversity (species, population numbers and trends, and conservation status of flora and fauna), ecosystem services (functions, status), and land use practices in project intervention sites and in the adjacent landscape, and identify information gaps.</li> <li>d. Identification of key flora and fauna species of national, regional or global importance occurring in each of project intervention areas, specifying their global status according to the IUCN Red List.</li> <li>e. In collaboration with the Landscape planning/SLM expert, as relevant, analysis - based on existing data – of threats to biodiversity and ecosystem services such as frequency and extent of bushfires, grassland and forest conversion or clearance rates, increase in livestock numbers, occurrence of poaching incidents, etc.) and resulting issues with land and natural resource management (e.g. erosion, land degradation, encroachment, overexploitation, etc.). Development of recommendations of improved practices to reduce existing threats on biodiversity. Proposal of baseline and target values for biodiversity indicators.</li> <li>f. In collaboration with other specialists, identification of specific pilot sites for direct project interventions, taking into account the results of the updated SESP and socioeconomic and biodiversity surveys, threat analysis, and suitability to showcase Climate-Smart SLM practices including climate resilient agriculture, assisted natural regeneration, bushfire management, etc. that contribute significantly to alleviate pressures on biodiversity and habitats and restore</li> </ol>

	<p>ecosystem services in PAs, corridors and community-managed forests. Support for the preparation of detailed maps identifying pilot sites and related relevant elements.</p> <p>g. Support to the Socioeconomist and Gender Specialist for the assessment of the potential benefits of tourism through the Tourism Economic Model for Protected areas (TEMPA – under development by STAP) and/or Pre-feasibility analysis and capacity development needs assessments for Ecotourism/Tourism and other livelihood options such as NTFP following the Guidance notes provided in Bovarnick and Gupta. 2003. Local Business for Global Biodiversity Conservation.</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ At least bachelor’s degree or higher in a relevant field, such as Natural Resource Management and Biodiversity Conservation;</li> <li>▪ Minimum 4 years of demonstrable experience in the technical area of Natural Resource and Ecosystem Management, Biodiversity Conservation and Protected Areas;</li> <li>▪ Good analytical skills of biodiversity threats, and management measure to alleviate pressures;</li> <li>▪ Fluency in written English and French.</li> </ul>
<p><b>Position:</b> National Specialist for forestry based mitigation</p> <p><b>Type:</b> NC</p> <p><b>Cost per person-week:</b> US\$1,000</p> <p><b>Number of person-weeks needed:</b> 14</p>	<p><b>Role</b></p> <p>The National Specialist for forestry based mitigation will carry out tasks as necessary to facilitate the process of gathering and analysing relevant information for the development of the project document with support and guidance from the National Working Group. Her/ his main role will be to define the biological landscape based on landscape species and conservation objectives.</p> <p><b>Deliverables</b></p> <p>Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:</p> <ul style="list-style-type: none"> <li>i. Contribution to the assessment of the capacity development needs for Energy efficient production and utilization of wood energy are implemented through a range of measures such as standard setting, testing and certification, and demand-side management (e.g. incentives and awareness) for use of improved cookstoves and kilns.</li> <li>j. Review relevant documents (reports, plans, studies/assessments, academic papers) in Guinea related to cooking energy usage.</li> <li>k. Contribution to the assessment of the capacity development needs for awareness raising for key actors’ charcoal value chain.</li> <li>l. Assessment of standardized and certified sound models for the selected sites in Guinea.</li> <li>m. Assessment of more efficient and sustainable practices for improved kilns and cookstoves (wood-energy production and consumption).</li> <li>n. Contribute to the preparation of a pre-feasibility market development (supply and demand).</li> <li>o. Assessment of alternative long-term solutions to firewood.</li> <li>p. Contribution to the assessment of the capacity development needs for the creation of “green belt” and ecological corridors by restoring degraded forest ecosystems using a mix of native species. Woodlots for fuelwood production. Woodlots will favour rapid-growth native species adapted to the region for both wood energy production and forest conservation.</li> </ul> <p><b>Qualifications</b></p>

	<ul style="list-style-type: none"> <li>▪ Master’s degree or higher in a relevant field, such as <i>energy, forestry, economics, or related fields</i>. <i>Successful applicants are expected to possess more than one of the following areas of expertise on the ground and proven experience in the respective areas of specialization in addition to the minimum qualifications specified above;</i></li> <li>▪ Minimum 3 years of demonstrable experience in the technical area of <i>clean cooking</i>;</li> <li>▪ Fluency in written English and French.</li> </ul>
<p><b>Position:</b> Socioeconomic and Gender Specialist</p> <p><b>Type:</b> NC</p> <p><b>Cost per person-week:</b> US\$1,000</p> <p><b>Number of person-weeks needed:</b> 14</p>	<p><b>Role</b> The Socioeconomic and Gender Specialist will liaise with the Project Development Specialist and gather relevant information for the development of the project document with support and guidance from the National Working Group, namely through thorough stakeholder analysis, gender analysis, and socioeconomic survey. She/he will be responsible for completing the following mandatory annexes: Stakeholder Engagement Plan, Gender Action Plan and Budget, updated SESP and social management plan(s) for Moderate or High risks identified in the SESP.</p> <p><b>Deliverables</b></p> <p>1) <u>Preparatory Technical Studies and Reviews (Component A)</u>: Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:</p> <ol style="list-style-type: none"> <li>a. Lead and advise on the <b>stakeholder analysis and consultations</b> and ensure that they are complete and comprehensive;</li> <li>b. Prepare the <b>gender analysis</b> and work closely with the Team Leader to ensure its findings are meaningfully integrated into the project’s strategy, theory of change and results framework;</li> <li>c. Support action points, including risk assessments, from the <b>UNDP Social and Environmental Screening Procedure (SESP)</b> at the PIF stage (“pre-screening”) are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate;</li> </ol> <ul style="list-style-type: none"> <li>▪ <u>Stakeholder analysis</u> for all actors, individuals and organizations, actively involved in the project or whose interests are potentially affected by the project’s interventions and results. This analysis will document needs, expectations and concerns, and analyse interests and influences to identify key people or groups to involve and inform in various stages of the project implementation, and potential issues that could disrupt the project.</li> <li>▪ Based on the results of the stakeholder analysis, a <u>communication plan</u> and <u>stakeholder management strategy</u> will be developed and budgeted.</li> <li>▪ The stakeholder analysis will be complemented by the following tasks: <ol style="list-style-type: none"> <li>a. Clarification of the management jurisdictions of all institutions involved in the various aspects of environmental management in the landscape, including stakeholders to invite to a cross-border collaborative process for the establishment of a highly effective anti-poaching monitoring and rapid response network;</li> <li>b. Engaging with stakeholders to agree on <u>criteria</u> and <u>requirements</u> for participation, on the mechanism and criteria for selecting the members of the land management board at each level (local communities, national and sub-national government bodies, environmental NGOs and private sector);</li> <li>c. Contribute, as relevant, to the assessment of the capacity development needs for environmental management at landscape and local levels in terms of tools, knowledge, skills and equipment;</li> </ol> </li> </ul>

- d. Contribute to the assessment of the institutional and individual capacity development needs for managing the PA system at national and site levels, including basic needs for infrastructure and equipment;
  - e. Identification of the steps to be taken to put in place a cross-border collaborative process for the establishment of a highly effective anti-poaching surveillance and rapid response network, including institutional and legal considerations, negotiations to identify mutually-agreed common interests, objectives, guiding principles, rights and responsibilities of each partner, and areas of joint or collaborative action, and required degree of formality and structure of the resulting agreement.
  - d. Lead the socio-economic survey of the populations inhabiting the landscape to address socioeconomic barriers and promote sustainable livelihoods. This will include:
    - a. Providing detailed socioeconomic information on local communities disaggregated by sex, including population sizes, existing sources of livelihood, use of natural resources and related benefits, land tenure and land/resource use rights, HWC issues, etc.);
    - b. Developing an intervention strategy targeting villages based on agreed criteria, and recommendations from local communities for engaging in activities related to SLM, HWC mitigation, alternative livelihood development, participatory land-use planning and implementation;
    - c. Elaborating a narrative on the project's socioeconomic benefits, based on information collected in (a) and following the intervention strategy, including estimates of the numbers and characteristics of direct and indirect beneficiaries targeted by the project, focusing on local communities getting economic benefits from improved environmental practices and project interventions (to include in the PRF of the PRODOC and CEO ER), and providing an explanation of the basis for calculations / estimations.
    - d. Assessing the capacity development needs and elaborating a capacity development strategy for local communities, groups (NGOs, CSOs, CBOs) and representatives to enable their effective participation in integrated landscape management and adoption of improved SLM practices.
  - e. With the support of the Project Development Expert and National Coordinator, identify the steps to be taken to put in place a cross-border collaborative process for the establishment of a highly effective anti-poaching surveillance and rapid response network, including institutional and legal considerations, negotiations to identify mutually-agreed common interests, objectives, guiding principles, rights and responsibilities of each partner, and areas of joint or collaborative action, and required degree of formality and structure of the resulting agreement.
  - f. Pre-feasibility analysis and capacity development needs assessments for and livelihood options (other than Ecotourism/Tourism) such as NTFP following Guidance notes provided in Bovarnick and Gupta. 2003. Local Business for Global Biodiversity Conservation.
  - g. Support completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.
- 2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
- a. Prepare the **Stakeholder Engagement Plan**;
  - b. Prepare the **Gender Action Plan and Budget**;
  - c. Contribute to update the **SESP**, as needed, based on assessments

	<p>undertaken during Component A;</p> <p>d. Support the development of <b>social management plan(s)</b> for all risks identified as Moderate or High in the SESP; and</p> <p>e. Support the agreements on <b>project management arrangements</b>.</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>▪ Masters degree or higher in a relevant field, such as social sciences, gender and stakeholder analysis and participatory processes;</li><li>▪ Minimum 4 years of demonstrable experience in the technical area of socioeconomic, gender and stakeholder analysis in community settings,</li><li>▪ Experience mainstreaming gender concerns in project design and management and in participatory processes;</li><li>▪ Fluency in written English and French.</li></ul>
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