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**UNDP Initiation Plan to Programme
the funding proposal preparation grant received from the GCF**

Initiation Plan

<p>Project Title: Preparatory Assessments for the Monrovia Metropolitan Climate Resilience Project (MMCRP)</p> <p>Country: Liberia</p> <p>Country Programme Outcome: Food Security and Natural Resources: Improved food security and sustainable natural resource utilization</p> <p>UNDP Strategic Plan Output: (UNDP Strategic Plan 2018-2021) Signature solution 3, Resilience, Output 1.3.1 National Capacities and evidence-based assessment and planning tools enable gender-responsive and risk-informed development investments, including for response to and recovery from crisis Signature solution 4, Sustainable planet, Output 1.4.1 Solutions scaled up for sustainable management of natural resources, including sustainable commodities and green and inclusive value chains</p> <p>Gender Marker rating: GEN 2</p> <p>Initiation Plan Start Date: July 20, 2018 Initiation Plan End Date: February 19, 2019</p>		
<p>ATLAS Project ID: 00110852</p> <p>ATLAS Output ID: 00110088</p> <p>PIMS ID: 5739</p> <p>Management Arrangement: DIM</p>	<p>Total budget:</p> <p>Allocated resources:</p> <ul style="list-style-type: none"> • GCF • UNDP 	<p>US\$ 1,011,000</p> <p>US\$ 861,000</p> <p>US\$ 150,000</p>

AGREED BY

Day/Month/Year

PA LAMIN BENYI

 UNDP Resident Representative Signature

29/07/2018

 Date

CT

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I. BRIEF DESCRIPTION OF THE INITIATION PLAN/GCF PPF

Objective & Final Outputs

The objective of this initiation plan is to develop a concept into a full funding proposal titled "*Monrovia Metropolitan Climate Resilience Project (MMCRP)*". The initiation plan is based on a project preparation request made to the Green Climate Fund as outlined in the annex 1 (GCF PPF Liberia.doc). Funds for the preparatory work outlined in this plan is from the Green Climate Fund.

The aim of the overall project that will be designed via this initiation plan is to (i) reduce exposure of critical infrastructure and coastal communities in the Monrovia Metropolitan Area to CC induced SLR and extreme events and, (ii) to develop institutions and strengthen human resources, policy and knowledge for climate resilient Integrated Coastal Zone Management (ICZM).

The following activities proposed under this initiation plan will allow the completion of critical assessments including:

- Detailed analysis of both climate and non-climate drivers that contribute to coastal vulnerability in order to carefully consider them during the design of the project.
- Modelling of the extent of flooding in MMA over the next 30 years as a result of climate change induced SLR and extreme events (this includes the identification of hotspots of greatest coastal risk, where coastal risk management measures should be planned);
- Quantification of coastal hazards, exposure and vulnerability;
- In-depth stakeholder consultations are undertaken;
- Assessment of all different options for deployment of hard and soft coastal protection measures and select the most appropriate solutions, taking into consideration technical and financial/economic feasibility of the options with the aim to maximize protection impact of the communities and assets;
- Detailed design and costing of these specific measures;
- Procurement plans and required tender documents.

All final studies and other reports produced under this initiation plan will also be submitted to UNDP

Key Dates for the GCF PPF

Milestone	Date	Notes
PPF Approved by the GCF	23 June 2018	
Expected start of the GCF PPF implementation	20 July 2018	
Commencement of Procurement Actions	25 July 2018	
Completion of procurement actions (consultants hired)	6 Aug 2018	

Final Report on risk and vulnerability assessment and plan of coastal zone protection options	1 January 2019	
Environmental and social management, stakeholder involvement and gender action plans	31 January 2019	To be financed with UNDP resources
Internal submission date of the funding proposal package for UNDP-GCF review and clearance	15 February 2019	Must be at least two (2) months prior to Funding Proposal submission to GCF. To be financed with UNDP resources
Submission to the GCF Secretariat of the funding proposal package	30 March 2019	
Expected operational closure of the GCF PPF in UNDP books	31 Dec 2019	The deadline for submitting to GCF the operational report for the GCF funding is 1 st December 2018 and the deadline for submitting the financial report is the 1 st February 2019.

Management Arrangements

The UNDP Liberia will be responsible for the implementation of activities to be financed with the resources associated with this initiation plan budget, in full consultation and agreement with the UNDP-GEF Technical Adviser. The Atlas budget is presented in *Section IV: Total Budget and Work Plan*. The Environmental Protection Agency (EPA) of the Government of Liberia will be consulted during the implementation of the planned activities.

The UNDP Liberia will be responsible for the selection and recruitment of GCF PPF consultants. This will be done in consultation with the UNDP-GEF Technical Adviser as well as the EPA (Liberia). UNDP Liberia will be responsible for: developing TORs, contracting all service providers including undertaking all procurement related activities for the required consulting services, arranging travel of consultants and organizing meetings, and handling project disbursements in line with UNDP guidance for managing financing from the Green Climate Fund. If the purchase of any goods and equipment is required (e.g. computers, measuring devices etc.), UNDP procurement rules will apply and ownership will be transferred to the Environmental Protection Agency at the end of the initiation plan activities.

The consultant support required under this initiation plan include:

- 1) International Company for coastal vulnerability and risks assessment and design of coastal adaptation options (to be financed with GCF resources)
- 2) International consultant for adaptation investments cost benefit analysis (to be financed with GCF resources)
- 3) International consultant for financial analysis (to be financed with UNDP resources)
- 4) International consultant for environment and social risk safeguard (to be financed with UNDP resources)
- 5) International consultant for gender analysis (to be financed with UNDP resources)
- 6) International consultant for the stakeholders' involvement plan (to be financed with UNDP resources)
- 7) International consultant for the development of climate change adaptation proposal (to be financed with UNDP resources)
- 8) National consultant to provide operational and technical support to the funding proposal development process (to be financed with UNDP resources)

Draft Terms of Reference (TORs) for each team member is included in Annex 2 of this Initiation Plan. Quality assurance and technical guidance for the full project development will be provided by the UNDP-Global Environment Finance Technical advisor and the team based in Addis Ababa, Ethiopia.

UNDP will provide suitable office space and vehicles for domestic travel to consultants directly engaged to deliver services as per this initiation plan.

EPA through the Government of Liberia will facilitate all permissions including visas and other permits required to implement the activities detailed under this initiation plan.

As appropriate, a Working Group, led by UNDP in partnership with EPA will guide the team, and review and endorse all deliverables produced by consultants hired under this initiation plan. UNDP Liberia is responsible for ensuring that the deliverables outlined in this initiation plan are completed on time and in line with UNDP and GCF requirements. The UNDP Liberia Country Director will chair the Working Group. Working Group members will include: the Regional Technical Adviser, UNDP-GEF, based in Addis, the Environment Program Officer at the UNDP Liberia Country Office, representatives from EPA and the Ministry of Lands, Mines and Energy (MLME) and other relevant UNDP staff

II. PROJECT PREPARATORY ACTIVITIES

Preparatory Technical Studies & Reviews

The following technical studies and reviews will be conducted, building on the project preparatory funding (PPF) request to the GCF (See annex) and the comments received to 1st draft of the Funding Proposal from GCF secretariat (UNDP will make these documents available);

Activity 1: Conducting Risk, Socio-Economic and Climate Hazard Assessments/Tools for Designing Coastal Protection Structures and Preparing an Integrated Coastal Zone Management Plan for the Monrovia Metropolitan Area

PPF funds will be used to conduct a risk assessment to reduce the risk of flooding from SLR and to identify the most vulnerable areas where adaptation options are required. The risk assessment will quantify hazard, exposure and vulnerability and propose different adaptation measures to achieve predefined objective in terms of risk reduction, with respect to their costs.

Activity 1.1: Data collection for risk assessment and development of a coastal risk assessment tool/database.

Data required for the coastal risk assessment will be obtained from several sources including open data sources, numerical models run at various centers of excellence that have studied the coastal dynamics of the Liberian/West African coastline, peer-reviewed scientific reports, and in-situ measurements. A dynamic database will be developed in the process that will facilitate the assessment of coastal risks in Liberia. This database, once it serves its purpose for the design of the GCF project, will be transferred to the Government during the implementation of the eventual full scale project so that the data can be used again for planning to address and manage SLR/extreme event induced flooding, with regular update and maintenance by the Liberian Environmental Protection Agency and/or other suitable body.

An estimation of the economic value of assets at risk will be conducted for the impact assessment. Exposure sets will include: population, critical assets such as buildings and key infrastructure, economic

activity, and heritage considerations. Using exposure maps, an impact assessment will be undertaken to assess flood impacts and risks for different future scenarios in a flexible and efficient manner. Impact of erosion (land loss) for different scenarios will also be assessed.

Deliverable: Data sets and Exposure Sets

Activity 1.2: Development of climate change and socio-economic scenarios

To quantify the coastal hazards affecting the Monrovia Metropolitan Area, climate change induced effects on wave intensity and sea level rise need to be taken into account. Local changes in sea level will be evaluated for the MMA and surrounding area over 30, 50 and 100 year scenarios. Moreover, climate change may also affect other hazards (e.g. frequency, intensity and tracks of cyclones), which will result in additional changes in the wave, and wind conditions. For the risk assessment, socio-economic scenarios will also be taken into account. The Shared Socioeconomic Pathways (SSPs) will be used alongside other data to analyze the feedbacks between climate change hazards, socio-economic factors such as population growth, economic development and technological progress and coastal resilience.

Deliverables: climate change and socio-economic scenario reports

Activity 1.3: Identification of hotspots

Based on the scenarios developed in Activity 1.2, the assessment will identify the most likely hotspots along the MMA coast through a screening process. The screening will consist of assessing the potential exposure through the calculation of a coastal index and considering hazard intensities, utilizing simple hazard models. A hotspot may be a single sector or a combination of sectors with the highest coastal risk index. In consultation with stakeholders, the final shortlist of hotspots will be defined and a more detailed risk analysis undertaken.

Deliverable: maps and description of hotspots

Activity 1.4: Hazard quantification

Based on the hotspots identified, complementary techniques and methods will be used to undertake a more detailed risk assessment. Risks assessed will include;

- a. Coastal inundation hazard: wave run-up heights, overtopping rates, and inundation extent
- b. Coastal erosion hazard: surface of land loss during storm events of different return periods and surface of land loss due to gradients in the longshore sediment transport rate
- c. Structural coastal erosion hazard: structural land loss due to sea level rise
- d. Detailed analysis of both climate and non-climate drivers that contribute to coastal vulnerability in order to carefully consider them during the design of the project

Deliverable: Hazard profile report

Activity 1.5: Development of a plan of coastal zone protection options

Potential solutions to mitigate the coastal risks will be identified against long-term climate change scenarios (30, 50 and 100-year time scales). Options including protection, accommodation and retreat will be considered as the mechanisms to respond to the flood hazard, vulnerability and exposure pathways and levels. Actions that may be identified could include beach replenishment, construction of seawalls, implementing setback lines, etc. Once a set of actions seems adequate, potential adaptation pathways (a sequence or combination of actions) will be constructed using numerical models for evaluating all possible routes with all available actions. Variety of soft and hard measures will be assessed and selection of the most appropriate measures to be deployed under this project will be selected

based on (i) technical and financial feasibility of the measures (ii) in line with the environmental and social standards and (iii) with the aim to maximize the protection impact of the communities and assets. Also, multi-purpose coastal defense infrastructure will be considered during the feasibility assessment of the infrastructure options. The plan for coastal zone protection will include an operation and maintenance strategy for the infrastructures, including a definition of the role of the different stakeholders in the implementation of the strategy.

Deliverable: Detailed options assessment, designs parameters of selected options and comparative assessment report

Activity 1.6: Economic analysis of options

An economic evaluation of options proposed above will be conducted. The economic analysis will consist of the three following steps: (1) a valuation study where exposure and potential damages are translated into risks, (2) an estimation of the cost of various adaptation strategies to reduce risks, and (3) a Cost Benefit Analysis. Within the assessment, adequate attention will be given to socio-economic scenarios in order to test the robustness of the proposed strategies.

Deliverable: Economic analysis report and models (excel format)

Activities funded by the UNDP

Activity 2: Environmental and social management, stakeholder involvement and gender action plans for the Monrovia Metropolitan Climate Resilience Project (MMCRP)

Activity 2.1: Gender assessment and action plan

The gender assessment aims at providing an overview of the gender situation in Monrovia Metropolitan Area (MMA), with a specific focus on climate change issues for MMA coastal communities, identifying gender issues that are relevant to the project and examining potential gender mainstreaming opportunities. This gender assessment will be based on:

- A desk review of relevant national policy documents, including the National Gender Policy (NGP), the Agenda for Transformation (AFT), and other national and international gender related commitments;
- Recommendations and lessons learned from past studies and assessments on gender from the Government of Liberia, the United Nations, civil society organizations, the private sector and multilateral development banks;
- Consultations with the different stakeholders to identify the level of vulnerability of different community groups, in particular women and youth groups, and define an action plan to address these vulnerabilities in order to reduce inequalities.

The Gender action plan and budget (based on a template provided by UNDP) will aim at suggesting entry points for gender-responsive actions to be taken during project implementation. In addition, specific indicators and targets will be proposed to measure and track progress on these actions at the activity level. Moreover, a gender-mainstreaming budget will be allocated to ensure the availability of required resources for the full implementation of the action plan.

Deliverable: Gender assessment report and budgeted action plan

Activity 2.2.: Environment and social impacts assessment and management framework:

Based on the results of the feasibility study and the design of the project activities, a Social and Environmental Screening Procedure (SESP) will be carried out to identify possible environmental and social impact of the project and define the risk level of the project. The project will be screened against UNDP's Social and Environmental Standards Procedure. The screening will also identify the required action to mitigate the potential social and environmental risks. These recommendations will be organized in an Environment and Social Management Plan (ESMP).

Deliverable: Environmental and social impact screening and management framework

Activity 2.3: Conduct consultations to elaborate a stakeholder involvement plan:

Complex stakeholder identification exercise and consultations will be carried out to outline the role of key stakeholders and possible partnerships. This will allow to ensure a strong involvement of all relevant national stakeholders during project implementation. The stakeholder involvement plan will also look at possible partnerships with a variety of organizations, national/regional/local authorities and local communities that demonstrate a strong interest in the project and will define the modalities of stakeholder involvement.

Deliverable: Stakeholders involvement and engagement plan.

Activity 3: Finalization of the Feasibility Study and Comprehensive Proposal to the Green Climate Fund for the Monrovia Metropolitan Climate Resilience Project (MMCRP)

The feasibility study with the required annexes will be finalized. The draft project proposal including all annexes will be developed and submitted to a national validation workshops including the GoL, the CSOs, CBOs and other relevant international partners of the GoL. Under this activity, funds made available by UNDP will be used to i) compile the information produced under the activities 1 and 2 and translate them in a funding proposal package including all required annexes by the GCF, and ii) organize a national validation workshop for the package.

Deliverable: Feasibility Assessment and Proposal to the Green Climate Fund for the Monrovia Metropolitan Climate Resilience Project (MMCRP)

Activity 4: Project Coordination and Management

The UNDP Country Office will provide coordination and management services to the project. This will require a fulltime project manager and administration officer (existing UNDP staff) and one technical and operational support consultant also paid from UNDP resources. The project manager will oversee and manage the project on a day-to-day basis including contracts and consultants, monitoring and evaluation, project budget and government and stakeholder liaisons. The administration officer will provide support with procurement and finance support. The technical and operational support consultant will provide supports such as organizing and facilitating workshops and consultations with the government, private sector, civil society institutions, obtaining clearance documents.

Audit: The project will be audited according to UNDP Financial Regulations and Rules and applicable audit policies on DIM implemented projects?

Disbursement Schedule: Framework Readiness and Preparatory Support Grant Agreement” between GCF and UNDP. Under Clause 4 of said Framework Agreement, “the Delivery Partner shall be entitled to submit two Requests for Disbursement each year. Each such Request for Disbursement must be submitted to the Fund within 30 days of receipt by the Fund of the Portfolio Report referred to in Section 9.02.”

III. TOTAL BUDGET AND WORK PLAN FOR GCF PPF

Award ID:	00110852	ATLAS Output ID: 00110088
Award Title:	Monrovia MCRP	
Business Unit:	LBR10	
Project Title:	Preparatory Assessments for the Monrovia Metropolitan Climate Resilience Project (MMCRP)	
Project (PIMS) ID:	5739	
Implementing Partner:	UNDP Liberia	

GCF 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 funding proposal for project "Preparatory Assessments for the Monrovia Metropolitan Climate Resilience Project (MMCRP)"]"	UNDP Liberia	66000	GCF	72100	Contractual Services-Companies	820,000.00	A
			GCF	74500	Contingency	41,000.00	B
		04000	UNDP	71200	International Consultants	108,000.00	C
			UNDP	71300	Local Consultants	30,000.00	D
			UNDP	71600	Travel	12,000.00	E
PROJECT TOTAL						1,011,000.00	
Delivery Partner Fee (8.5% on GCF Funds)						73,185.00	F
Grand Total						1,084,185.00	

Budget Note	Items description
A	<p>Consultancy services -</p> <ul style="list-style-type: none"> • International Consulting company for the data collection for risk assessment and development of a coastal risk assessment tool/database. • Consulting company for the development of the climate change and socio-economic reports • International Consulting company for the Identification of the climate vulnerability hotspots along the coastal zones • International Consulting company for the Detailed risks assessment and elaboration of the hazard profile • International Consulting company for the Design of coastal zone protection options • International Consulting company for economic analysis including (1) a valuation study where exposure and potential damages are translated into risks, (2) an estimation of the cost of various adaptation strategies to reduce risks, (3) a Cost Benefit Analysis and (4) financial viability analysis

B	Contingency at US\$ 41,000 for coordination/management services, including telephone, internet, insurance and workshops for consultations and validations of the documents, Audit etc. <ul style="list-style-type: none"> Any use of contingency must be reported and agreed by the GCF Secretariat in writing (email is sufficient) in advance. CO should provide justifications that are acceptable to the GCF
C	International consultant costs, <ul style="list-style-type: none"> International consultants for environmental and social impacts assessment and management framework International consultant for the development of the gender action plan International consultant for the stakeholders' involvement plan. International consultant for the finalization of the proposal
D	Local consultant costs, <ul style="list-style-type: none"> Local consultants to provide operational and technical support to the UNDP staff in charge of the coordination of the PPF
E	Travel expenses for both international and local consultants <ul style="list-style-type: none"> Local travels not included in the costs of the consulting companies and international consultants
F	Delivery Partner fee (8.5%) US\$73,185 (will be managed by UNDP-GEF HQ)

IV. GCF PPF ACTIVITIES TIMEFRAME

Activities	Month from PPF Approval						
	1	2	3	4	5	6	7
Contracting and launching							
Detailed TORs and RFPs Finalized							
TORs and RFPs publicized							
Financial and technical proposals Evaluated							
Contracts with Services Providers Finalized							
Inception workshop and Report							
Activity 1: Risk, Socio-Economic and Climate Hazard Assessments/Tools for Designing Coastal Protection Structures and Preparing an Integrated Coastal Zone Management Plan for the Monrovia Metropolitan Area							
Activity 1.1 Deliverable							
Activity 1.2 Deliverable							
Activity 1.3 Deliverable							
Activity 1.4 Deliverable							
Activity 1.5 Deliverable							
Activity 1.6 Deliverable							
Activity 2: Environmental and social management, stakeholder involvement and gender action plans for the Monrovia Metropolitan Climate Resilience Project (MMCRP)							
Activity 2.1 Deliverable							
Activity 2.2 Deliverable							
Activity 2.3 Deliverable							
Activity 3: Finalization of the Feasibility Study and Comprehensive Proposal to the Green Climate Fund for the Monrovia Metropolitan Climate Resilience Project (MMCRP)							
Activity 3.1. deliverables							

V. MANDATORY ANNEXES

Annex 1: GCF PPF Approval



**GREEN
CLIMATE
FUND**

COUNTRY PROGR

Dr. Nathaniel T. Blama, Sr.
Executive Director/CEO
Environmental Protection Agency
P.O. Box 4024, 4th Street Sinkor,
Tubman Boulevard 1000 Monrovia, 10
Republic of Liberia

Date : 21 Jun
Reference : DCP/I
Page : 1 of 2

**Subject: Notification of Approval of Project Preparation Facility Application for
Green Climate Fund**

Dear Dr. T. Blama, Sr.,

I am writing to update you the application for project preparation support for Preparation Facility (PPF application) submitted by the United Nations Development (UNDP) titled, "Preparation Assessments for the Monrovia Metropolitan Climate Resilience for the Republic of Liberia.

The above mentioned application was initially approved by the Deputy Executive Director on 15 March 2018 in the amount of USD 861,000, and the no-objection to this PPF application confirmed to the GCF by the National Designated Authority (NDA) of Liberia in the letter dated 15 March 2017. The Notification of Approval of the application was sent to the NDA on 23 March 2017.

The application was revised and resubmitted by UNDP with inclusion of the PPF Fee on 10 May 2018. The revised application was subsequently approved on 11 June 2018 in the amount of USD 934,185. A copy of the application is attached for your reference.

Kindly note that this Project Preparation grant is intended to facilitate submission of a corresponding funding proposal within two years. As such, UNDP will need to submit a funding proposal to the GCF that is supported by the PPF resources as detailed in the PPF application under "Financing Plan" within two years of approval of this application unless sufficient justification for an extension is provided, as per GCF Board Decision B.13/21.

Consistent with GCF Investment Criteria, any Funding Proposal resulting from project preparation support would only be considered for approval by the GCF Board if it has demonstrated the climate rationale and a clear indication of how this project will be implemented in a complementary manner with other related ongoing climate related projects in Liberia with financing from the GCF.



**GREEN
CLIMATE
FUND**

Reference: DCI

Please contact us if you have any other questions about your approved application steps.

Yours sincerely,


Mr. Pa Ousman Jarji
Director

Enclosure: PPF application for the "Preparation Assessments for the Monrovia Metro Resilience Project"

cc: Ms. Adriana Dinu, Executive Coordinator, UNDP-Global Environment Finance, UNDP
cc: Mr. Henry Rene Diouf, Regional Technical Specialist, UNDP

Annex 2: Terms of References (TORs)

Annex 2.1: Consultancies supported by GCF resources

Provision of Consultancy Services for Engineering and Safeguards Assessment of Proposed Interventions in the coastal areas of the Monrovia Metropolitan Area (MMA) in Liberia

A. BACKGROUND

The Government of Liberia (GOL), with the support of the United Nations Development Program (UNDP), is designing a project to protect vulnerable coastal communities and infrastructure in the Monrovia Metropolitan Area (MMA) from the impacts of climate change induced sea level rise (SLR) and related extreme weather events. Global climate models project a SLR in Liberia of 0.13-0.56 m by the 2090s (relative to 1980-1999). With 560 km of coastline, Liberia is ranked 8th in the world for the percentage of population living in low elevation coastal zones, low human development and income levels and low coping capacity.

Monrovia is extremely vulnerable to SLR. Large parts of the city are likely to be affected with a significant displacement of people, loss of critical infrastructure and economic assets, loss of livelihoods and social disruption and the loss of critical ecosystems and ecosystem services. Approximate 674 households are reported to have already been displaced and it is estimated that a further 30,000 households are likely to be affected in the future. As such, there is a critical need to develop protection measures to reduce the impacts of climate change.

The project will:

1. Implement critical soft and hard coastal protection measures over approximately 7km to reduce the exposure of coastal communities in the MMA to SLR and incidences of extreme precipitation events; and
2. Support building local technical/institutional capacity to manage climate change induced coastal flooding from the expected sea-level rise;

A time sensitive output of the proposed project is the implementation of critical (hard) infrastructure and (soft) ecosystem-based adaptation measures to protect high priority economic and social assets from the imminent threat of recurrent and worsening incidences of flooding. The project will identify the most economically efficient and effective coastal protection measures and implement them as priority interventions to protect key social and economic assets against SLR and associated impacts.

B. Objective:

UNDP in collaboration with the GoL is seeking consultancy services of a specialized company/firm/joint venture/entity ("Contractor") to assess the feasibility of hard and soft coastal protection measures with respect to economic, engineering, environmental and social matters and what benefits the construction of hard and soft coastal protection measures would provide in broader sea flooding mitigation that adapts to climate change. The works would be undertaken consistent with good international practice and other relevant recommendations in the field of climate change for the coastal areas of the MMA.

C. Scope of the work UNDP-Liberia requires the services of a Contractor to provide the engineering and safeguard services. The service provider will be specifically required to;

1. Conduct an inception workshop between the Government, UNDP and the Contractor. At the workshop, the parties will discuss the project, assess the work plan, and determine the relevant

stakeholders that needed to be involved in the project. A site visit with key project staff will be undertaken to overview the MMA coastal areas. This will be attended by the project leads for both the engineering and safeguards works from the Contractor;

2. Undertake a detailed analysis of both climate and non-climate drivers that contribute to coastal vulnerability of the MMA;
3. Collect primary and secondary baseline data as listed below;
4. Model the likely extent of coastal flooding in MMA over the next 30, 50 and 100 years as a result of climate change induced SLR and extreme events and identify hotspots of greatest coastal risk where coastal risk management measures should be planned base on vulnerability mapping from the modelling outputs;
5. Based on the modelling outputs and in consultation will Government; identify hotspots and recommend specific measures to reduce vulnerability;
6. Prepare concept engineering designs for the proposed infrastructure, and associated costs estimates for the recommended adaptation options including the undertaking of hydrodynamic and coastal processes modelling to test the performance of each of the proposed measures and combinations of measures and revise engineering designs to avoid, and where not possible, mitigate environmental and social impacts;
7. Prepare an Options Assessment Report and conduct a Multi Criteria Analysis Workshop (MCA) of the modelled options;
8. Once the preferred locations and design/s have been selected, prepare an engineering feasibility assessment and report including preliminary design drawings;
9. Concurrently and in parallel with the engineering feasibility report, prepare an Social and Environmental Screening Procedure Template (SESP); Environmental and Social Assessment Report (ESAR) including ESMP (templates for each document will be provided by UNDP), Stakeholder Engagement etc for the project activities with associated technical studies for the proposed works to international standards that complies with Green Climate Fund's safeguard requirements and good international industry practice. The ESAR will assess all aspects of the project including but not limited to pre-construction, construction, operation and decommissioning;
10. Conduct stakeholder consultations concerning the proposed interventions in coordination with other stakeholder consultations that will also be organized (eg. on gender considerations); and
11. Undertake preparatory work for the implementation of selected measures including procurement plans and tender documents.

The phases and individual reports are summarized under key activities and tasks below.

D. Tasks and Activities Including Deliverables Inception Workshop and Site Visit

An inception workshop between the Government, UNDP and the Contractor will be held to discuss the project, assess the work plan, and determine the relevant stakeholders that need to be consulted as part of the overall project. Any necessary issues related to the scope of works etc can be defined during that meeting.

Detailed analysis of both climate and non-climate drivers

The Contractor will undertake a detailed review of climate and non-climate drivers that contribute to coastal vulnerability of the MMA. The assessment should include but not be limited to an analysis of current and projected climate change, an analysis of current and likely economic, environmental and

social conditions within the MMA, including population growth, land management and planning, upstream and port activities. The Contractor will prepare a report that should, as appropriate highlight the climate and non-climate drivers and identify possible options to improve conditions within the MMA. The technical report on climate change and socio-economic scenarios, quantifying the coastal hazards affecting the MMA, and taking into account climate change induced effects on wave intensity and sea level rise. Local changes in sea level will be evaluated for the MMA and surrounding area over 30, 50 and 100-year scenarios. Moreover, climate change may also affect other hazards (e.g. frequency, intensity and tracks of cyclones), which will result in additional changes in the wave, and wind conditions. The Shared Socioeconomic Pathways (SSPs) should be used alongside other data to analyze the feedbacks between climate change hazards, socioeconomic factors such as population growth, economic development and technological progress and coastal resilience.

Data collection

The Contractor will acquire primary and secondary data required for the coastal risk assessment from several sources including open data sources, numerical models run at various centers of excellence that have studied the coastal dynamics of the Liberian/West African coastline, peer-reviewed scientific reports, and in-situ measurements. Social data to be collected should include but not be limited to population at risk, exposure of critical assets including buildings and key infrastructure, economic activity, heritage considerations, land loss, flood impacts etc. Environmental data should include but not be limited to beach profiles and survey from the coast to 50 metres inland; a digital terrain model from that survey; bathymetry; particle size distribution; historical images of the changes of the beach profiles; coastal wind profiling; water quality; meteorological and ecological data.

Data should also be collected with respect to coastal processes and hydrodynamics (tides, currents, wave height etc) to feed into the modelling and engineering design. It is acknowledged that extensive data collection may not be possible in the time period. As such, the Contractor should recommend temporal scales so as the most efficient data can be collected that would provide a specific overview of hydrodynamics and coastal processes throughout the year. A dynamic database will be developed in the process that will facilitate the assessment of coastal risks in Liberia.

Hydrodynamic and Coastal Process Modelling and Vulnerability Mapping

Based on the data collected as above, the Contractor will need to consider the hydrodynamic extents to be modelled as part of the consultancy. This data and information should be determined and plotted including a draft hydrodynamic and coastal process model schematic prior to the commencement of the work for discussion with Government and other relevant stakeholders so as to agree on the model extents and on an appropriate model methodology schematic. Outputs from this process are to include a plan detailing the model components, boundary conditions, hydrodynamic inputs and associated linkages. A review of available data quality should be used to agree on where data gaps are critical and survey to obtain missing data is required.

An integrated hydrodynamic model shall be developed. At a minimum, the model should be built to allow the simulation of current proposed interventions and other options to determine the optimum protection measures. The models should include the following minimum components:

1. Future climate changed induced events;
2. A two (2) dimensional hydrodynamic model of the coastal environment that includes current and proposed sea level boundary so that future sea levels and storm-surge scenarios can be assessed; and
3. As appropriate, three (3) dimensional hydrodynamic model of the coastal environment that includes current and proposed sea level boundary so that future sea levels and storm-surge scenarios can be assessed and more importantly, this can be used to assessing the engineering design and impacts for the purposes of the preparation of the ESAR.

- *Model Build and Test*

The Contractor should build the model using the available data and the agreed approach to data estimation where good quality data is not available. Relevant model build metadata will be prepared. The models will need to be subject to consistency checks to ensure the information is correct and interpreted correctly. Prior to any model run, the models will be tested for stability, sensibility, and other accuracy requirements.

- *Model Validation and Calibration*

Due to the limited available monitoring data in proximity to the MMA, a detailed calibration of the hydrodynamic and coastal processes model/s may not be possible. The Contractor should consider the appropriate hydrodynamic and coastal processes parameter values based on available specifications that will be used.

If the model validation does not achieve the required validation acceptance criteria, model parameters, model schematisation, or model input data, the models, based on agreement with the Government and UNDP may be changed to match measured data if a higher level of confidence exists in the measured data and larger storm events are available. Model calibration will only be carried out after discussion/agreement with Government and UNDP. The model will also be validated against available historical event information including but not limited to large cyclones/hurricanes and the impacts it had on the MMA more broadly.

- *System Performance Assessment*

The validated model will be used as a base for developing the proposed interventions development scenario models with current and future design climate events suitable for system performance assessment.

The Contractor will be required to prepare a Model Build and System Performance Report. This report should be submitted and finalised. The report will need to include details of model build, model validation and system performance assessment.

- *Model Runs and Outputs*

The models should include all potential coastal intervention elements being proposed for the project (this component will be undertaken later in the work). The models should be developed so that the performance and benefit of each mitigation measure and combinations of measures can be directly compared with alternative measures in a form suitable for direct input to the MCA process.

The results of the models should be used to prepare an options assessment including a Multi Criteria Analysis to provide advice and guidance to Government on the best solutions for coastal protection measures into the future, where there might be differences from the current/proposed options being assessed.

From this work, a vulnerability assessment should be prepared with appropriate modelling outputs to allow for hotspot identification.

Hotspots Identification and Intervention Recommendations

Based on the modelling scenarios developed above, the Contractor will identify the most likely hotspots along the MMA coast that should be provided coastal protection, either in the form of hard or soft infrastructure. The screening will consist of assessing the potential exposure through the calculation of a coastal index and considering hazard intensities, utilizing simple hazard models. A hotspot may be a single sector or a combination of sectors with the highest coastal risk index. In consultation with stakeholders, the final shortlist of hotspots will be defined, and a more detailed risk analysis undertaken.

Based on the hotspots identified, complementary techniques and methods will be used to undertake a more detailed risk assessment. Risks assessed will include:

- Coastal inundation hazard: wave run-up heights, overtopping rates, and inundation extent;
- Coastal erosion hazard: surface of land loss during storm events of different return periods and surface of land loss due to gradients in the longshore sediment transport rate;
- Structural coastal erosion hazard: structural land loss due to sea level rise; and
- Detailed analysis of both climate and non-climate drivers that contribute to coastal vulnerability.

An estimation of the economic value of assets at risk will be conducted for the impact assessment. Exposure sets will include: population, critical assets such as buildings and key infrastructure, economic activity, and heritage considerations. Using exposure maps, an impact assessment will be undertaken to assess sea flooding impacts and risks for different future scenarios in a flexible and efficient manner. Impact of erosion (land loss) for different scenarios will also be assessed.

Based on the above, the Contractor will identify potential adaptation options on coastal zone management plan including key infrastructure (hard/soft measures) that would reduce the exposure of coastal communities to SLR and extreme event induced flooding. A set of recommendations will be included for each adaptation option, to mitigate the coastal risks against long-term climate change scenarios (30, 50 and 100-year time scales). Options including no adaption, and adaptation options such as protection, accommodation and retreat will be considered as the mechanisms to influence the flood hazard, vulnerability and exposure pathways and levels. Actions that may be identified could include beach replenishment, construction of seawalls, implementing setback lines vs. no action. Once a set of actions seems adequate, potential adaptation pathways (a sequence or combination of actions) will be constructed using numerical models for evaluating all possible routes with all available actions, including no action.

Concept Engineering Designs

The Contractor will prepare concept design drawings considering all of the above. The concept engineering designs for the proposed infrastructure should include costs estimates for the recommended adaptation options. Preliminary hydrodynamic and coastal processes modelling should be undertaken to test the performance of each of the proposed measures and combinations of measures and revise engineering designs to avoid, and where not possible, mitigate environmental and social impacts.

Options Assessment and Multi Criteria Analysis Workshop

The results of the previous engineering and environmental and social work and modelling should be used to prepare a joint options' assessment report. The options assessment will include (i) an economic evaluation of the costs and benefits of the different options and (ii) an estimation of the financial resources for the implementation of the different options.

Within the assessment, adequate attention will be given to socio-economic scenarios in order to test the robustness of the proposed strategies. Rough order costs will need to be estimated for each option. The cost estimate should be within +/- 20% of actual costs and a breakdown of the cost estimate calculations should to be provided.

Once prepared and reviewed by the Government of Liberia and UNDP, the Contractor should conduct, with relevant stakeholders, a Multi Criteria Analysis Workshop to allow for an assessment of the best solutions for sea flood buffering, where there might be differences from the current/proposed options being assessed based on potential differences and conflicts between engineering design and environmental and social matters. The estimated rough order cost of each mitigation option should be considered as one of the criteria.

Engineering Feasibility Report

The Contractor will prepare a full engineering feasibility study for the project.

The Contractor should provide sufficient detail to support the economic and engineering case for the proposed coastal protection measures, particularly with respect to the reduction of sea flooding during and post a climatic event. The Contractor should highlight any issues that require additional work post the

submission of the report. Essentially, the engineering feasibility study should be the business case for the construction and operation of the project.

The engineering feasibility study should include alternative options, including the associated costs, benefits and risks involved coming from the multi criteria workshop and the identified environmental and social impacts, in delivering the project and/or components of the project (this may include new available technology which can be used to deliver the project and/or component/s of the project), and selecting the best possible implementation/project options/configurations/technology involved, for the entire project and/or individual components of the project. This would ensure that the best scheme for providing the project's intended outputs will be selected, which would yield the highest value for-money (VfM), for example, lowest lifecycle/whole-of-life costs, taking into account all alternative ways of delivering the desired outputs and enhancing the primary outputs by considering other incidental benefits. The engineering feasibility study should demonstrate why it has selected the best alternative and/or project components that would most appropriately respond to the project objectives and output, and yield the highest VfM and ensure the lowest environmental and social impacts.

The report should include preliminary design drawings, and tender documents including engineering cost estimates of all contract packages and associated works; Project Implementation Plan for the construction of infrastructure measures, including risks and mitigation measures and a monitoring and evaluation plan; and a Terms of Reference for the works supervision for the various works packages.

Social and Environmental Screening Procedure Template, Environmental and Social Assessment Report, Stakeholder Engagement, and Environmental and Social Management Plan

The Contractor will prepare an SESP template, ESAR, and ESMP, and for the project that follows the format of UNDP's current ESARs that have been submitted to the GCF.

The overall objective is to provide the ESAR/ESMP documentation for the project in a timely manner and in accordance with relevant Liberian environmental legislation and international standards, specifically the UNDP and GCF's Safeguards Policy.

The Contractor will be required to undertake:

1. High Level Environmental and Social Risk Assessment
2. A review the proposed design in detail and provide advice to reduce the potential for environmental and social impacts, including the alternatives considered;
3. Baseline studies including desktop study and field sampling using good international industry practice;
4. Impact assessment using impact and risk matrices and modelling as necessary;
5. The identification of avoidance and mitigation measures and where not possible offsets; and
6. Stakeholder engagement and public consultation throughout the ESAR process.

Throughout the ESAR process, from scoping, baseline studies and impact assessment, the Contractor should utilize GIS and other mapping etc to visually represent and analyze the baseline, and the potential impact of the project on both environmental and social values in the area. This analysis shall be based on data collected during ESAR field studies and analysis of high resolution imagery over the project area.

Review Engineering Design

The Contractor will need to undertake an impartial and independent review of the proposed design to identify and avoid/manage the likely potential for environmental and social impacts, including the alternatives considered and discuss the proposed construction methodologies to allow early scoping of potential environmental and social impacts and constraints/risks. This work will flow from the multi-criteria analysis workshop. Close liaison between the design and engineering teams is essential as the project proceeds to ensure significant environmental and social aspects are given high consideration and collated for inclusion in the alternatives section of all studies (engineering and ESAR).

Literature Review and Baseline Studies

The Contractor should undertake a desktop study of the environmental and social aspects of the study area to inform the ESAR. The review will help inform the baseline assessment stages and should focus on important attributes relevant to the ESAR.

The baseline studies shall build on the findings from the desktop study. The baseline studies will need to document the existing physical, biological and socio-economic and cultural environment against which to assess the actual or potential impacts (both adverse and beneficial). For studies such as hydrodynamic and coastal processes etc, appropriate modelling should be undertaken for both the baseline and impact chapters.

Environmental and Social Assessment Report

The ESAR must include a description and analysis (including relevant risk matrices used) of all the real and potential impacts of the project related to the relevant sections identified in template. Impacts during the pre-construction, construction, operational and the decommissioning/rehabilitation phases of the project should be assessed, and the following information provided. The ESAR should include:

1. a description of the framework used to assess impacts, including risk assessment processes, based on good international industry practice and any technical data and other information used or needed to make a detailed assessment of the relevant impacts;
2. a statement as to whether any relevant impacts are likely to be unknown, unpredictable, irreversible or sub-lethal (reversible over time) and what confidence level is placed on the predictions of relevant impacts;
3. a full description of the potential risks to people and property that may be associated with the project in the form of a preliminary risk assessment for all components of the project and in accordance with relevant standards. The assessment should include potential hazards, accidents, spillages, fire and abnormal events that may occur during all stages of the project, including estimated probabilities of occurrence; identifying all hazardous substances to be used, stored, processed or produced and the rate of usage; potential wildlife hazards, natural events (eg cyclone, flooding) and implications related to climate change; how the project may potentially affect hazards away from the project site (eg changing coastal processes characteristics) and how the project may potentially affect the area's natural disaster management and recovery.

The Contractor should undertake an impact assessment separately and then cumulatively of each time period of the project, these being pre-construction and construction; operation and decommissioning/rehabilitation. The ESAR should assess the identified impacts in the template over these time periods; and then discuss the relevant impacts cumulatively over the temporal scales so as to provide an understanding of the entire potential impacts of the project, spatially and temporally.

Consequential and Cumulative Impacts

The ESAR should assess and analyse the consequential and cumulative impacts associated with the pre-construction, construction, operation, and decommissioning/project closure and/or rehabilitation of the project. Cumulative impacts should be assessed consistent with the requirements of the IFC's *Good Practice Handbook on Cumulative Impact Assessment and Management: Guidance for the Private Sector in Emerging Markets*.

Avoidance, Mitigation and Offsets

The ESAR must provide information on proposed avoidance, safeguards and mitigation measures to deal with the impacts of the project. Specific and detailed descriptions of proposed measures must be provided and substantiated, based on best available practices and must include the following elements:

1. identify the level of risk associated with potential impacts already identified and those that require mitigation, monitoring or management to avoid or reduce impacts;
2. a consolidated list of measures proposed to be undertaken to avoid, prevent, minimise or compensate for the impacts of the project, including a description of proposed avoidance, safeguards and

mitigation measures to deal with impacts of the project; an assessment of the expected or predicted effectiveness of the measures and the cost of the mitigation measures;

3. particular focus must be given to determining factors in the planning of the project so as to avoid damage to the environment and social issues;
4. outline how any avoidance, safeguards, management and mitigation measures will increase resilience of the environment, ecosystems and social amenity within the region;
5. demonstrate how impact management and mitigation measures would ensure that the environments and social amenity in the affected region are maintained or improved;
6. characterise, quantify and address uncertainties that may affect the effectiveness of management measures and therefore on the confidence that biodiversity values would be maintained (or improved) during and after the project;
7. measures to avoid or minimise disturbance to fauna and flora found around and within the project area;
8. staff training, including training in relation to environmental and social issues; and
9. an outline of the ESMP and sub-plans that sets out the framework for continuing management, mitigation and monitoring programs for the relevant impacts of the project, including any provisions for independent environmental and social auditing.

ESMP

The Contractor will prepare an ESMP for the project. The required ESMP sections should follow that contained in the ESAR template. The ESMP should include the implementation programme and should include a description of the following:

1. Objectives;
2. Management actions;
3. Responsibilities for the identified actions;
4. Monitoring;
5. Performance specifications (i.e. criteria and targets); and
6. Implementation schedule.

The ESMP and associated monitoring plan shall be developed using a risk-based approach including

1. The identification of impacts;
2. Propose avoidance and mitigation measure within specific plans, describing the implementation strategy for each;
3. Develop an institutional framework to implement the mitigation plans; and
4. Describe monitoring, evaluation and reporting framework to ensure that commitments to managing environmental and social impacts in and adjacent the project area are implemented effectively.

Stakeholder Engagement and Public Consultation

Community and stakeholder engagement will be conducted to facilitate the successful implementation of the ESIA process. Consultation should commence early and be undertaken consistent with Liberian law, and international standards, specifically the UNDP and GCF Safeguard Policies.

E. Duration of Assignment

The estimated duration of the required services will be 180 working days spread over the period of 11 months with an estimated starting date 1st April 2018.

F. Payment schedule

Output	Payment (%)
Submission of the inception report	20%
Submission of first drafts of the deliverables 1 to 8	50 %
Submission of the final drafts of the deliverables 1, to 8 addressing UNDP comments	15%
Submission of the final versions of the deliverables 1 to 8 addressing GCF comments	15%

G. Reporting Lines:

A Joint UNDP HQ, Regional and Country Office and Government of Liberia Project development and facilitation Team will be established to guide and assist the preparatory process. This team will consist of climate change adaptation UNDP/GEF Head and assigned regional RTA, UNDP CO Program Specialist & Analyst Poverty & Environment, UNDP Liberia DRR-P as head of programs, UNDP Liberia DRR-O as head of operations and Project, Environment Protection Agency (EPA) representatives and Focal Points in the key ministries to ensure close collaboration with the Government. The company will report to this team. The company will also work closely with other staff in the UNDP Addis Regional Hub as well as other the Bangkok regional Hubs.

H. Reporting Language:

The reporting language will be in English.

I. Locations of Work:

Home based with travel to Liberia. In order to obtain the required information for completion of the assessment, the contractor is expected to travel to Liberia as and when necessary for the duration of the assignment. All costs related to travel shall be borne by the contractor such as visa issuance, tickets, daily living allowances, transportation etc. Therefore, the contractor shall quote for all relevant costs in his financial proposal as applicable.

J. Terms of Payment:

Payments shall be processed within 30 days from receipt of signed and stamped invoice specifying the achieved deliverables as specified in this ToRs with relevant documents evidencing achievement of the given output.

All of the deliverables are subject to approval from UNDP Project manager in order to process payments to the contractor.

UNDP will not accept any payment request outside of this TOR.

All payments shall be made in USD. All planned costs related to this consultancy must be specified in the proposal by contractor for this assignment.

K. Contracting Authority:

Contracting Authority for this ToR is UNDP - Liberia Country Office, and the contract amount will be provided through the assigned budget under Liberia GCF Project.

L. Tax Obligation:

The Contractor is solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the contractor.

M. MONITORING AND EVALUATION:

All activities will be monitored and evaluated based on qualitative and quantitative information. Within the proposal the contractor is requested to submit an M&E plan highlighting what types of data and information will be available when; which will ensure that activities and outputs delivered as part of this activity, is of good technical quality and contribute to the achievement of the project outcomes.

O. Confidentiality:

The contractor undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

P. Services and Facilities Provided by UNDP

1. Facilitation and organization of meetings with key stakeholders in Liberia, as identified as necessary by the Contractor and the UNDP led project development team
2. Facilitation with access to data from Liberian institutions and institutions working with data from Liberia that is relevant for the task at hand, as identified by the Contractor.
3. Workspace in the UNDP Country Office during missions.

REQUIRED QUALIFICATION, SKILLS AND EXPERIENCE OF THE CONSULTANCY FIRM AND THE TEAM:**Consultancy Firm Qualifications:**

The consultancy will be a company/firm/joint venture/entity with one lead company signing a single contract. The Contractor should have the following minimum qualifications:

1. Minimum 8 years of experience in conducting similar and or relevant assessments related to this Terms of Reference.
2. Experience in the region and especially Liberia is an advantage.
3. Minimum three references from any UN; International Organizations, Multilateral Banks and/or other clients for provision of similar services in the last five years.
4. Sound financial records for the last three years.
5. Proven track record, technical expertise, human resources, and operational capacity to undertake assignments of this scale/specification.

The Contractor should propose a team with at a minimum, the following roles. All staff should have experience in developing countries is an advantage, preferably in the Pacific and be fluent in spoken and written English.

Team Qualifications:

The Contractor's implementation team should include at minimum the following:

A) Key Professionals:**Team Leader (Project Manager):**

The Team Leader should have a Master degree in environmental sciences, coastal dynamics monitoring, coastal engineering or relevant fields. The Team Leader should have a minimum of 10 years of relevant experience in the field of coastal climate risks and vulnerability assessment, management of climate risks for coastal areas, designing coastal adaptation solutions and designing coastal infrastructure. The Team Leader should have experience in minimum three (3) projects (preferably five (5) projects) of a similar nature and demonstrated ability to communicate complex issues in a concise and clear manner. S/he should have highly organized with strong analytical and research skills and preferably, have experience working within the UN system or other international, governmental entities. Working experience in Liberia, and/or Africa, is preferable. The Team Leader should be fluent in spoken and written English.

Senior Coastal Engineer:

The Senior Coastal Engineer should have a Master degree in coastal engineering or related field and, 10 years of experience related to coastal engineering and designing coastal adaptation solutions including professional experience in climate/ disaster risk assessment studies. The Senior Coastal Engineer Demonstrated ability to communicate complex issues in a concise and clear manner along with being highly organized with strong analytical and research skills. Working experience in Liberia, and/or Africa, is preferable. The Senior Coastal Engineer should be fluent in spoken and written English.

Coastal Modeler

The Hydrologist should have a Bachelor's degree (preferably Master's degree) in Civil/Coastal Engineering or equivalent, with fifteen (15) years' experience and a minimum eight (8) projects in the field of coastal infrastructure, flooding, and feasibility studies.

Ecologist

The Ecologist will have a Bachelor's degree (preferably Master's degree) in aquatic, marine and terrestrial ecology, environmental science or similar with eight (8) years' experience in EISAs and aquatic survey design and monitoring techniques for marine and river habitats, fish and other aquatic animals, macro invertebrates, aquatic and marine plants and water quality; biostatistics and multivariate ecological methods. The Ecologist should have extensive experience in ecosystem based adaptation project design and implementation.

B) A Team Consisting of the following:

Environmental and Social Impact Assessment Team Lead

The Environmental Specialist should have a Bachelor's degree (preferably Master's degree) in environmental science, water resources, anthropologist, or similar or other related field of expertise (may be a social or environmental expert, depending on knowledge and similar experience in managing and leading teams undertaking ESAs), with fifteen (15) years' experience and ten (10) projects in conducting environmental and social screening/assessment of coastal infrastructure/protection projects and will be extremely familiar with UNDP and International Finance Corporation Performance Standards.

Social Scientist

The Social Scientist will have a Bachelor's degree (preferably Master's degree) in socio-economist, anthropology, or similar with eight (8) years' experience in EISAs and environmental and social management frameworks related to infrastructure projects and leading consultations for coastal infrastructure projects. The social scientist must have knowledge and experience in the application of UNDP and International Finance Corporation Performance Standards. The Social Scientist must have experience in design and implementation of resettlement plans to address physical and economic displacement of project-affected people; and experience with public and stakeholder consultations and involvement.

Environmental Scientist

The Environmental Scientist will have a Bachelor's degree (preferably Master's degree) in environmental science, marine science or similar with eight (8) years' experience in EISAs and environmental and social management frameworks related to infrastructure projects and leading consultations for coastal

infrastructure projects. The Environmental Scientist must have knowledge and experience in the application of UNDP and International Finance Corporation Performance Standards.

Cost Engineer

The Cost Engineer should have a Bachelor's degree (preferably Master's degree) in Civil Engineering or equivalent, with ten (10) years' experience and eight (8) projects in the preparation of quantity and cost estimates of civil works in large scale coastal infrastructure projects.

Economist

The Economist should have a Master's degree in Economics or equivalent, with fifteen (15) years' experience and ten (10) projects in financial analysis and evaluating large scale coastal infrastructure and/or similar project. The economist should also have experience in ESIA.

Proposers should demonstrate capacity to fulfill services and provide examples of relevant experience, in each of the following areas: data analysis and management, coastal surveys, environmental/coastal modeling, natural resources socioeconomics, coastal hazard management including engineering structures and project, and program management.

Provision of Consultancy Services to undertake Economic Analysis
International expert on Economic analysis

A. Background

The Government of Liberia (GOL), with the support of the United Nations Development Program (UNDP), is designing a project to protect vulnerable coastal communities and infrastructure in the Monrovia Metropolitan Area (MMA) from the impacts of sea level rise (SLR) and related extreme events. The project will:

1. Strengthen local technical/institutional capacity to manage climate change induced coastal flooding from the expected sea-level rise; and
2. Implement critical soft and hard coastal protection measures to reduce the exposure of coastal communities in MMA to flooding caused by climate change induced sea-level rise and incidences of extreme precipitation events.

A time sensitive output of the proposed project is the implementation of critical infrastructure (both hard and soft) measures to protect high priority economic and social assets from imminent threat of recurrent and worsening incidences of flooding.

B. Objective

In the context of the development of this project, and in collaboration with the GOL, UNDP is seeking the services of a consultant to contribute towards the preparation of an economic cost-benefit analysis of the proposed investment project. The results of the analysis will be used to inform the formulation of the project proposal in line with UNDP and Green Climate Fund guidelines.

C. Scope of the work

Working in coordination with UNDP staff, the consultant will be responsible for the design and conduct of the economic appraisal of the proposed investment project. The appraisal will be guided by UNDP in line with an approach that is in line with UNDP requirements. Detailed guidance will be provided on the preferred methodology.

The specific objectives are to:

1. Conduct an cost-effectiveness analysis of the proposed interventions/project.
2. Prepare the economic cost-benefit analysis, of the proposed interventions/project;
3. Based on the outcome of the analysis, make recommendations pertaining to the adoption of proposed interventions in the context of the project.
4. Provide remote technical advisory support to UNDP Liberia and the project design team on the economics of adaptation including on applying economic appraisal techniques.

The tasks associated with this Terms of Reference are expected to be completed through a combination of (a) home-based preparatory work; (b) leading or participating in country level missions (together with UNDP staff) in Liberia (if necessary); (c) remote technical assistance.

D. Tasks and activities including Deliverables

Working in coordination with other experts at the national and regional level, UNDP and the Government staff, the consultant will be responsible to:

1. Review draft project concepts and documents and consult with UNDP staff to identify information

- needs to conduct the cost-benefit appraisal in line with UNDP guidance (to be provided);
2. Organize, lead and coordinate with UNDP staff, both on-field and remotely, to gather data, documentation, contacts and insights relevant to the analysis;
 3. Complete an economic cost-benefit appraisal of the project to inform the UNDP staff member of the implications of the project design in terms of performance metrics (economic internal rate of return and net present value);
 4. Conduct the economic appraisal in a timely manner to ensure it does not result in delays in the concept development or proposal development in order to meet submission deadlines;
 5. Based on the conducted appraisal findings, advise UNDP staff on economic viability of the proposed project interventions;
 6. Provide input into the discussions on the design of the proposed project among the full funding proposal (FFP) development team, including UNDP staff, and provide substantive advice to the team, Government and stakeholders on the economic viability of the proposed project.
 7. Lead the stakeholder consultations to determine the economic viability of the proposed project design including during missions to develop the funding proposal, the consultation on the funding instruments to be utilized, co-finance, partnerships and implementation arrangements.
 8. Support the finalization of the economic analysis sections of the funding proposal and Pre/Feasibility Study and accompanying documents.
 9. Prepare and submit a report on the economic appraisal of the project, including sensitivity analysis (Excel model is required). The report will include description of the key elements of the project that were considered in the appraisal, the methodology for the analysis, description of data, assumptions and justifications, results including robustness, and conclusions;
 10. As necessary, advise and make recommendations based on the economic appraisal to UNDP staff for further discussion during stakeholder consultations undertaken during the project development phase;
 11. Support the project team responding to comments and questions presented by the Green Climate Fund on the economic analysis in the course of the various rounds of review up until final submission of the project to the GCF Board for approval.

The tasks associated with this Terms of Reference are expected to be completed through a combination of (a) home-based preparatory work; (b) participating in country level missions (together with UNDP staff) in Liberia (if required); (c) remote technical assistance.

E. Duration of assignment

The estimated duration of the required services will be 20 working days spread over the period of 6 months with an estimated starting date 1st June 2018.

F. Payment schedule

Output	Payment (%)
Upon contract signature	20%
Submission of first drafts of the project economic analysis (excel sheet) and the Liberia detailed economic analysis	50 %
Submission of final report of the project economic analysis (excel sheet) and the Liberia detailed economic analysis	15 %

Submission of final report of the project economic analysis (excel sheet) and the Liberia detailed economic analysis, addressing GCF comments	15 %
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G. Reporting Lines:

A Joint UNDP HQ, Regional and Country Office and Government of Liberia Project development and facilitation Team will be established to guide and assist the preparatory process. This team will consist of climate change adaptation UNDP/GEF Head and assigned regional RTA, UNDP CO Program Specialist & Analyst Poverty & Environment, UNDP Liberia DRR-P as head of programs, UNDP Liberia DRR-O as head of operations and Project, Environment Protection Agency (EPA) representatives and Focal Points in the key ministries to ensure close collaboration with the Government. The consultant will report to this team. The company will also work closely with other staff in the UNDP Addis Regional Hub as well as other the Bangkok regional Hubs.

H. Reporting Language:

The reporting language will be in English.

I. Locations of Work:

Home based with travel to Liberia. In order to obtain the required information for completion of the assessment, the contractor is expected to travel to Liberia as and when necessary for the duration of the assignment. All costs related to travel shall be borne by the contractor such as visa issuance, tickets, daily living allowances, transportation etc. Therefore, the contractor shall quote for all relevant costs in his financial proposal as applicable.

J. Terms of Payment:

Payments shall be processed within 30 days from receipt of signed and stamped invoice specifying the achieved deliverables as specified in this ToRs with relevant documents evidencing achievement of the given output.

All of the deliverables are subject to approval from UNDP Project manager in order to process payments to the contractor.

UNDP will not accept any payment request outside of this TOR.

All payments shall be made in USD. All planned costs related to this consultancy must be specified in the proposal by contractor for this assignment.

K. Contracting Authority:

Contracting Authority for this ToR is UNDP - Liberia Country Office, and the contract amount will be provided through the assigned budget under Liberia GCF Project.

L. Tax Obligation:

The Contractor is solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the contractor.

M. Monitoring and evaluation

All activities will be monitored and evaluated based on qualitative and quantitative information. Within the proposal the contractor is requested to submit an M&E plan highlighting what types of data and information will be available when; which will ensure that activities and outputs delivered as part of this activity, is of good technical quality and contribute to the achievement of the project outcomes.

N. Confidentiality:

The contractor undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

O. Services and Facilities Provided by UNDP

1. Organization of meetings with key stakeholders as required by the consultant to conduct the assigned task;
2. Provision of work-space in the Country Office during missions
3. Support with the organization of travel related to any missions conducted in lieu of the assignment.

P. Required qualification, skills and experience of the consultant

1. At least PhD degree in economics, finance and/or environmental economics;
2. At least 7 years of relevant experience including in areas such as economics of adaptation, teaching in applied research departments, institutional capacity-building for public administrators on economics and finance development planning and budgeting, development management, public administration and related initiatives;
3. Proven experience of conducting similar nature of assignment in past preferably for multi-lateral development banks;
4. Good inter-personal communication skills, flexibility;
5. Excellent report writing skills; and
6. Proven capability to meet deadlines and work under pressure.
7. Fluency in English both written and oral

Proposers should demonstrate capacity to fulfill services and provide examples of relevant experience in project financial analysis and developing project funding models

Annexe 2.2: Consultancies supported by UNDP resources

Provision of Consultancy Services for climate change adaptation project financial analysis and funding model development

International expert on financial analysis

A. Background

The Government of Liberia (GOL), with the support of the United Nations Development Program (UNDP), is designing a project to protect vulnerable coastal communities and infrastructure in the Monrovia Metropolitan Area from the impacts of the sea level rise (SLR) and related extreme events. The project will:

1. Strengthen local technical/institutional capacity to manage climate change induced coastal flooding from the expected sea-level rise; and
2. Implement critical soft and hard coastal protection measures to reduce the exposure of coastal communities in MMA to flooding caused by climate change induced sea-level rise and incidences of extreme precipitation events.

A time sensitive output of the proposed project is the implementation of critical hard (e.g. civil works, infrastructure) and soft (e.g ecosystem-based) measures to protect high priority economic and social assets from imminent threat of recurrent and worsening incidences of flooding.

B. Objective

In the context of the development of the design for this proposed project, in collaboration with the GoL, UNDP is seeking the services of a consultant to conduct the financial appraisal for the proposed interventions. This includes a comparative analysis of the relative merits/demerits of financing the proposed interventions with alternative financial instruments (loan financing, guarantee scheme, reimbursable grant, performance-based grants) relative to a 100% grant financed initiative with co-financing from either public or private sources. The consultant will prepare a report of the findings of the financial appraisal including the justification for the optimal financial structure for the proposed intervention including amount of financing necessary from each type of financial instrument that should optimally be relied on to conform with the principal of minimum concessionality. The results of the financial appraisal will be used for the formulation of a project proposal in line with UNDP and Green Climate Fund (GCF) guidelines.

C. Scope of the work

The Financial Expert is expected to provide substantive contribution to the development and finalization of the full funding proposal and the feasibility study, mainly but not limited to the Financial section(s) of the above-mentioned document. The role of the financial expert is to assess the different financing options available from the GCF, and in light of the GCF financing policy and the Liberia financial and economic development context, identify the most appropriate funding model for this project and justify why.

D. Tasks and activities including Deliverables

Working in coordination with other experts at the national and regional level, UNDP and the Government staff, the finance expert will be responsible to:

1. Review draft project concepts and documents and consult with UNDP staff to identify information needs to conduct the financial appraisal in lieu with GCF requirements on financial appraisal;

2. Organize, lead and coordinate with UNDP staff, both on-field and remotely, to gather data, documentation, contacts and insights relevant to the analysis;
3. Complete a financial appraisal of the project to inform the UNDP staff member of the implications of the project design in terms of performance metrics (such as payback time, IRR and NPV) and, where relevant, in terms of financial additionality (e.g. the IRR of the targeted project with funding vs a base-case or benchmark IRR);
4. Conduct the financial appraisal in a timely manner to ensure it does not result in delays in the concept development or proposal development in order to meet submission deadlines;
5. Based on the conducted appraisal findings, advise UNDP staff on different financial instruments/structures appropriate given the project's risk/reward profile. The proposed structures should, as appropriate, aim to adhere to the principal of minimum concessional funding. Guidance will be provided by UNDP on factors to bear in mind in the context of minimal concessionality;
6. Lead the financial aspects of the planning discussions among the full funding proposal (FFP) development team, and provide substantive advice to the team, Government and stakeholders on the suitability of grant and non-grant instruments in developing a project funding model and partnerships and guidance on appropriate co-finance for the project,
7. Lead the stakeholder consultation on financial aspects of the proposed project design during the missions to develop the FFP, the consultation on the funding instruments, co-finance, partnerships and implementation arrangements.
8. Support the finalization of the financial analysis sections of the FFP and Pre-feasibility Study and accompanying documents.
9. Prepare and submit a financial appraisal of the project, including sensitivity analysis (Excel model is required).
10. Prepare a report of the financial appraisal. The report will be up to 15-pages and include description of the key elements of the project that were considered in the appraisal, the methodology for the analysis, description of data, assumptions and justifications, results including robustness, and conclusions. In particular, describe how the financial structure is adequate and reasonable in order to achieve the proposal's objectives, including addressing existing bottlenecks and/or barriers, without crowding out private and other public investment, including the rationale for a GCF Grant.
11. As necessary, advise and make recommendations based on the financial appraisal to the project team, for further discussion during stakeholder consultations undertaken during the project development phase.

The tasks associated with this Terms of Reference are expected to be completed through a combination of (a) home-based preparatory work; (b) participating in country level missions (together with UNDP staff) in Liberia (if required); (c) remote technical assistance.

E. Duration of assignment

The estimated duration of the required services will be no more than 10 working days spread over the period of 6 months with an estimated starting date 1st June 2018.

F. Payment schedule

Output	Payment (%)
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Upon contract signature	20%
Submission of first drafts of the project financial analysis (excel sheet) and the Liberia detailed financial analysis, funding model and rationale for a GCF Grant and required annexes	50 %
Submission of final drafts of the project financial analysis (excel sheet) and the Liberia detailed financial analysis, funding model and rationale for a GCF Grant and required annexes	15%
Submission of the final versions of the project financial analysis (excel sheet) and the Liberia detailed financial analysis, funding model and rationale for a GCF Grant and required annexes addressing GCF comments	15%

G. Reporting Lines:

A Joint UNDP HQ, Regional and Country Office and Government of Liberia Project development and facilitation Team will be established to guide and assist the preparatory process. This team will consist of climate change adaptation UNDP/GEF Head and assigned regional RTA, UNDP CO Program Specialist & Analyst Poverty & Environment, UNDP Liberia DRR-P as head of programs, UNDP Liberia DRR-O as head of operations and Project, Environment Protection Agency (EPA) representatives and Focal Points in the key ministries to ensure close collaboration with the Government. The consultant will report to this team. The company will also work closely with other staff in the UNDP Addis Regional Hub as well as other the Bangkok regional Hubs.

H. Reporting Language:

The reporting language will be in English.

I. Locations of Work:

Home based with travel to Liberia (if necessary). In order to obtain the required information for completion of the assessment, the contractor is expected to travel to Liberia as and when necessary for the duration of the assignment. All costs related to travel shall be borne by the contractor such as visa issuance, tickets, daily living allowances, transportation etc. Therefore, the contractor shall quote for all relevant costs in his financial proposal as applicable.

Terms of Payment:

Payments shall be processed within 30 days from receipt of signed and stamped invoice specifying the achieved deliverables as specified in this ToRs with relevant documents evidencing achievement of the given output.

All of the deliverables are subject to approval from UNDP Project manager in order to process payments to the contractor.

UNDP will not accept any payment request outside of this TOR.

All payments shall be made in USD. All planned costs related to this consultancy must be specified in the proposal by contractor for this assignment.

P. Contracting Authority:

Contracting Authority for this ToR is UNDP - Liberia Country Office, and the contract amount will be provided through the assigned budget under Liberia GCF Project.

Q. Tax Obligation:

The Contractor is solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the contractor.

R. Monitoring and evaluation

All activities will be monitored and evaluated based on qualitative and quantitative information. Within the proposal the contractor is requested to submit an M&E plan highlighting what types of data and information will be available when; which will ensure that activities and outputs delivered as part of this activity, is of good technical quality and contribute to the achievement of the project outcomes.

S. Confidentiality:

The contractor undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

T. Services and Facilities Provided by UNDP

1. Organization of meetings with key stakeholders as required by the consultant to conduct the assigned task;
2. Provision of work-space in the Country Office during missions
3. Support with the organization of travel related to any missions conducted in lieu of the assignment

P. Required qualification, skills and experience of the consultant

1. Master degree or higher in economics, finance, public administration, environmental economics, natural resource economics or other closely related field.
2. At least 7 years of relevant work experience in project financial analysis and developing project funding models
3. Experience in developing GCF proposals on climate change adaptation is highly advantageous;
4. Demonstrated ability to communicate complex issues in a concise and clear manner
5. Highly organized with strong analytical and research skill
6. Experience working within the UN system or other international, governmental entities
7. Working experience in Liberia, and/or Africa is preferable
8. Fluency in English both written and oral

Proposers should demonstrate capacity to fulfill services and provide examples of relevant experience in project financial analysis and developing project funding models

Provision of Consultancy Services for climate change adaptation project stakeholders' involvement plan

International expert on stakeholders involvement

A. BACKGROUND

The Government of Liberia (GOL), with the support of the United Nations Development Program (UNDP), is designing a project to protect vulnerable coastal communities and infrastructure in the

Monrovia Metropolitan Area from the impacts of the sea level rise (SLR) and related extreme events. The project will:

1. Support building local technical/institutional capacity to manage climate change induced coastal flooding from the expected sea-level rise; and
2. Implement critical soft and hard coastal protection measures to reduce the exposure of coastal communities in MMA to climate change induced sea-level rise and incidences of extreme precipitation events.

A time sensitive output of the proposed project is the implementation of critical (hard) infrastructure and (soft) ecosystem based measures to protect high priority economic and social assets from imminent threat of recurrent and worsening incidences of flooding.

Considering the imminent threat to key social and economic assets, the project will identify the most economically efficient and effective coastal protection measures and implement them as priority interventions in the short-run to protect key social and economic assets against storm surges and associated impacts. In the context of the development of this project, the GoL is seeking the services of an international expert on stakeholders' involvement in order to ensure a strong involvement of all relevant national stakeholders during project implementation.

B. Objective

In the context of the design for this proposed project, in collaboration with the GoL, UNDP is seeking the services of a consultant to develop a stakeholders' involvement plan. The plan will be used for the formulation of a project proposal in line with UNDP and Green Climate Fund (GCF) guidelines.

A. Scope of Work

The main objective of the consultancy is to develop a stakeholders' involvement plan for the MMCRP. For this purpose, the consultant will liaise with sector agencies and collect required data and information for project formulation and assist the technical specialist in carrying out stakeholder consultations and organizing technical working group meetings. Complex stakeholder identification exercise and consultations will be carried out to outline the role of key stakeholders and possible partnerships. The stakeholder involvement plan will also look at possible partnerships with a variety of organizations, national/regional/local authorities and local communities that demonstrate a strong interest in the project and will define the modalities of stakeholder involvement.

The consultant will be responsible for:

1. Visit sector agencies and collect data required for project formulation
2. Assist the project formulation specialist to tabulate and interpret data
3. Liaise with sector agencies in organizing technical working group meetings
4. Assist the technical specialist in carrying out stakeholder consultations and field consultations
5. Assist the project formulation specialist to document stakeholder consultations and recommendations of the technical working group meetings
6. Prepare annexes for the Technical Feasibility Report
7. Any other task assigned by UNDP to support the preparation and timely submission of the Technical Feasibility Report and Full proposal

The tasks associated with this Terms of Reference are expected to be completed through a combination of (a) home-based preparatory work; (b) participating in country level missions (together with UNDP staff) in Liberia (if required); (c) remote technical assistance.

D. Tasks and activities including Deliverables

Working in coordination with other experts at the national and regional level, UNDP and the Government staff, the consultant will be responsible for the following outputs:

1. Collect data and information for project formulation
2. conduct consultations with all relevant stakeholder involved in the Monrovia coastal development process and the climate change management in Liberia
3. conduct technical working group meetings
4. develop a stakeholder involvement plan for the MMCRP

E. Duration of assignment

The estimated duration of the required services will be no more than 15 working days spread over the period of 6 months with an estimated starting date 1st June 2018.

F. Payment schedule

Deliverables or Documents to be Delivered	Percentage of Payment
Upon contract signature	20%
Submission of first drafts of the stakeholders and communities consultation and the stakeholders involvement plan	50%
Submission of final reports of the stakeholders and communities consultation and the stakeholders involvement plan	15%
Submission of first drafts of the stakeholders and communities consultation and the stakeholders involvement plan addressing GCF comments	15 %

G. Reporting Lines:

A Joint UNDP HQ, Regional and Country Office and Government of Liberia Project development and facilitation Team will be established to guide and assist the preparatory process. This team will consist of climate change adaptation UNDP/GEF Head and assigned regional RTA, UNDP CO Program Specialist & Analyst Poverty & Environment, UNDP Liberia DRR-P as head of programs, UNDP Liberia DRR-O as head of operations and Project, Environment Protection Agency (EPA) representatives and Focal Points in the key ministries to ensure close collaboration with the Government. The consultant will report to this team. The company will also work closely with other staff in the UNDP Addis Regional Hub as well as other the Bangkok regional Hubs.

H. Reporting Language:

The reporting language will be in English.

I. Locations of Work:

Home based with travel to Liberia (if necessary). In order to obtain the required information for completion of the assessment, the contractor is expected to travel to Liberia as and when necessary for the duration of the assignment. All costs related to travel shall be borne by the contractor such as visa issuance, tickets, daily living allowances, transportation etc. Therefore, the contractor shall quote for all relevant costs in his financial proposal as applicable.

J. Terms of Payment:

Payments shall be processed within 30 days from receipt of signed and stamped invoice specifying the achieved deliverables as specified in this ToRs with relevant documents evidencing achievement of the given output.

All of the deliverables are subject to approval from UNDP Project manager in order to process payments to the contractor.

UNDP will not accept any payment request outside of this TOR.

All payments shall be made in USD. All planned costs related to this consultancy must be specified in the proposal by contractor for this assignment.

K. Contracting Authority:

Contracting Authority for this ToR is UNDP - Liberia Country Office, and the contract amount will be provided through the assigned budget under Liberia GCF Project.

L. Tax Obligation:

The Contractor is solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the contractor.

M. Monitoring and evaluation

All activities will be monitored and evaluated based on qualitative and quantitative information. Within the proposal the contractor is requested to submit an M&E plan highlighting what types of data and information will be available when; which will ensure that activities and outputs delivered as part of this activity, is of good technical quality and contribute to the achievement of the project outcomes.

N. Confidentiality:

The contractor undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

O. Services and Facilities Provided by UNDP

1. Organization of meetings with key stakeholders as required by the consultant to conduct the assigned task;
2. Provision of work-space in the Country Office during missions
3. Support with the organization of travel related to any missions conducted in lieu of the assignment.

P. Required qualification, skills and experience of the consultant

1. At least Master's degree in the field of international relations, mass communication, project management etc.
2. 7 years work experience related to stakeholders engagement, institutional development infrastructure development, poverty reduction and community engagement
3. Good inter-personal communication skills, flexibility;
4. Highly organized with strong analytical and research skill
5. Experience working within the UN system or other international, governmental entities
6. Working experience in Liberia, and/or Africa is preferable
7. Excellent report writing skills; and
8. Proven capability to meet deadlines and work under pressure.
9. Fluency in English both written and oral

Proposers should demonstrate capacity to fulfill services and provide examples of relevant experience in project financial analysis and developing project funding models

Provision of Consultancy Services for gender assessment and action plan International Gender Specialist

A. Background

The Government of Liberia (GOL), with the support of the United Nations Development Program (UNDP), is designing a project to protect vulnerable coastal communities and infrastructure in the Monrovia Metropolitan Area from the impacts of the sea level rise (SLR) and related extreme events. The project will:

1. Support building local technical/institutional capacity to manage climate change induced coastal flooding from the expected sea-level rise; and
2. Implement critical soft and hard coastal protection measures to reduce the exposure of coastal communities in MMA to climate change induced sea-level rise and incidences of extreme precipitation events.

A time sensitive output of the proposed project is the implementation of critical (hard) infrastructure and (soft) ecosystem based measures to protect high priority economic and social assets from imminent threat of recurrent and worsening incidences of flooding. Considering the imminent threat to key social and economic assets, the project will identify the most economically efficient and effective coastal protection measures and implement them as priority interventions in the short-run to protect key social and economic assets against storm surges and associated impacts. Considering the lack of existing knowledge and information related to coastal dynamics and its physical impacts, and the dearth of technical know-how, these interventions will need to be informed by detailed gender assessment and gender action plan.

B. Objective

In the context of the development of this project, UNDP and in collaboration with the GoL is seeking the services of an international gender expert to contribute to the formulation of the GCF project proposal in line with UNDP and GCF guidelines. The project development phase will include stakeholders' consultations and data collection for the establishment of baseline data for the project results framework. The consultant will work with the project development team to ensure that stakeholder consultations are gender responsive, to integrate the gender analysis results into the project document and to use the results to identify opportunities and gaps to help better understand and address gender concerns within the project context.

C. Scope of the work

UNDP Liberia is seeking to recruit a Gender expert to ensure that gender considerations are fully mainstreamed into all relevant components of the GCF project document as well as produce a participatory gender analysis and action plan for the project.

In the framework of the assignment, the expert will explain how the GCF project will contribute to gender equality and women's empowerment, identify entry points for mainstreaming gender considerations in to the project components, ensure that the project results framework and theory of change are gender responsive and to develop a gender action plan to advance women's empowerment and promote gender equality.

The consultant may assist with capacity building and other aspects of GCF project preparation to ensure gender considerations are mainstreamed into the project document.

The service provider will be specifically required to;

1. Do a participatory gender analysis for integration into the project document;
2. Fully mainstream gender considerations into the project document
3. Develop a gender Action Plan, and
4. Based on the outcome of the analysis, make recommendations pertaining to the adoption of proposed gender sensitive interventions in the context of the project

D. Tasks and activities including deliverables.

The consultant shall prepare and submit:

Deliverable 1: Participatory Gender Analysis: This deliverable will be fully integrated into the project document and used to inform the process of developing the results framework and theory of change. The participatory gender analysis may consist of:

1. Analysis using the guiding questions in the gender analysis template (Annex 2) to understand the national and local context, and understand issues around gendered division of labour and time use, access and control, power and decision making, and knowledge and capacities. A review of national gender statistics, time-use surveys, national action plans, and qualitative data generated through policy and academic research and participation assessments should be used to inform the analysis;
2. Stakeholder consultation analysis, interviews and relevant information;
3. A baseline survey on: women's participation in project design, participation in national/ local activities/ meetings; women's planning processes; women's livelihood and economic activities; women's specific adaptation needs; women and men's participation in decision making processes; men and women as project beneficiaries; roles of men and women in collection and use of biomass fuels; gender differences in water access and use; roles of men and women in ecosystem management / community adaptation; differential impact of climate change on women;

Deliverable 2: Gender considerations fully mainstreamed into project document, including:

1. Working with the project development team using the findings from the gender analysis, develop the project's results framework ensuring that gender-responsive outcomes, baselines, targets, and indicators are included; ensure that all applicable indicators are disaggregated by sex and other relevant, intersecting forms of identity.
2. Working with the project development team using the findings from the gender analysis, develop a gender-responsive theory of change; ensure gender considerations are integrated into the project's theory of change, including discussion of impact, assumptions, evidence and risks.

Deliverable 3: Gender Action Plan: A Gender Action Plan for the project with concrete outputs to facilitate implementation of activities that promote gender equality and women's empowerment.

Deliverable 4: Note to file on process to mainstream gender considerations into the project document: The note to file is an opportunity for the consultant to highlight any key lessons, issues, risks and recommendations (for example, notes for the mid-term review, recommendations to the Regional Technical Advisor or Project Manager) related to gender mainstreaming during any aspect of the project document development process and project implementation not covered elsewhere.

E. Duration of the consultancy

The duration of the consultancy service will be 30 working days from 1st June 2018 to the 28 February 2019

F. Payment schedule

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Outputs	Payment (%)
Upon signature of contract/agreement	20%
Submission of first draft report on gender analysis and gender action plan	50 %
Submission of final version addressing UNDP comments	15%
Submission of final version addressing GCF comments	15%

G. Reporting and coordination line

A Joint UNDP HQ, Regional and Country Office and Government of Liberia Project development and facilitation Team will be established to guide and assist the preparatory process. This team will consist of climate change adaptation UNDP/GEF Head and assigned regional RTA, UNDP CO Program Specialist & Analyst Poverty & Environment, UNDP Liberia DRR-P as head of programs, UNDP Liberia DRR-O as head of operations and Project, Environment Protection Agency (EPA) representatives and Focal Points in the key ministries to ensure close collaboration with the Government. The company will report to this team. The company will also work closely with other staff in the UNDP Addis Regional Hub as well as other the Bangkok regional Hubs.

H. Reporting Language

The reporting language will be in English.

I. Locations of Work:

Home based with travel to Liberia. In order to obtain the required information for completion of the assessment, the contractor is expected to travel to Liberia as and when necessary for the duration of the assignment. All costs related to travel shall be borne by the contractor such as visa issuance, tickets, daily living allowances, transportation etc. Therefore, the contractor shall quote for all relevant costs in his financial proposal as applicable.

J. Terms of Payment:

Payments shall be processed within 30 days from receipt of signed and stamped invoice specifying the achieved deliverables as specified in this ToRs with relevant documents evidencing achievement of the given output.

All of the deliverables are subject to approval from UNDP Project manager in order to process payments to the contractor.

UNDP will not accept any payment request outside of this TOR.

All payments shall be made in USD. All planned costs related to this consultancy must be specified in the proposal by contractor for this assignment.

K. Contracting Authority

Contracting Authority for this ToR is UNDP - Liberia Country Office, and the contract amount will be provided through the assigned budget under Liberia GCF Project.

L. Tax Obligation

The Contractor is solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the contractor.

M. Monitoring and evaluation

All activities will be monitored and evaluated based on qualitative and quantitative information. Within the proposal the contractor is requested to submit an M&E plan highlighting what types of data and information will be available when; which will ensure that activities and outputs delivered as part of this activity, is of good technical quality and contribute to the achievement of the project outcomes.

N. Confidentiality:

The contractor undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

O. Services and Facilities Provided by UNDP

1. Organization of meetings with key stakeholders as required by the consultant to conduct the assigned task;
2. Provision of work-space in the Country Office during missions
3. Support with the organization of travel related to any missions conducted in lieu of the assignment

P. Required Qualification, Skills and Experience of the consultant

1. Master's degree in gender studies, gender and development, environment, sustainable development, social sciences or closely related area.
2. A minimum of 7 years of relevant experience of gender assessment and mainstreaming in project, programme, strategy and/or policy documents;
3. Sound understanding of climate change adaptation, sustainable human development, environmental management issues, vulnerability and impact, and other related sustainable human development issues.
4. Demonstrated ability to communicate complex issues in a concise and clear manner
5. Highly organized with strong analytical and research skill
6. Experience working within the UN system or other international, governmental entities
7. Working experience in Liberia, and/or Africa is preferable
8. Fluency in English both written and oral

Proposers should demonstrate capacity to fulfill services and provide examples of relevant experience in gender assessment and mainstreaming in project, programme, strategy and/or policy documents.

Provision of Consultancy Services for assessment of social and environmental risks and development of an environmental and social risk management framework
International consultant

A. BACKGROUND

The Government of Liberia (GOL), with the support of the United Nations Development Program (UNDP), is designing a project to protect vulnerable coastal communities and infrastructure in the Monrovia Metropolitan Area from the impacts of the sea level rise (SLR) and related extreme events. The project will:

1. Support building local technical/institutional capacity to manage climate change induced coastal flooding from the expected sea-level rise; and
2. Implement critical soft and hard coastal protection measures to reduce the exposure of coastal communities in MMA to climate change induced sea-level rise and incidences of extreme precipitation events.

A time sensitive output of the proposed project is the implementation of critical (hard) infrastructure and (soft) ecosystem based measures to protect high priority economic and social assets from imminent threat of recurrent and worsening incidences of flooding.

Considering the imminent threat to key social and economic assets, the project will identify the most economically efficient and effective coastal protection measures and implement them as priority interventions in the short-run to protect key social and economic assets against storm surges and associated impacts. Considering the lack of existing knowledge and information related to coastal dynamics and its physical impacts, and the dearth of technical know-how, these interventions will need to be informed by detailed engineering, environmental and social assessments.

B. Objective

In the context of the development of this project, the GoL is seeking the services of an international expert to conduct detailed assessment of Social and Environmental risks and develop an environmental and social risk management framework.

UNDP's [Social and Environmental Standards](#) (SES) underpin our commitment to mainstream social and environmental sustainability in our Programmes and Projects to support sustainable development.

A key mechanism to ensure these standards are applied is through UNDP's project-level [Social and Environmental Screening Procedure \(SESP\) which](#) is a requirement for all proposed projects. The objectives of the SESP are to: (a) Integrate the SES Overarching Principles (human

rights, gender equality and environmental sustainability); (b) Identify potential social and environmental risks and their significance; (c) Determine the Project's risk category (Low, Moderate, High); and (d) Determine the level of social and environmental assessment and management required to address potential risks and impacts.

UNDP's SES and SESP came into effect January 1, 2015. All guidance on UNDPs Social and Environmental Safeguards can be found here:

https://info.undp.org/sites/bpps/SES_Toolkit/default.aspx

C. Scope of the work

UNDP is seeking the service of an expert consultant to provide technical support to ensure the quality of completed SESP reports and ESMF for proposed projects. This will include review and recommendations on drafts, support to capacity development of staff and a compilation of lessons learned.

The objectives of the Social and Environment standards are to:

1. Strengthen the social and environmental outcomes of the GCF-prodoc/programme
2. Avoid adverse impacts to people and the environment
3. Minimize, mitigate, and manage adverse impacts where avoidance is not possible
4. Strengthen UNDP and partner capacities for managing social and environmental risks
5. Ensure full and effective stakeholder engagement, including through a mechanism to respond to complaints from project-affected people

D. Tasks and activities including deliverables.

The consultant will be responsible for the following outputs and related activities :

SESP related outputs:

1. Screening the project against UNDP's Social and Environmental Standards Procedure (SESP). Please see the [guidance and template](#) of the SESP from the following link [Social and Environmental Screening Procedure \(SESP\)](#)
2. Carry out an impact risk assessment was undertaken to assess the impact and the probability of each impact
3. When undertaking the risk assessment, assess all activities, including, hard/soft infrastructure and livelihood interventions.
4. Develop pre-mitigation impacts and post-mitigation impacts and risk assessments for the project

ESMF related outputs:

1. **OUTPUT 1:** Data/information collection

- Collection of relevant baseline information including environmental and social impact assessments undertaken for projects within the area of the GCF project or similar project so that this information can be used for the development of ESMP and associated documents
- Collect information on the capacity assessment of PROVINCIAL/STATE/MUNICIPAL government and institutions to undertake the GCF project and comply with the ESMF AND IPPF/EMPF requirements;
- Conducting stakeholders' consultations on the proposed plan including securing engagement of local community stakeholders in the consultations including Free, Prior and Informed Consent as necessary

Documenting the views and consent of the local communication stakeholders on the proposed measures and reporting to UNDP the potential concerns, grievances, disagreements on the proposed sites/measures that require alteration of project strategy. This activity should be informed and comply with UNDP Corporate Social and Environmental Safeguards Policy and Standards (<http://www.undp.org/content/undp/en/home/operations/social-and-environmental-sustainability-in-undp.html>);

2. **OUTPUT 2:** Providing recommendations and advices

- Provide recommendations and advice to establish a two tiered Grievance Redress Mechanism (GRM) for the GCF proposal based on an existing template. The template shall be modified according to existing frameworks as necessary;
- Provide advice on legal mechanism related to environment and social matters

3. **OUTPUT 3:** Development of ESMF which includes, but not limited to:

- Brief overview of activities conducted
- Record of stakeholder consultation
- Identification and rating of environmental and social risks
- Assessment of all the potential social impacts
- Design of risk management plan

E. Duration of the consultancy

The duration of the consultancy service will be 30 working days from 1st June 2018 to the 28 February 2019

F. Payment schedule

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Outputs	Payment (%)
Upon signature of contract/agreement	20%
Submission of first draft of the SESP and ESMF reports	50 %
Submission of final version of the SESP and ESMF reports	15%
Submission of final version of the SESP and ESMF reports addressing GCF comments	15%

G. Reporting and coordination line

A Joint UNDP HQ, Regional and Country Office and Government of Liberia Project development and facilitation Team will be established to guide and assist the preparatory process. This team will consist of climate change adaptation UNDP/GEF Head and assigned regional RTA, UNDP CO Program Specialist & Analyst Poverty & Environment, UNDP Liberia DRR-P as head of programs, UNDP Liberia DRR-O as head of operations and Project, Environment Protection Agency (EPA) representatives and Focal Points in the key ministries to ensure close collaboration with the Government. The company will report to this team. The company will also work closely with other staff in the UNDP Addis Regional Hub as well as other the Bangkok regional Hubs.

H. Reporting Language

The reporting language will be in English.

I. Locations of Work:

Home based with travel to Liberia. In order to obtain the required information for completion of the assessment, the contractor is expected to travel to Liberia as and when necessary for the duration of the assignment. All costs related to travel shall be borne by the contractor such as visa issuance, tickets, daily living allowances, transportation etc. Therefore, the contractor shall quote for all relevant costs in his financial proposal as applicable.

J. Terms of Payment:

Payments shall be processed within 30 days from receipt of signed and stamped invoice specifying the achieved deliverables as specified in this ToRs with relevant documents evidencing achievement of the given output.

All of the deliverables are subject to approval from UNDP Project manager in order to process payments to the contractor.

UNDP will not accept any payment request outside of this TOR.

All payments shall be made in USD. All planned costs related to this consultancy must be specified in the proposal by contractor for this assignment.

K. Contracting Authority

Contracting Authority for this ToR is UNDP - Liberia Country Office, and the contract amount will be provided through the assigned budget under Liberia GCF Project.

L. Tax Obligation

The Contractor is solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the contractor.

M. Monitoring and evaluation

All activities will be monitored and evaluated based on qualitative and quantitative information. Within the proposal the contractor is requested to submit an M&E plan highlighting what types of data and information will be available when; which will ensure that activities and outputs delivered as part of this activity, is of good technical quality and contribute to the achievement of the project outcomes.

N. Confidentiality:

The contractor undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

O. Services and Facilities Provided by UNDP

1. Organization of meetings with key stakeholders as required by the consultant to conduct the assigned task;
2. Provision of work-space in the Country Office during missions
3. Support with the organization of travel related to any missions conducted in lieu of the assignment

P. Required Qualification, Skills and Experience of the consultant

1. Masters degree in field related to international development, with specific academic background related to social and environmental sustainability
2. At least 15 years of experience related to social and environmental standards and impact assessment in an international development context
3. Sound understanding of climate change adaptation, sustainable human development, environmental management issues, vulnerability and impact, and other related sustainable human development issues.
4. Demonstrated ability to communicate complex issues in a concise and clear manner
5. Highly organized with strong analytical and research skill
6. Experience working within the UN system or other international, governmental entities
7. Working experience in Liberia, and/or Africa is preferable
8. Fluency in English both written and oral

Proposers should demonstrate capacity to fulfill services and provide examples of relevant experience in gender assessment and mainstreaming in project, programme, strategy and/or policy documents.

Provision of Consultancy Services for the formulation of a climate change adaptation project
International consultant

A. Background

The Government of Liberia (GOL), with the support of the United Nations Development Program (UNDP), is designing a project to protect vulnerable coastal communities and infrastructure in the Monrovia Metropolitan Area from the impacts of the sea level rise (SLR) and related extreme events. The project will:

1. Support building local technical/institutional capacity to manage climate change induced coastal flooding from the expected sea-level rise; and
2. Implement critical soft and hard coastal protection measures to reduce the exposure of coastal communities in MMA to climate change induced sea-level rise and incidences of extreme precipitation events.

A time sensitive output of the proposed project is the implementation of critical (hard) infrastructure and (soft) ecosystem based measures to protect high priority economic and social assets from imminent threat of recurrent and worsening incidences of flooding. Considering the imminent threat to key social and economic assets, the project will identify the most economically efficient and effective coastal protection measures and implement them as priority interventions in the short-run to protect key social and economic assets against storm surges and associated impacts.

B. Objective

In the context of the development of this project, the GoL is seeking the services of an international expert on climate change adaptation projects, with relevant experience on coastal adaptation, to lead the development of the full funding proposal and required annexes.

C. Scope of the work

UNDP Liberia is seeking to recruit a climate change adaptation expert to formulate and produce the full funding proposal for the GCF funding for Liberia and required annexes. In the framework of the assignment, the expert will be responsible for coordinating the project development process and the design of the full funding proposal and required annexes

D. Tasks and activities including deliverables.

Coordinate inputs from international and national consultants and relevant stakeholders

1. To coordinate with UNDP Liberia, the Ministry of Lands, Mines and Energy (MLME), the Environment Protection Agency (EPA), and other members of project formulation team and government counterparts during the consultation and formulation process.
2. To liaise with the experts involved in the project formulation to obtain their expected inputs for the feasibility assessment and concept design.
3. To participate and obtain inputs from key stakeholders meetings which are organised by the UNDP/ ministries
4. To facilitate necessary contributions by all national and international consultants assigned to respective tasks for GCF project formulation for Liberia;
5. To participate in local level consultations to validate the design and input in to the full proposal
6. Ensure all project interventions are robustly designed meeting GCF investment criteria and are backed up with evidence including pre-feasibility assessments, evaluations, relevant studies etc;

Design the full funding proposal, with the inputs from the national and international consultants

1. Conduct technical analysis to flesh out project components and all technical sections, particularly 6 criteria elements of *impact potential; paradigm shift potential; sustainable development; country needs; country ownership and cost-effectiveness*; make sure that the technical proposal is evidence-based and has all necessary references to proof of concept that the proposed adaptation solution demonstrates its feasibility, across all project components;
2. Prepare the project logframe with well-defined indicators, targets, inputs and outputs; make sure that indicators in logframe are fully respond to the GCF indicator framework for adaptation;
3. In coordination with the other technical consultants, undertake necessary consultations with relevant government agencies, stakeholders and experts to obtain comments/suggestions and incorporate these comments into the draft documents;
4. Outline financial structure of the project (with input from UNDP) and all main cost categories at the input level corresponding to all outcomes and outputs;
5. Work closely with the UNDP Liberia to present the implementation arrangement, including the procurement plan, procedures and principles the project will adhere to, in accordance with UNDP's rules and regulations;
6. Prepare the project budget, as detailed as requested by the GCF full funding proposal template;

Finalize the feasibility study, building on the risk and vulnerability assessment and adaptation options design, and with inputs from the national and international consultants

Delivery the following documents

1. Draft GCF full funding proposal (FFP) (End of Oct 2018)
2. Finalized GCF FFP including inputs from other consultants (Mid-December 2018)
3. Finalized annexes for the FFP including the feasibility study, the procurement plan and financing plan (Mid-December 2018))
4. Final FFP and required annexes addressing GCF comments (End of Janvier 2019)

E. Duration of the consultancy

The duration of the consultancy service will be 60 working days between 1st June 2018 to the 28 February 2019.

F. Payment schedule

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Outputs	Payment (%)
Upon signature of contract/agreement	20%
Submission of first draft report of GCF FFP	50 %
Submission of final draft of GCF FFP and required annexes	15%
Submission of final versions of the FFP and required annexes addressing GCF comments	15%

G. Reporting and coordination line

A Joint UNDP HQ, Regional and Country Office and Government of Liberia Project development and facilitation Team will be established to guide and assist the preparatory process. This team will consist of climate change adaptation UNDP/GEF Head and assigned regional RTA, UNDP CO Program Specialist & Analyst Poverty & Environment, UNDP Liberia DRR-P as head of programs, UNDP Liberia DRR-O as head of operations and Project, Environment Protection Agency (EPA) representatives and Focal Points in the key ministries to ensure close collaboration with the Government. The company will report to this team. The company will also work closely with other staff in the UNDP Addis Regional Hub as well as other the Bangkok regional Hubs.

H. Reporting Language

The reporting language will be in English.

I. Locations of Work:

Home-based with travel to Liberia. In order to obtain the required information for completion of the assessment, the contractor is expected to travel to Liberia as and when necessary for the duration of the assignment. All costs related to travel shall be borne by the contractor such as visa issuance, tickets, daily living allowances, transportation etc. Therefore, the contractor shall quote for all relevant costs in his financial proposal as applicable.

J. Terms of Payment:

Payments shall be processed within 30 days from receipt of signed and stamped invoice specifying the achieved deliverables as specified in this ToRs with relevant documents evidencing achievement of the given output.

All of the deliverables are subject to approval from UNDP Project manager in order to process payments to the contractor.

UNDP will not accept any payment request outside of this TOR.

All payments shall be made in USD. All planned costs related to this consultancy must be specified in the proposal by contractor for this assignment.

K. Contracting Authority

Contracting Authority for this ToR is UNDP - Liberia Country Office, and the contract amount will be provided through the assigned budget under Liberia GCF Project.

L. Tax Obligation

The Contractor is solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the contractor.

M. Monitoring and evaluation

All activities will be monitored and evaluated based on qualitative and quantitative information. Within the proposal the contractor is requested to submit an M&E plan highlighting what types of data and information will be available when; which will ensure that activities and outputs delivered as part of this activity, is of good technical quality and contribute to the achievement of the project outcomes.

N. Confidentiality:

The contractor undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

O. Services and Facilities Provided by UNDP

1. Organization of meetings with key stakeholders as required by the consultant to conduct the assigned task;
2. Provision of work-space in the Country Office during missions
3. Support with the organization of travel related to any missions conducted in lieu of the assignment

P. Required Qualification, Skills and Experience of the consultant

The successful candidate will have a background in Integrated Coastal Zone Management and coastal zones adaptation to climate change preferably with previous experience in the West Africa coastal zone with strong technical skills in project design and management.

The following attributes are *essential*:

1. At least master degree (M.S) in related fields to coastal zone management, natural resources management or climate change adaptation
2. At least 10 years of technical experience in environmental sustainability related issues including at least 7 years work experience in coastal climate change adaptation related issues.
3. Substantial relevant experience in the design and implementation of integrated development projects;
4. Experience in the formulation and management of similar projects with global funds, especially GCF and GEF projects, including:
 - o Project design, management, and monitoring & evaluation;
 - o Design of logframe with SMART indicators, work plan and budget formulation;
 - o Working with multi-disciplinary teams, including local and expatriate technical experts;
5. Familiarity with technical issues related to adaptation, methods of cost-benefit analysis for adaptation options, identification of multiple benefits of adaptation, including, economic, social and gender related
6. Sound understanding of climate change adaptation, sustainable human development, environmental management issues, vulnerability and impact, and other related sustainable human development issues.
7. Demonstrated ability to communicate complex issues in a concise and clear manner
8. Highly organized with strong analytical and research skill
9. Experience working within the UN system or other international, governmental entities
10. Working experience in Liberia, and/or Africa is preferable
11. Fluency in English both written and oral

Proposers should demonstrate capacity to fulfill services and provide examples of relevant experience in developing climate change adaptation projects.

Provision of Consultancy Services for technical and operational support of a climate change adaptation project formulation process
National consultant

A. Background

The Government of Liberia (GOL), with the support of the United Nations Development Program (UNDP), is designing a project to protect vulnerable coastal communities and infrastructure in the Monrovia Metropolitan Area from the impacts of the sea level rise (SLR) and related extreme events. The project will:

1. Support building local technical/institutional capacity to manage climate change induced coastal flooding from the expected sea-level rise; and
2. Implement critical soft and hard coastal protection measures to reduce the exposure of coastal communities in MMA to climate change induced sea-level rise and incidences of extreme precipitation events.

A time sensitive output of the proposed project is the implementation of critical (hard) infrastructure and (soft) ecosystem based measures to protect high priority economic and social assets from imminent threat of recurrent and worsening incidences of flooding. Considering the imminent threat to key social and economic assets, the project will identify the most economically efficient and effective coastal protection measures and implement them as priority interventions in the short-run to protect key social and economic assets against storm surges and associated impacts.

B. Objective

In the context of the development of this project, the GoL is seeking the services of an international expert on climate change adaptation projects, with relevant experience on coastal adaptation, to lead the development of the full funding proposal and required annexes.

C. Scope of the work

UNDP Liberia is seeking to recruit a climate change adaptation expert to formulate and produce the full funding proposal for the GCF funding for Liberia and required annexes. In the framework of the assignment, the expert will be responsible for coordinating the project development process and the design of the full funding proposal and required annexes

D. Tasks and activities including deliverables.

Coordinate inputs from international and national consultants and relevant stakeholders

1. To coordinate with UNDP Liberia, the Ministry of Lands, Mines and Energy (MLME), the Environment Protection Agency (EPA), and other members of project formulation team and government counterparts during the consultation and formulation process.
2. To liaise with the experts involved in the project formulation to obtain their expected inputs for the feasibility assessment and concept design.
3. To participate and obtain inputs from key stakeholders meetings which are organised by the UNDP/ ministries
4. To facilitate necessary contributions by all national and international consultants assigned to respective tasks for GCF project formulation for Liberia;
5. To participate in local level consultations to validate the design and input in to the full proposal
6. Ensure all project interventions are robustly designed meeting GCF investment criteria and

are backed up with evidence including pre-feasibility assessments, evaluations, relevant studies;

Design the full funding proposal, with the inputs from the national and international consultants

1. Conduct technical analysis to flesh out project components and all technical sections, particularly 6 criteria elements of *impact potential; paradigm shift potential; sustainable development; country needs; country ownership and cost-effectiveness*; make sure that the technical proposal is evidence-based and has all necessary references to proof of concept that the proposed adaptation solution demonstrates its feasibility, across all project components;
2. Prepare the project logframe with well-defined indicators, targets, inputs and outputs; make sure that indicators in logframe are fully respond to the GCF indicator framework for adaptation;
3. In coordination with the other technical consultants, undertake necessary consultations with relevant government agencies, stakeholders and experts to obtain comments/suggestions and incorporate these comments into the draft documents;
4. Outline financial structure of the project (with input from UNDP) and all main cost categories at the input level corresponding to all outcomes and outputs;
5. Work closely with the UNDP Liberia to present the implementation arrangement, including the procurement plan, procedures and principles the project will adhere to, in accordance with UNDP's rules and regulations;
6. Prepare the project budget, as detailed as requested by the GCF full funding proposal template;

Delivery the following documents

5. Draft GCF =funding proposal (FFP) (End of Oct 2018)
6. Finalized GCF FFP including inputs from other consultants (Mid-December 2018)
7. Finalized annexes for the FFP including procurement plan and financing plan (Mid-December 2018))
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E. Duration of the consultancy

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MAM

G. Reporting and coordination line

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H. Reporting Language

The reporting language will be in English.

I. Locations of Work:

Home based with travel to Liberia. In order to obtain the required information for completion of the assessment; the contractor is expected to travel to Liberia as and when necessary for the duration of the assignment. All costs related to travel shall be borne by the contractor such as visa issuance, tickets, daily living allowances, transportation etc. Therefore, the contractor shall quote for all relevant costs in his financial proposal as applicable.

J. Terms of Payment:

Payments shall be processed within 30 days from receipt of signed and stamped invoice specifying the achieved deliverables as specified in this ToRs with relevant documents evidencing achievement of the given output.

All of the deliverables are subject to approval from UNDP Project manager in order to process payments to the contractor.

UNDP will not accept any payment request outside of this TOR.

All payments shall be made in USD. All planned costs related to this consultancy must be specified in the proposal by contractor for this assignment.

K. Contracting Authority

Contracting Authority for this ToR is UNDP - Liberia Country Office, and the contract amount will be provided through the assigned budget under Liberia GCF Project.

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All activities will be monitored and evaluated based on qualitative and quantitative information. Within the proposal the contractor is requested to submit an M&E plan highlighting what types of data and information will be available when; which will ensure that activities and outputs delivered as part of this activity, is of good technical quality and contribute to the achievement of the project outcomes.

N. Confidentiality:

The contractor undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

O. Services and Facilities Provided by UNDP

1. Organization of meetings with key stakeholders as required by the consultant to conduct the assigned task;
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4. Experience in the formulation and management of similar projects with global funds, especially GCF and GEF projects, including:
 - o Project design, management, and monitoring & evaluation;
 - o Design of logframe with SMART indicators, work plan and budget formulation;
 - o Working with multi-disciplinary teams, including local and expatriate technical experts;
5. Familiarity with technical issues related to adaptation, methods of cost-benefit analysis for adaptation options, identification of multiple benefits of adaptation, including, economic, social and gender related
6. Sound understanding of climate change adaptation, sustainable human development, environmental management issues, vulnerability and impact, and other related sustainable human development issues.
7. Demonstrated ability to communicate complex issues in a concise and clear manner
8. Highly organized with strong analytical and research skill
9. Experience working within the UN system or other international, governmental entities
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Proposers should demonstrate capacity to fulfill services and provide examples of relevant experience in developing climate change adaptation projects.

MAM