



Empowered lives.
Resilient nations.

Initiation Plan / GEF PPG

Project Title: *Building institutional and local capacities to reduce wildlife crime and to enhance protection of iconic wildlife in Malaysia*

Country: Malaysia

Country Programme Outcome: *Implementation of a national development agenda that enables green growth through climate-resilient measures, sustainable management of energy and natural resources and improved risk governance.*

Gender Marker rating: GEN2

SESP Pre-Screening Categorization: High

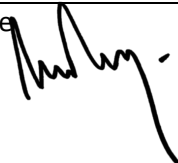
Initiation Plan Start Date: 5 June 2020

Initiation Plan End Date: 31 December 2021

ATLAS Award ID: 00127658	Total budget:	US\$ 200,000
ATLAS Project/Output ID: 00121571	Allocated resources:	
PIMS number: 6458	• GEF	US\$ 200,000
Management Arrangement: DIM	• Government	US\$ 0
	• UNDP	US\$ 0

AGREED BY

Niloy Banerjee
Resident Representative
UNDP Malaysia Country Office

Signature 

Date (Day/Month/Year)
23/07/2020

I. TABLE OF CONTENTS

I. Table of Contents	2
II. Brief Description of the Initiation Plan/GEF PPG.....	3
III. Stakeholder Engagement, public disclosure and other requirements.....	5
IV. GEF PPG Activities	6
Component A: Preparatory Technical Studies & Reviews	6
Component B: Formulation of the UNDP-NCE Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes	8
Component C: Validation Workshop and Report	11
V. IV Total Budget and Work Plan for GEF PPG	12
VI. GEF PPG Implementation Schedule	14
VII. Mandatory Annexes	15
Annex 1: GEF CEO PPG Approval Letter.....	15
Annex 2: Draft Terms of Reference (TORs) of Consultants Financed by the Project Preparatory Grant (GEF PPG)	16

II. BRIEF DESCRIPTION OF THE INITIATION PLAN/GEF PPG

Objective & Final Outputs

The objective of the GEF PPG is to develop the project concept into a full project titled *‘Building institutional and local capacities to reduce wildlife crime and to enhance protection of iconic wildlife in Malaysia’*, a child project under the World Bank Group-led *Global Wildlife Programme (GWP)*. The project concept note (CN) requests for a Project Preparatory Grant (PPG) of US\$200,000, for this child project was approved by the GEF Council on 5 June 2020. As described in the project concept note, this project aims to *enhance the protection of three iconic wildlife species and their habitats in Peninsular Malaysia, Sarawak and Sabah*.

Focusing on Malayan tiger, Bornean orangutan and Bornean banteng (as iconic Malaysian wildlife species), the child project will contribute to improving Malaysia’s capacity to prevent, combat and investigate wildlife crimes. It comprises of four complementary components:

Component 1: Strengthen institutional capacities to combat wildlife crime and reduce poaching of iconic species at the national level;

Component 2: Conserve the Malayan tiger and its habitats in the Malaysian Peninsula;

Component 3: Conserve the Bornean orangutan and its habitats in the protected areas of Sarawak; and

Component 4: Conserve the Bornean banteng and the Hawksbill and Green turtles in Sabah.

This Initiation Plan (IP) describes how the disbursement of the GEF Project Preparation Grant (PPG) of \$200,000 from the GEF will be programmed during the PPG phase to ensure the consultative development of the mandatory full project documentation for this child project, with supporting annexures, for submission to the GEF for CEO endorsement.

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

- GWP Program Framework Document (PFD)
- Child project CN, cleared for WP inclusion
- SESP pre-screening (of CN)
- Comments from GEF Secretariat, Council, STAP
- [Annotated UNDP-GEF Project Document Template](#)
- [UNDP policies and procedures](#)
- UNDP-GEF guidance notes on GEF project development (which will be provided by the RTA) and [GEF policies](#), in particular GEF policies on: Project Cancellation; Fee Policy for GEF Partner Agencies; Project and Program Cycle; and Minimum Fiduciary Standards for GEF Partner Agency (in particular sections dealing with the required separation of oversight and execution support services). All GEF policies are available [here](#).

The final outputs of the GEF PPG phase are:

1. UNDP-GEF Project Document (ProDoc)
2. Mandatory annexes to the ProDoc, listed in the [Annotated UNDP-GEF Project Document Template](#)
3. [GEF CEO Endorsement Request](#) (CEO ER), and all mandatory annexes
4. Validation Workshop Report (required for all projects with a high SESP categorization).

Any additional studies and other reports produced under the GEF PPG phase and not included in the Annexes to the project document will be submitted to UNDP and saved for future reference.

Key Dates

Milestone	Date	Notes
Internal submission date for UNDP-GEF review and clearance	<i>5 April 2021</i>	Within 10 months of PIF approval for FSPs. Date to be confirmed with RTA during PPG. Date for RTA clearance will be prior to this date and needs to be confirmed with the RTA.
First GEF Submission Deadline for CEO Endorsement	<i>5 June 2021</i>	First submission must be within 12 months of PIF approval for FSPs. Failure to submit a PRODOC and CEO ER to the GEF Sec by this date will lead to the automatic cancellation of the project by the GEF Sec.
CEO Endorsement Deadline after which the project will be cancelled if not endorsed	<i>5 December 2021</i>	Endorsement must be within PFD Program Commitment Deadline/ 18 months of PFD approval. If the project has not been CEO endorsed by this date, then it will be automatically cancelled by the GEF Sec.

Management Arrangements

The UNDP Malaysia Country Office (CO) will lead the project development process and manage the GEF PPG budget in full consultation with the UNDP-GEF Regional Technical Advisor (RTA). The CO is responsible for ensuring that the deliverables outlined in this IP are completed on time, within budget, and in line with UNDP and GEF requirements. The GEF PPG Atlas budget is presented in Section IV: Total Budget and Work Plan.

As appropriate, a Steering Committee will provide policy guidance to the GEF PPG team, and review and endorse the GEF PPG deliverables. The Steering Committee is responsible for ensuring that the deliverables outlined in this GEF PPG are completed on time and in line with UNDP and GEF requirements. The UNDP Resident Representative for Malaysia, Singapore and Brunei Darussalam, and Ministry of Energy and Natural Resources (KeTSA) will chair the Steering Committee. Steering Committee members will include: GEF Operational Focal Point and GEF Political Focal Point. The Steering Committee may be supported by a Working Group, to guide the GEF PPG team on technical matters. The Undersecretary of Biodiversity and Forestry Management Division at KeTSA and UNDP CO will co-lead the Working Group. Members of the Working Group will include: a representative from UNDP CO, Department of Wildlife and National Parks (DWNP), Sarawak Forestry Corporation (SFC) and Sabah Wildlife Department (SWD). Other organizations (e.g. TRAFFIC) and institutions (e.g. Royal Malaysian Customs Department) may be co-opted to attend the WG meetings as required.

A professional team of individual consultants will be contracted to undertake the professional and technical work required to prepare the project documentation. This consulting team will comprise the following:

1. International Project Development Specialist (PPG Team Leader)
2. National Wildlife Conservation and Management Specialist (Technical national coordinator for PPG phase and National PPG Team Leader)
3. National Community-based Conservation and Tourism Development Specialist
4. National Geospatial Analyst
5. National Gender and Safeguards Specialist

The GEF PPG team will be composed of the consultancies described in the draft Terms of Reference (TORs) in Annex 2.

III. STAKEHOLDER ENGAGEMENT, PUBLIC DISCLOSURE AND OTHER REQUIREMENTS

To ensure strong country ownership, and in line with the stakeholder engagement requirements outlined in UNDP's [Social and Environmental Standards \(SES\)](#), the [SES Guidance Note of Stakeholder Engagement](#), the GEF's [Guidelines on the Implementation of the Policy on Stakeholder Engagement and the GEF Policy on Gender Equality](#), the development of the project to be undertaken during this GEF PPG phase will be done in full consultation and close engagement with government, CSO and other relevant stakeholders – in particular those who will benefit from and be directly involved in the implementation of the project (i.e. direct project beneficiaries) and those who may be impacted (positively or negatively) by the project. Stakeholder engagement and analysis must be conducted in an inclusive and gender-responsive manner, so that the rights of women and men and the different structural barriers, knowledge, needs, roles and interests of women and men are recognized and addressed. A list of these stakeholders will be prepared and included in Annex to the project document.

Careful and complete documentation of stakeholder engagement is vital. Detailed evidence of all consultations will be prepared and submitted to UNDP. A list of the consulted stakeholders and details of the associated meetings will be included in Annex to the project document, in addition to the Stakeholder Engagement Plan (see section B-d below).

This child project has an overall Social and Environment Screening Procedure (SESP) categorization of high. The following disclosure requirements thus apply:

1. A final validation workshop report will be prepared summarizing the outcomes of the validation workshop and other consultations undertaken during the PPG phase. This report must demonstrate strong country ownership and will become a key reference document should an environmental and social complaint/grievance be filed during project implementation.
2. Before CEO endorsement (if appropriate given the GEF cancellation policy) or at the latest by the LPAC meeting, the UNDP-GEF project document, SESP and related draft management plans, and other relevant information/documents, will be made available to the public on the UNDP Country Office website or open.undp.org. It is recommended to make these documents available for 30 days in advance of the LPAC meeting for moderate risk projects, and 120 days in advance for high risk projects.

See the [SES Supplemental Guidance on Disclosure](#) for more information.

IV. GEF PPG ACTIVITIES

Component A: Preparatory Technical Studies & Reviews

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

a. Desktop and field-based studies and data collection

This research should produce the background information required to prepare the ProDoc (including its Annexes) and GEF CEO ER, including but not limited to:

- Development challenge and strategy (including threats, problems and barrier assessment);
- Review of national policy and legislative frameworks;
- Problem and solution trees developed in consultation with project stakeholders, for the Theory of Change (TOC), Results Framework and M&E plan;
- Review of relevant past and ongoing projects for lessons, including [project evaluations](#); and
- Any other analyses required to address all comments on the PIF received from the WB, GEF Secretariat, GEF Council members and STAP.

b. Gender Analysis

A gender analysis will be prepared to fully consider the different needs, roles, benefits, impacts, risks, differential access to and control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) and to identify appropriate measures to address these and promote gender equality and women's empowerment. See guidance available [here](#).

c. Social and Environmental Standards: Screening and Assessments

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

	Potential Impacts	Required Assessment	Required Management Planning
LOW	Minimal or no risks of adverse social or environmental impacts	<i>No further assessment required after SESP</i>	<i>None required</i>
	Very limited impacts , well understood, circumscribed, easily avoided or mitigated	SESP (analysis identifies, assesses potential impacts)	Management measures incorporated in ProDoc (no separate plans needed)
MODERATE	Limited impacts , but full extent not readily predictable or where design of management measures requires additional analysis	Targeted assessment (labor audit, hazard assessment, climate risk analysis, etc.)	Stand-alone management plan (e.g. Resettlement Action Plan, Livelihood Action Plan, Indigenous Peoples Plan)
	Diverse range of moderate risks and impacts that could lead to cumulative adverse impacts	Environmental and Social Impact Assessment (ESIA)	Environmental & Social Management Framework (ESMF) and/or Environmental & Social Management Plan (ESMP)
HIGH	Significant, irreversible adverse impacts and/or high-levels of stakeholder concern	Environmental and Social Impact Assessment (ESIA)	Environmental & Social Management Plan (ESMP)

An Environmental and Social Impact Framework (ESMF) will be prepared, to ensure that the required assessments are carried out during the first phase of project implementation (i.e. ESMP, ESIA and SESA). A standard template for an environmental and social management framework is available here: [ESMF outline](#). The ESMF and ProDoc must clearly state that none of the associated project activities will commence until the assessment(s) have been completed, the required management plan(s) have been prepared and the plan(s) have been disclosed and approved by the Project Board.

Per the SESP pre-screening, a range of other potential high and moderate risks were identified triggering potentially SESP principles 1 and 2 and standards 1, 3, 5 and 6. Based on the pre-screening, these will be managed through a combination of project design measures and several management plans including a Stakeholder Engagement Plan, a Gender Action Plan and an ESMF.

d. Identification of project sites

Based on the above reviews, and through consultation with stakeholders, the targeted project demonstration sites will be identified. The proposed project areas described in Annex B of the CN. The PPG team will, with the support of the participating government agencies, prepare a detailed mapping for all targeted project areas, surrounding landscapes and the selection criteria. This should include providing geographic coordinates, maps, and shapefiles for inclusion in the ProDoc. The following sites have been preliminarily identified at the CN stage as target geographies: Belum-Temengor forest complex, Taman Negara NP, Endau Rompin NP, Ulu Sebuyau NP, Sedilu NP, Maliau Basin Conservation Area and the Nabawan and Sapulut districts. Potential safeguards risks will be identified giving consideration to all project sites.

e. Financial planning, co-financing and investment mobilized

Co-financing and investment mobilized – as defined in the GEF Policy and Guidelines on co-financing - will be confirmed, and additional sources identified through a series of consultations with partners to ensure a coherent and sustainable financing package for the project, including post-GEF grant phase to the extent possible. The GEF is seeking high co-financing/investment mobilized to GEF grant ratios with a preference for grants, loans and other public investments over in-kind co-financing. The GEF also expects the Government to significantly support the costs associated with project execution (i.e. Project Management Cost).

f. Stakeholder analysis

Building on the initial identification of stakeholders in the CN, an appropriately scaled analysis of project stakeholders will be undertaken. This stakeholder analysis will provide the foundation for development of the project's comprehensive Stakeholder Engagement Plan and will facilitate prioritization of engagement activities with particular stakeholder groups and individuals. See the [UNDP SES Guidance Note on Stakeholder Engagement](#).

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

The design of the project will comply with the UNDP's Programme and Operations Policy and Procedures (POPP), Financial Regulations, and Programme and Project Management and Quality Standards, and UNDP-GEF guidance (which will be provided by the RTA). A full assessment of the most appropriate project implementation and management arrangements will be carried out in full consultation with the RTA, UNDP Country Office, Resident Representative (or their Deputy), the relevant government coordinating agency, and the GEF OFP.

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

Project management arrangements need to be discussed and agreed early in the PPG phase. During the first two months of the PPG phase:

- For all potential Implementing Partners, carry out capacity assessments to assess their capacity to implement the project and assess all related risks. This must include HACT and PCAT assessments.
- Discuss the level of co-financing the Government and Implementing Partner are able to commit to this project. As per GEF Policy, the GEF is seeking high co-financing to GEF grant ratios and expects the Government to significantly support the costs associated with project execution (i.e. PMC) for this project.
- Based on these assessments, select and confirm the Implementing Partner for the project in consultations with all relevant stakeholders. The selected Implementing Partner must express willingness to serve as the Implementing Partner for the Project and the concerned government must agree to use the selected Implementing Partner for the Project. (Please see [UNDP's Policy on Selecting Implementing Partners](#)).
- If the Implementing Partner does not have full capacity to execute the project, and execution support is likely to be needed, discuss with the UNDP Resident Representative whether the choice of Implementing Partner is the correct choice. If not, select another Implementing Partner, if possible.
- If that is not an option, explore alternative options for the provision of execution support via Responsible Parties ([see UNDP Policy on Selecting Responsible Parties](#)). Discuss with the Implementing Partner the role of the responsible parties in project execution, and the execution support these parties could provide.
- Consult with the RTA on the latest guidance regarding UNDP providing support services to the Implementing Partner. If the costs for UNDP to provide support services is to be charged to the GEF project budget, the UNDP support services must be approved by the GEF Secretariat before CEO endorsement.

h. Other required studies

As detailed in the individual consultant TOR in Annex 2, and as further specified in the PPG phase work plan, and subsequent direction from the International PPG team leader.

Component B: Formulation of the UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes

Based on the technical studies and reviews undertaken under **Component A**, the UNDP-GEF Project Document will be developed (following the annotated UNDP-GEF Project Document available [here](#)), and the GEF CEO ER will be prepared. See additional guidance notes below.

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

The GEF PPG Team Leader will be responsible for the consolidation and finalization of all required materials.

a. Stakeholder Engagement Plan:

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

At a minimum, the Plan must include the following elements:

- Stakeholders who have been and will be engaged (based on stakeholder analysis), including potentially marginalized or disadvantaged groups/individuals (the ‘who’);
- Key stakeholder objectives and interests (the ‘why’);
- Steps and actions to achieve meaningful consultation and inclusive participation, including information dissemination and any special measures required to ensure inclusive participation of marginalized disadvantaged groups/individuals the dissemination of information (the ‘how’);
- Breadth and depth of stakeholder engagement throughout the project cycle, and decisions that need to be made through stakeholder engagement (the ‘what’);
- Timeline for engagement activities and how they will be sequenced, including information disclosure (the ‘when’);
- Indicators of stakeholder engagement and monitoring plan;
- Roles and responsibilities for ensuring effective stakeholder engagement through implementation of the Plan; and
- Resource requirements and associated budget.
- A project-level Grievance Redress Mechanism (GRM) will be described in the comprehensive Stakeholder Engagement Plan and established in the first year of project implementation. See the UNDP [guidance on GRM](#) and [sample TOR](#).
- A comprehensive Stakeholder Engagement Plan is required.

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

b. Gender Action Plan and Budget

The Gender Analysis conducted in **Component A**, along with relevant findings from the stakeholder analysis and background studies, will form the basis of a Gender Action Plan to guide gender mainstreaming during project implementation. The Gender Action Plan must include indicators, targets, timeframe, responsible party and budget which are linked to the project’s components/outputs, outcomes and activities. As part of the work of preparing the Gender Action Plan, indicators should be proposed for inclusion in the Results Framework to facilitate the monitoring of the proposed gender mainstreaming actions.

See guidance available [here](#).

c. Social and Environmental Standards: Screening and Management Measures

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

The ESMF will identify the required management plans that will be prepared during project implementation.

Based on the required targeted assessment(s), the relevant stand-alone management plan(s) will be prepared: A Gender Action Plan and a Comprehensive Stakeholder Engagement Plan (as outlined above).

The PPG phase will determine if a Livelihood Action Plan is required (for inclusion in the ESMP). Per the pre-SESP, all other risks can be managed through the design of the project. An effective grievance mechanism will be put in place to ensure that all issues and concerns will be reported, discussed and addressed.

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

d. GEF Core Indicators

The CEO endorsement-stage data for the relevant Core Indicators and sub-indicators will be prepared.

The completed [Core Indicators worksheet](#)—with both the original PIF-stage data and the CEO endorsement-stage data—will be annexed to the ProDoc.

The Core Indicators will be used in the project’s Results Framework, at the Objective level, where appropriate. See the [GEF policy and guidance](#).

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

e. Completion of the required official endorsement letters

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

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

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

f. Mandatory Annexes

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

- Project map and geospatial coordinates of project sites
- Multi Year Work Plan
- Monitoring and Evaluation Plan
- UNDP SESP and ESMF
- UNDP Risk Register
- Overview of Technical Consultancies
- GEF 7 Taxonomy
- Initial Project Team Procurement Plan and TORs for key Project Team staff
- List of people consulted during project development.

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

g. Project Management Arrangements

Based on the stakeholder analysis and consultations undertaken in **Component A** above, agreement(s) on project management and governance arrangements—including roles, responsibilities and accountabilities of lead and partner Agencies—will be secured early in the project development phase and will be fully detailed in the ProDoc. Standard text from the governance and management arrangement from the GEF-7 template should never be removed. All PIFs approved as of 1 March 2019 are subject to the new [GEF cancellation policy](#). This means that consultation with GEF SEC on execution support must be agreed to during the PPG phase.

h. Theory of Change

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

i. Results Framework

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

- Do not include outputs or activities in the results framework. Outputs and corresponding indicators can be included in the results section and/or in Annex to the project document.
- Prepare a maximum of 2-3 indicators for the Objective and each Outcome. Aim to keep the total number of indicators in the results framework (and that require annual reporting to the GEF) to 15-16.
- Give special attention to include gender-responsive outcomes, IP-responsive outcomes and other socio-economic benefits.
- Collect baseline data for each indicator using existing national sources when feasible.
- Disaggregate indicators by sex, including number of direct project beneficiaries.
- Set realistic mid-term targets and end-of-project targets that can be achieved by project closure.
- Summarize risks and assumptions, and sources of verification/data.

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

Component C: Validation Workshop and Report

A validation workshop will be held with relevant stakeholders to present, discuss and validate the project activities, and the final draft of the UNDP-GEF project document if possible. A validation workshop report will be prepared for projects with an overall safeguards risk rating of moderate or high.

Following the validation workshop, the final draft project document incorporating inputs from the validation workshop will be subject to the national validation process instituted by the National GEF Committee before the submission of the project document to GEF SEC through UNDP.

V. TOTAL BUDGET AND WORK PLAN FOR GEF PPG

Atlas Award ID:	00127658
Atlas Project/Output ID:	00121571
Award Title:	<i>Building institutional and local capacities to reduce wildlife crime and to enhance protection of iconic wildlife in Malaysia</i>
Project ID	00121571
Business Unit:	MYS10
Project Title:	<i>Building institutional and local capacities to reduce wildlife crime and to enhance protection of iconic wildlife in Malaysia</i>
PIMS number:	6458
Implementing Partner:	UNDP Malaysia

GEF Outcome/Atlas Activity	Responsible Party	Fund ID	Donor Name	Atlas Budget Account Code	ATLAS Budget Description	Year 1 (2020) Amount US\$	Year 2 (2021) Amount US\$	Total Budget Amount US\$	Budget Notes
Project preparation grant to finalize the UNDP-NCE project document for project <i>Building institutional and local capacities to reduce wildlife crime and to enhance protection of iconic wildlife in Malaysia</i>	UNDP	62000	GEF	71200	International Consultants	12,000	48,000	60,000	A
				71300	Local Consultants	18,000	72,000	90,000	B1-B4
				71600	Travel	5,000	25,000	30,000	C
				72500	Supplies	100	400	500	D
				74500	Miscellaneous Expenses	200	800	1,000	E
				75700	Trainings, workshops	5,500	13,000	18,500	F
PROJECT TOTAL						40,800	159,200	200,000	

Budget Note	Items	Total estimated person weeks	Budget US\$	Budget Note
A	International Project Development Specialist	14	60,000	Please see Annex 2 for key responsibilities and qualifications. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TORs (excluding National travel). The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payment terms
B1	National Wildlife Conservation and Management Specialist	12	36,000	

				around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract).
B2	National Community-Based Conservation and Tourism Development Specialist	10	20,000	
B3	National Geospatial Analyst	8	16,000	
B4	National Gender and Safeguards Specialist	9	18,000	
C	Travel	-	30,000	Local travel to project sites for IC and NC PPG team members (including field trips to Sabah and Sarawak)
D	Supplies	-	500	Supplies, stationary etc for consultations
E	Miscellaneous	-	1,000	Costs for translation etc.
F	Training, workshops, etc	-	18,500	Stakeholder workshops and consultation meetings with national, state and local stakeholders, and with targeted local communities in the project landscape.
TOTAL			200,000	

VI. GEF PPG IMPLEMENTATION SCHEDULE

PPG Activity	Month 1 JUN	Month 2 JUL	Month 3 AUG	Month 4 SEP	Month 5 OCT	Month 6 NOV	Month 7 DEC	Month 8 JAN	Month 9 FEB	Month 10 MAR	Month 11 APR	Month 12 MAY	Month 13 JUN	Month 14 JUL	Month 15 AUG	Month 16 SEP
PPG team recruitment																
PPG inception PPG work plan/ WG constituted																
Component A: Technical studies/ situation assessment/ baseline assessment																
PPG mission / landscape visits																
Component B: TOC/ project framework/ draft ProDoc sections/ working draft of ProDoc (and annexes) and GEF CEO ER																
Component C: Validation Workshop																
Delivery of outputs to RTA																
National validation process by National GEF Committee																
UNDP-GEF clearance processes																
GEF Secretariat submission deadline																
<i>GEF Secretariat review (indicative)</i>																

(NOTE: Following the submission to the GEF Secretariat the project proponent and the relevant consultants will finalize the Project Document after addressing the GEF Secretariat Comments, UNDP Headquarters, and the Regional Technical Advisor. Resources allocation for consultants and the PPG activities is inclusive of this period from Month 13th to Month 16th)

VII. MANDATORY ANNEXES

Annex 1: GEF CEO PPG Approval Letter



Naoko Ishii
CEO and Chairperson

July 20, 2020

Mr. Pradeep Kurukulasuriya
GEF Executive Coordinator
United Nations Development Programme
One United Nations Plaza
504 East 45th St, FF Bldg, 10th floor

Dear Mr. Kurukulasuriya :

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

Decision Sought:	Project Preparation Grant (PPG) Approval for FSP Child Project
GEFSEC ID:	10597
Agency(ies):	UNDP
Agency(ies) ID:	6458
Focal Area:	Biodiversity
Project Type:	FSP
Country(ies):	Malaysia
Name of Child Project:	Building Institutional and Local Capacities to Reduce Wildlife Crime and to Enhance Protection of Iconic Wildlife in Malaysia
Name of Program:	Global Wildlife Program
Program ID:	10200
Indicative Child Project Financing:	\$ 7,139,450
Indicative Agency Fee:	\$ 642,550
PPG:	\$ 200,000
PPG Fee:	\$ 18,000
Funding Source:	GEF Trust Fund

This PPG approval is based on the understanding that it is in conformity with GEF 7 Programming Directions and in line with GEF policies and procedures. Please ensure that: (i) the final child project document incorporates comments from the Secretariat, Council Members and STAP on the PFD that are relevant to the child project; and (ii) the final child project is endorsed/approved by the CEO on or before the program commitment deadline.

Sincerely,

for Naoko Ishii
Chief Executive Officer and Chairperson

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

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

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

Position, Type and Cost	Role, Deliverables and Qualifications
<p>Consultant 1: International Project Development Specialist (GEF PPG Team Leader)</p> <p>Type: IC</p> <p>Cost per person week: US\$4,285.70 (@USD 700/d professional fee and travel costs from home country@ 3 visits estimated @USD 11,000)</p> <p>Number of person weeks needed: 14 (70 days)</p>	<p>Role The International Project Development Specialist will be the GEF PPG Team Leader and will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and GEF CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the GEF PPG Team and coordinating the Team’s work.</p> <p>Responsibilities and Deliverables</p> <ol style="list-style-type: none"> 1) <u>Management of the GEF PPG Team</u> <ol style="list-style-type: none"> a. Define and submit a detailed methodology and work plan for the PPG phase in consultation with the other consultants with clear delegation of responsibilities for the International Consultant (IC) and National Consultants (NCs); b. Identify the explicit deliverables (including templates, formats and content) required from the individual national consultants, as described in the PPG phase work plan; c. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; d. Verify and ensure that all project components are technically sound and cost effective; and e. Report on PPG progress to the PPG Working Group (WG). 2) <u>Preparatory Technical Studies and Reviews (Component A):</u> With inputs from the national consultants, as detailed in their respective TORs: <ol style="list-style-type: none"> a. Ensure project development is fully aligned with the Global Wildlife Program, which this project falls under; b. Collate and present information on the baseline/situational analysis for the full-size project (FSP). This will include a precise definition of the baseline project(s), activities, budgets, goals and co-financing links to GEF outcomes in order to make the incremental argument for GEF investment; c. Oversee the stakeholder analysis and consultations (including consultations with the private sector, NGOs and CBOs) to ensure that they are complete and comprehensive; d. Ensure the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project’s strategy, theory of change and results framework; e. Ensure that action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the CN stage (“pre-screening”) are fully implemented during the PPG, and that the SESP is updated as required; f. Oversee the identification and mapping of the targeted project sites by the national consultants and the government partner agencies; g. Oversee and guide the further development of project outputs and description of project activities to ensure that they will contribute to the project objective, align with GEF and national priorities, are cost-effective and match the enabling institutional capacities;

	<ul style="list-style-type: none"> h. Ensure the design of appropriate project knowledge management processes, ensuring appropriate linkages to existing mechanisms and knowledge sharing platforms; i. Oversee the identification of opportunities for private sector engagement and co-financing; j. Facilitate discussions on management arrangement early in the PPG process; k. Oversee the consultations with project partners regarding financial planning; and l. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs. <p>3) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)</u>: With inputs from the national consultants, as detailed in their respective TORs, and based on international best practice:</p> <ul style="list-style-type: none"> a. Develop, present and articulate the project's 'Theory of Change'; b. Develop and present the 'Results Framework' in line with UNDP-NCE policy; c. Develop a detailed 'Monitoring and Evaluation Plan and Budget'; d. Oversee and ensure the preparation of a comprehensive 'Stakeholder Engagement Plan'; e. Oversee and ensure the preparation of a 'Gender Action Plan and Budget'; f. Oversee and ensure the updating of the SESP based on assessments undertaken during Component A, and oversee the development of required environmental and/or social management plan(s) as required; g. Oversee the preparation of the required GEF tracking tools (METT) and GEF Core Indicators and ensure these are supported by robust and validated data; h. Prepare the indicative procurement plan (with UNDP Malaysia and Implementing Partner's support); i. Secure and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-NCE guidance on UNDP execution support; and j. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the templates.¹ <p>4) <u>Validation Workshop (Component C)</u>:</p> <ul style="list-style-type: none"> a. Lead the validation workshop to present, discuss and validate the final draft ProDoc (including the mandatory and project-specific annexes); b. Oversee all necessary revisions that arise during the workshop; and c. Ensure completion of Validation Workshop Report. <p>5) <u>Final Deliverables</u>:</p> <ul style="list-style-type: none"> a. Consolidation of all technical and consultation inputs and comments (including from national stakeholders, UNDP, GWP Program Steering Committee, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-NCE ProDoc template and annotated guidance; b. Completion of the GEF CEO Endorsement Request; c. Finalized SESP (and any stand-alone management plans, as required); d. All documentation from GEF PPG (including technical reports, meeting minutes, etc.); and e. Validation Workshop Report.
--	--

¹ Please verify with the UNDP-NCE team that the correct templates are being used.

	<p>Qualifications</p> <ul style="list-style-type: none"> ▪ Master’s degree or higher in a relevant wildlife-based management field, such as Wildlife Management, Conservation Science, Zoology, Ecology or Nature Conservation; ▪ Extensive operational experience in wildlife management and conservation, with complementary experience in IWT and community-based conservation and tourism; ▪ Minimum 10 years of demonstrable experience in preparing high quality project documents, particularly for UNDP and GEF projects; ▪ Excellent written and oral communication skills in English; ▪ Demonstrated understanding of the GEF policies and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and results-based management approaches; and ▪ Experience working in Asia on related conservation initiatives highly desired.
<p>Consultant 2: National Wildlife Conservation and Management Specialist (national PPG team leader)</p> <p>Type: NC</p> <p>Cost per person-week: US\$3,000 (@USD 600/d professional fee excl. travel costs to project sites and DSA costs)</p> <p>Number of person-weeks needed: 12 (60 days)</p>	<p>Role The National wildlife Conservation and Management Specialist will fulfil the <i>de facto</i> role as national team project leader and will act as the national counterpart for the International Project Development Specialist. He/she will be responsible for leading the consultative development of the following outputs: Output 1.1, 1.2 and 1.3 of Component 1; Output 2.1, 2.2 and 2.3 of Component 2; Output 3.1 of Component 3; and Output 4.1 and 4.2 of Component 4.</p> <p>Responsibilities and Deliverables</p> <p>1) <u>Management of the PPG team:</u></p> <ol style="list-style-type: none"> a. Support the PPG team leader in consultatively developing the detailed PPG work plan; b. Act as the primary contact point for the national PPG consulting team; c. With direct support from the geospatial specialist, collate and standardise the maps prepared by government agencies for incorporation into the project documentation; and d. Support the PPG team leader in verifying and ensuring that all project outputs are technically sound and cost effective. <p>2) <u>Preparatory Technical Studies and Reviews (Component A):</u> Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:</p> <ol style="list-style-type: none"> a. Prepare inputs for the description of the project ‘Development Challenge’ and ‘Strategy’ (including species and conservation status profiles, legislative and institutional framework, threats, problems, barriers, baseline investments), focusing on the conservation of tiger, orangutan and banteng populations in Malaysia; b. Contribute to the development of the project’s ‘Theory of Change’; c. Consultatively develop a description of outputs 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1, 4.1 and 4.2 - including a description of the problem to be addressed, proposed activities to be funded from GEF grant, proposed implementation modalities for activities, partnership arrangements with complementary initiatives and proposed GEF budget for each output; d. Prepare inputs into the development of the ‘Project Results Framework’ and project ‘Monitoring Plan’, including proposing the project core indicators and targets and outcome indicators and targets for components 1, 2, 3 and 4;

	<ul style="list-style-type: none"> e. Assist UNDP CO in Malaysia and the PPG team leader in appraising and formulating the most appropriate project implementation and execution modality; f. Assist the PPG team leader in the preparation of the project's 'Total Budget and Work Plan' and 'Multi-Year Work Plan'; g. Assist the PPG team leader in describing the TORs of the 'Technical Consultancies' for the project implementation phase; h. Complete the baseline METT's for the project-targeted protected areas; and i. Support the preparation of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader. <p>3) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):</u></p> <ul style="list-style-type: none"> a. Provide relevant inputs for the ProDoc and GEF CEO ER, as requested by the PPG Team Leader; and b. Review and comment on iterative drafts of the project documentation prepared by the Project Team Leader. <p>4) <u>Validation Workshop (Component C):</u></p> <ul style="list-style-type: none"> a. Contribute to the validation workshop; and b. Support all necessary revisions that arise during the workshop, as appropriate. <p>5) <u>Final Deliverables:</u></p> <ul style="list-style-type: none"> a. Support the Team Leader in gathering all technical and consultation inputs from national and local stakeholders; b. Assist, as required, with completion of the UNDP-GEF ProDoc and GEF CEO Approval Request. Including the description of outputs 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1, 4.1 and 4.2; c. Review of national and sub-national policy and legislative frameworks, identifying gaps and barriers to addressing gaps and recommendations on project activities to strengthen the policy, legal and regulatory framework; d. Institutional capacity assessment and recommendations for capacity development interventions to be implemented during the project (i.e. institutional capacity development to combat wildlife crime and conservation of tiger, orangutan and banteng and recommendations for the sustainability of capacity development interventions); e. Concrete guidance on measures already identified in the CN to address barriers and expand on this preliminary analysis by providing suggestions of additional actions that should be implemented and a set of concrete targets and project indicators; f. Inputs to institutional arrangements for project implementation; g. Inputs to communications strategy, including internal knowledge management and external communication plans; h. Inputs to indicators and targets for the results framework; i. Completed METTs (GEF-7 Biodiversity Protected Area tracking tools). j. In summary, all technical reports, technical inputs and mandatory annexures for the final project documentation, as explicitly identified in the project PPG work plan. <p>Qualifications</p>
--	--

	<ul style="list-style-type: none"> ▪ Master’s degree or higher in a relevant field, such as Zoology, Conservation Biology, Veterinary Science (wildlife) or Nature Conservation; ▪ Minimum 10 years of demonstrable experience in the technical area of wildlife conservation and management; ▪ Knowledge and/or good understanding of combating poaching or wildlife crime; ▪ Demonstrated understanding of political, legal and institutional context and priorities for wildlife species conservation and management in Malaysia; ▪ Experience working with UNDP and/or on GEF projects an advantage; and ▪ Excellent written and oral communication skills in English and fluency in Malay.
<p>Consultant 3: National Community-Based Conservation and Tourism Development Specialist</p> <p>Type: NC</p> <p>Cost per person week: US\$2,000 (@USD 400/d, professional fee excl. travel costs to project sites and DSA costs)</p> <p>Number of person weeks needed: 10 weeks (50 days)</p>	<p>Role The National Community-Based Conservation and Tourism Development specialist will assess the feasibility of the proposed community-based conservation and tourism interventions proposed in Sabah and Sarawak. Using the outcomes of this feasibility assessment, he/she will be directly responsible for leading the consultative development of the following outputs: Output 3.2 of Component 3; and Output 4.3 of Component 4 and under the guidance of the Team Leader, will be will co-responsible for the consultative development of output 1.4.</p> <p>Responsibilities and Deliverables</p> <p><u>1) Preparatory Technical Studies and Reviews (Component A):</u> Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:</p> <ol style="list-style-type: none"> a. Prepare inputs for the description of the ‘Project Development Challenge’ and ‘Strategy’ (including profile of community conservation, legislative and institutional framework, threats, problems, barriers and baseline investments), focusing on community-based conservation and tourism in Malaysia; b. Contribute to the development of the project’s ‘Theory of Change’; c. Assess the assess the feasibility of the proposed community-based conservation and tourism interventions proposed in Sabah and Sarawak; d. Based on the outcomes of the feasibility assessment, consultatively develop a description of outputs 3.2 and 4.3 and, under the guidance of the team leader, contribute to the development of the description of output 1.4 - including a description of the problem to be addressed, proposed activities to be funded from GEF grant, proposed implementation modalities for activities, partnership arrangements with complementary initiatives and proposed GEF budget for each output; e. Prepare inputs into the development of the ‘Project Results Framework’ and project ‘Monitoring Plan’, including proposing the project outcome indicators and targets for components 3 and 4 and output 1.4; f. Assist the PPG team leader in the preparation of the project’s ‘Total Budget and Work Plan’ and ‘Multi-Year Work Plan’; g. Assist the PPG team leader in describing the TORs of the relevant ‘Technical Consultancies’ for the project implementation phase; and h. Support the preparation of any additional studies that are needed for the preparation of the PRODOC and all other final outputs, as guided by the PPG Team Leader. <p><u>2) Formulation of the PRODOC, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):</u></p> <ol style="list-style-type: none"> a. Provide relevant inputs for the PRODOC and GEF CEO ER, as requested by the PPG Team Leader; and

	<p>b. Review and comment on iterative drafts of the project documentation prepared by the Project Team Leader.</p> <p>3) <u>Validation Workshop (Component C):</u></p> <p>a. Contribute to the validation workshop; and</p> <p>b. Support all necessary revisions that arise during the workshop, as appropriate.</p> <p>4) <u>Final Deliverables:</u></p> <p>a. Support the Team Leader in gathering all technical and consultation inputs from national and local stakeholders (i.e. local communities and IPs);</p> <p>b. Assist, as required, with completion of the UNDP-GEF ProDoc and GEF CEO Approval Request. Including the description of outputs 1.4, 3.2 and 4.3 and support with other sections as required;</p> <p>c. Report on scoping study for establishment of community- based conservation and nature-based tourism projects initiatives in the project landscapes, including a survey of willingness of local stakeholders and eco-tourism operators to participate in such initiatives;</p> <p>d. Project landscape profile (Annex 14 of the UNDP ProDoc template);</p> <p>e. Inputs on measures already identified in the CN to address barriers and expand on this preliminary analysis by providing suggestions of additional actions that should be implemented and a set of concrete targets and project indicators;</p> <p>f. Inputs on communications strategy, including internal knowledge management and external communication plans;</p> <p>g. Inputs on indicators and targets for the results framework related to community conservation and Tourism initiatives;</p> <p>h. In summary, all technical reports, technical inputs and mandatory annexures for the final project documentation, as explicitly identified in the project PPG work plan.</p> <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Advanced university degree in a relevant field, such as Community Based Natural Resource Management, Nature Conservation, Tourism or Rural and Community Development; ▪ Minimum of 10 years of demonstrated relevant professional experience in the development of rural communities, with relevant experience in nature-based tourism and community based natural resource management; ▪ Demonstrated understanding of political, legal and institutional context for community based natural resource management in Malaysia; ▪ Experience working with UNDP and/or on GEF projects an advantage; and ▪ Excellent written and oral communication skills in English and fluency in Malay.
<p><u>Consultant 4:</u> National Geospatial Analyst</p> <p><u>Type: NC</u></p> <p>Cost per person-week: \$2,000 (@USD 400/d,</p>	<p>Role</p> <p>The National Geospatial specialist will assess the geospatial or GIS data, maps and/or images for project site mapping, geo-coding and profiling. He/she will be directly responsible for providing geospatial information to the development of the following outputs: Outputs under Components 2, 3 and 4 and for the preparation of the project’s landscape profile.</p> <p>Responsibilities and Deliverables</p>

<p>professional fee excl. travel costs to project sites and DSA costs)</p> <p>Number of person-weeks needed: 8 (40 days)</p>	<p>1) <u>Preparatory Technical Studies and Reviews</u>: Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:</p> <ol style="list-style-type: none"> a. Liaise with federal, Sabah and Sarawak governments to acquire and pre-process parcel boundaries within the GWP Malaysia project boundary and source spatial data for land use, administrative, forests and other relevant maps. b. Conduct spatial analysis of various spatial layers to aid the team's understanding of the landscape and feed into the formation of project documents; c. Record sources of spatial data (i.e. metadata) used for analysis; d. Overlay different layers of information such as administrative districts, land use, settlements, target groups, etc. with National PPG team leader using GIS; e. Generate landscape maps for project sites in Peninsular Malaysia, Sabah and Sarawak as baseline and inputs to the design of project interventions. These maps should strictly conform to UN Cartographic Unit requirements. <p>2) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes</u>:</p> <ol style="list-style-type: none"> a. Develop the project landscape profile (Annex 14 of the UNDP ProDoc template); b. Prepare other inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader. <p>3) <u>Validation Workshop</u>:</p> <ol style="list-style-type: none"> a. Contribute to the validation workshop; and b. Support all necessary revisions that arise during the workshop, as appropriate. <p>4) <u>Final Deliverables</u>:</p> <ol style="list-style-type: none"> a. GIS analysis reports and maps fully compliant with the UN Cartographic Unit requirements b. Develop the project landscape profile (Annex 14 of the UNDP ProDoc template); c. Additional technical inputs for the final project documentation, as required and agreed with the team leader <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Bachelor’s degree in a relevant field, such as geography, GIS systems, urban & regional planning, environmental studies or other related fields. ▪ Minimum 3 years of experience in GIS mapping and interpretation of remote sensing imagery ▪ Prior experience with digitally mapping sites suitable for forests, protected areas, community forest management, and wildlife management, is desired. ▪ Fluency in written and spoken English and Bahasa Malaysia.
<p>Consultant 5: National Gender and Safeguard Specialist</p> <p>Type: NC</p> <p>Cost per person-week: \$2,000</p>	<p>Role</p> <p>The National Gender and Safeguards Specialist will develop the mandatory project Annexes related to application of social and environmental safeguards and support adherence of project development to UNDP’s SESP and specific requirements, as appropriate. The consultant will be a gender and social inclusion expert with experience in-depth gender analysis and local community engagement.</p> <p>Responsibilities and Deliverables</p>

<p>(@USD 400/d, professional fee excl. travel costs to project sites and DSA costs)</p> <p>Number of person-weeks needed: 9 (45 days)</p>	<ol style="list-style-type: none"> 1) <u>Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:</u> <ol style="list-style-type: none"> a. Review the SESP pre-screening of the PIF; complete the UNDP Social and Environmental Screening Procedure (SESP), and support the detailed assessment of all project risks including consultations with local stakeholders; b. Assess presence of Indigenous Peoples/ethnic minorities within project landscapes and their interests. If present, assess potential impacts of the project on rights and interests, lands, territories, resources, and traditional livelihoods and determine when FPIC applies in accordance with national contexts and preferences. Carry out consultations with communities at demonstration landscape to assess level of understanding and capacity to give consent, and to identify community preferences for FPIC process. Based on these assessments, and if relevant, integrate relevant matters as needed including FPIC into project design and into the comprehensive Stakeholder Engagement Plan; c. Prepare the gender analysis and action plan and work closely with the GEF PPG Team Leader to ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework; d. Advise on gender responsive stakeholder analysis and consultations and ensure that they are complete and comprehensive; and e. Support the completion of any additional studies that are determined to be needed for the preparation of the PRODOC and all other final outputs as guided by the PPG Team Leader. 2) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):</u> <ol style="list-style-type: none"> a. Complete the SESP, based on assessments undertaken during Component A and detailed development of project interventions, and identify management measures to mitigate risks to be incorporated into the ProDoc; a. Prepare the Environmental and Social Management Framework (ESMF) in line with UNDP's Guidance Note on Assessment and Management; b. Prepare the Gender Action Plan, with appropriate budget and identification of appropriate project interventions to ensure gender mainstreaming including at project demonstration sites; c. Prepare a comprehensive stakeholder engagement plan to ensure it is Socially Inclusive and Gender Responsive; d. Using the findings from the gender analysis, provide inputs to the project's results framework and theory of change; ensure gender considerations are integrated into the project's theory of change; e. Support the agreements on project management arrangements and ensure that gender and safeguards are adequately incorporated into these arrangements. 3) <u>Validation Workshop (Component C):</u> <ol style="list-style-type: none"> a. Contribute to the validation workshop; and b. Support all necessary revisions that arise during the workshop, as appropriate. 4) <u>Final Deliverables:</u> <ol style="list-style-type: none"> a. Finalized Social and Environmental Screening (SESP) b. Environmental and Social Management Framework (ESMF) c. Documentation of consultations with communities/IPs towards securing Free Prior and Informed Consent (FPIC) d. Gender Analysis and Gender Mainstreaming Plan
--	--

	<p>e. Comprehensive Stakeholder Engagement Plan including on gender-responsive consultation and consultations with local communities and any Indigenous Peoples or Ethnic Minorities present within the demonstration landscape; and</p> <p>f. Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader.</p> <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Master’s degree or higher in a relevant field, such as gender studies, gender and development, women and environment, or women and sustainable development; ▪ Minimum 7 years of demonstrable experience in the technical area of gender mainstreaming, community development, and social and environmental safeguards risk assessment and mitigation; ▪ Experience carrying out participatory gender analysis; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans; ▪ Prior experience in the safeguard’s assessments and processes of international organizations and donors, such as World Bank, UNDP, etc; ▪ Demonstrated understanding of the links between sustainable development, social and gender issues; ▪ Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations; ▪ Demonstrated experience in carrying out consultations with Indigenous Peoples, FPIC, protection of cultural heritage, and/or community engagement is highly desired; ▪ Experience with project development and results-based management methodologies is highly desired; ▪ Excellent analytical, writing, advocacy, presentation, and communications skills are required; and ▪ Excellent written and oral communication skills in English and fluency in Malay.
--	---