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Initiation Plan / GEF PPG

Project Title: Biodiversity protection through the Effective Management of the National Network of Protected Areas

Country: Union of Comoros

UNDP Country Programme Output: The people, in particular the most vulnerable, implement sustainable and innovative economic activities, which are inclusive, diversified and generate both income and decent employment.

Gender Marker rating: 2 (the project promotes gender equality in a significant and consistent way)

SESP Pre-Screening Categorization: MEDIUM risk

Atlas Project ID (formerly Award ID): 00123692 Atlas Output ID (formerly Project ID): 00118894 UNDP PIMS ID: 6257 GEF PMIS ID: 10351 Management Arrangement: DIM Start date: December 2019 End date: December 2020	<table border="1"> <tr> <td>Total budget:</td> <td>US\$ 130,000</td> </tr> <tr> <td>Allocated resources:</td> <td></td> </tr> <tr> <td> GEF</td> <td>US\$ 100,000</td> </tr> <tr> <td> UNDP</td> <td>US\$ 30,000</td> </tr> </table>	Total budget:	US\$ 130,000	Allocated resources:		GEF	US\$ 100,000	UNDP	US\$ 30,000
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AGREED BY

Ms. Fenella FROST Resident Representative UNDP Comoros Country Office	 	20/1/2020
NAME OF UNDP RESIDENT REPRESENTATIVE		

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1) 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: *Biodiversity protection through the Effective Management of the National Network of Protected Areas*. As described in the project concept (PIF), this project aims to *conserve terrestrial and marine biodiversity by strengthening management of the Union of Comoros's newly created Protected Areas Network through effective co-management with communities for sustainable development*. The project components include:

1. Strengthening political, legal and institutional frameworks and capacity for effective management of the national Protected Areas Network (PAN)
2. Strengthening capacity to improve management and co-management of the national PAN at site level
3. Improved community livelihoods within National Protected Areas Network
4. Knowledge management, monitoring and evaluation, and gender empowerment

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

- GEF Council approved PIF;
- SESP pre-screening (of PIF);
- Comments from GEF Secretariat, Council, STAP;
- Annotated UNDP-GEF Project Document Template and associated guidance included therein;
- GEF CEO Endorsement Request Templates and associated guidance included therein;
- GEF-7 versions¹ of the appropriate UNDP and GEF Tracking Tool templates and related guidance;
- 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 expected outputs of the GEF PPG are:

- UNDP-GEF Project Document (ProDoc), using the latest standard template;
- Mandatory annexes to the ProDoc, including gender analysis and action plan, and stakeholder engagement plan, among others, and project-specific annexes;
- GEF CEO Endorsement Request and all mandatory annexes;
- Validation Workshop report.

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

Table 1: Key Dates for the GEF PPG:

Milestone	Date	Notes
Internal submission date for UNDP-GEF review and clearance	17 October 2020	Within 10 months of PIF approval for FSPs. Date to be confirmed with RTA during PPG. Date for RTA clearance will be prior

¹ There is a new METT for GEF-7 issued on August 2018. More information at this link: <https://www.thegef.org/documents/tracking-tools-results-frameworks>

		to this date and needs to be confirmed with the RTA.
CEO Endorsement Submission Deadline after which the project will be cancelled.	17 December 2020	First submission must be within 12 months of PIF approval for FSPs. Failure to submit a ProDoc and CEO ER to the GEF Secretariat 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.	17 June 2021	Endorsement must be within 18 months of PIF approval for FSPs and 12 months for MSPs. If the project has not been CEO endorsed by this date, then it will be automatically cancelled by the GEF Secretariat.

Management Arrangements

The UNDP Country Office in Comoros will lead the project development process and manage the GEF PPG budget in full consultation with the UNDP-GEF Regional Technical Advisor. The GEF PPG Atlas budget is presented in *Section IV: Total Budget and Work Plan*.

A PPG phase Working Group will be established in accordance with Government of the Union of Comoros' standard procedures, to guide the GEF PPG team, and review and endorse the GEF PPG deliverables. The Working Group is responsible for ensuring that the deliverables outlined in this GEF PPG are completed on time and in line with UNDP and GEF requirements. The UNDP Environmental Focal Point will co-chair the Working Group with the Directorate General of Environment and Forests (DGEF-Ministry of Environment, Agriculture and Fisheries; Government Implementing Partner). Additional members of the Working Group will include individual Island Authorities, Comoros National Parks, NGOs operating in and adjacent to the Protected Areas, Local Community Governance structures and specialised technical experts.

The GEF PPG team will be composed of the following:

1. International GEF Project Development Specialist (GEF PPG Team Leader)
2. National Biodiversity & Protected Areas Expert (Lead National Consultant)
3. National Policy, Legal & Institutional Frameworks Expert
4. National Communities, Livelihoods and Value Chains Expert
5. National Stakeholder Engagement and Gender Mainstreaming Expert

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

2) STAKEHOLDER ENGAGEMENT, PUBLIC DISCLOSURE AND OTHER REQUIREMENTS

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

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

If the fully designed project has an overall Social and Environment Screening Procedure (SESP) categorization of moderate or high, then the following disclosure requirements apply:

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

See the SES Supplemental Guidance on Disclosure for more information.

3) GEF PPG ACTIVITIES

Component A: Preparatory Technical Studies & Reviews

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

a. Desktop and field-based studies and data collection

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

- Development challenge and strategy (including threats, problems and barrier assessment);
- Review of national policy and legislative frameworks;
- Problem and solution trees developed in consultation with project stakeholders, for a robust Theory of Change, (to be prepared in **Component B**, see below); Results Framework and solid M&E plan;
- Review of relevant past and ongoing projects for lessons learned, including project evaluations; and
- Any other analyses required to address all comments on the PIF received from GEF Secretariat, GEF Council members and STAP.

b. Gender Analysis

A gender analysis will be prepared to consider fully 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 PIF design phase determined the overall risk categorization of this project as Medium and highlighted potential safeguard risks to be further assessed during the PPG phase.

At a minimum, the following will be prepared during the PPG to meet SES requirements revealed in this pre-screening:

- Environment and Social Management Framework (ESMF)
- Stakeholder analysis and comprehensive Stakeholder Engagement Plan
- Community Livelihoods Plan
- Gender analysis and Gender Action Plan

The ESMF will be prepared to ensure that the required assessments are carried out during the first phase of project implementation. 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.

d. Identification of project sites

Based on the above reviews, and through consultation with stakeholders, the targeted project demonstration sites will be identified and detailed, ensuring that geo-referencing is clearly presented for all targeted project areas and surrounding landscapes. This should include providing geographic coordinates, maps and shape files for inclusion in the ProDoc. The following sites have been identified at the PIF stage as target geographies: Moheli National Park (NP); Mont Ntringui NP and Shisiwani Marine Park on Anjouan; and Mitsamiouli-Ndroudé NP, Coelacanth Marine Park and Karthala NP on Grande Comore. 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 support significantly the costs associated with project execution (i.e. PMC).

f. Stakeholder analysis

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

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

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

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

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

- For all potential Implementing Partners, carry out capacity assessments to assess their capacity to implement the project and assess all related risks. This must include HACT and PCAT assessments.

- Discuss the level of co-financing the Government and Implementing Partner are able to commit to this project. As per GEF Policy, the GEF is seeking high co-financing to GEF grant ratios and expects the Government to significantly support the costs associated with project execution (i.e. PMC) for this project.
- Based on these assessments, select and confirm the Implementing Partner for the project in consultations with all relevant stakeholders. The selected Implementing Partner must express willingness to serve as the Implementing Partner for the Project and the concerned government must agree to use the selected Implementing Partner for the Project. (Please see UNDP's Policy on Selecting Implementing Partners).
- If the Implementing Partner does not have full capacity to execute the project, and execution support is likely to be needed, discuss with the UNDP Resident Representative whether the choice of Implementing Partner is the correct choice. If not, select another Implementing Partner, if possible.
 - If that is not an option, explore alternative options for the provision of execution support via Responsible Parties (see UNDP Policy on Selecting Responsible Parties) Discuss with the Implementing Partner the role of the responsible parties in project execution, and the execution support these parties could provide.

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

h. Other required studies

As detailed in the individual consultant TOR in Annex 2, and as further specified in the PPG work plan, and subsequent direction from the PPG Team Leader during the course of the PPG period, the following technical studies and reviews will be carried out (see Table 2), building on the PIF and the comments received from the GEF Secretariat and the STAP.

Table 2: Component A - Overview of tasks and responsibilities

Description	UNDP CO	UNDP-GEF RTA	BD/PA & PPG Lead	Communities, Livelihoods & Value Chains	BD/PA	Policy, Legal & Institutional	Stakeholder Engagement & Gender
<ul style="list-style-type: none"> Open a dialogue with STAP regarding the technical and/or scientific issues raised. Regular exchanges between the UNDP Country Office, UNDP-GEF RTA, Government partners and further stakeholders on the development and finalization of the ProDoc and GEF CEO Endorsement Request package. PPG inception: <ul style="list-style-type: none"> At the onset of the PPG, bring together the leading stakeholders from government, partners and UNDP (country office and RTA), as well as the team of PPG consultants to agree on process and roles and quality assurance; depending on timelines and availability, this may involve participants participating online Prepare PPG methodology and work plan in consultation with the CO and PPG team members with delegation of responsibilities for the international lead Consultant (IC) and National Consultants (NCs). Stakeholder analysis and engagement: <ul style="list-style-type: none"> Building on the information available in the PIF, further elaborate the analysis of relevant stakeholders and define their roles in contribution to the project; to respond to requests from GEF SEC and Council, explore avenues and define strategies to ensure involvement of key stakeholders, including those not mentioned in the PIF. Identify other relevant existing and planned initiatives, possibly negotiating partnerships to align activities and build synergies, and reflecting this in the project strategy. Determine which institutions/NGOs/individuals could yield the highest leverage for strengthening the management of terrestrial/marine/coastal biodiversity in Comoros, and define entry points for their active engagement. To secure strong in-country ownership, engage and sensitise key Government authorities, local communities and stakeholders about the project and ensure their full participation and agreement in the development of the project strategy and design. Desktop and field-based studies and data collection to elaborate further the situation analysis and project interventions (building on the PIF), while ensuring to address comments and requests received from the GEF STAP and Council. This will include <i>inter alia</i>: 	Lead on site	Lead Join remotely	International Support Lead on site or remotely	National Join on site	National Join on site	National Join on site	National Join on site
	Lead on site	Join on site or remotely	Lead on site	Join on site	Join on site	Join on site	Join on site
	Support	Support	Lead	Support	Support	Support	Support
	Lead	Support	Lead	Support	Support	Support	Lead on stakeholder engagement
	Lead	Support	Lead	Lead on Community Livelihoods & Value Chains	Lead on biodiversity	Lead on Policy, legislation and institutional frameworks	Support
	Lead	Support	Lead	Support	Lead	Support	Support
	Lead	Support	Lead	Support	Lead	Lead	Lead

Description	UNDP CO	UNDP-GEF RTA	BD/PA & PPG Lead	Communities, Livelihoods & Value Chains	BD/PA	Policy, Legal & Institutional	Stakeholder Engagement & Gender
<ul style="list-style-type: none"> o Research to update the baseline investment of the government and its partners as outlined in the PIF in relation to the issues to be addressed by the project, to help determine the incrementality of the GEF intervention, including detailed assessment of on-going relevant Projects and programmes. 	Support		Lead	Support	Lead	Support	Support
<ul style="list-style-type: none"> o Enhance/update background information and baseline conditions regarding: i) marine and coastal ecosystems (recent statistics and satellite data on coral reefs, seagrass and mangrove cover, considering recent degradation trends), benthic (benthic cover) and fish data (abundance and size); ii) the existing PA landscape and any plans for PAs/KBA expansion; iii) population data for key species at pilot sites; iv) current socio-economic situation at pilot sites and options for improved livelihoods; and v) livelihoods and value chain analysis of select species. 	Support		Lead	Lead	Lead		
<ul style="list-style-type: none"> o International benchmarking of adequacy, incrementality and cost-effectiveness of the project's interventions. 		Support	Lead	Lead	Support	Support	Support
<ul style="list-style-type: none"> o Review of relevant national and sector development plans, policies and budgets to respond to and align project interventions with government goals and priorities. 	Support		Lead	Lead	Support	Support	Support
<ul style="list-style-type: none"> o Assessment of institutional/technical/operational/individual capacity and capacity development needs for key stakeholder groups on marine and coastal biodiversity management, as well as sustainable PA management, focusing primarily on DGEF, Comoros National Parks and Island Authorities. 	Support		Lead	Support	Lead on BD	Lead on Legal & Institutions	Support
<ul style="list-style-type: none"> o Benchmark administrative and financial institutional design options to propose best practices, conduct an analysis of the regulatory requirements for PA and buffer-zone institutions, and how best to institutionalize these functions within MEAF. 							
<ul style="list-style-type: none"> o Assess how the legal framework should link with regional and traditional governance structures and any taboos/customs on resource use; regulatory goals should establish indicators for key performance areas – biodiversity status and protection, tourism and income, infrastructure and equipment, sustainable communities and community-based natural resource management. 	Support		Lead	Support	Lead	Support	Support
<ul style="list-style-type: none"> o Assess the functioning of the existing structures (institutions, mandates) for managing protected areas, and propose recommendations on how to achieve more effective and accountable PA governance systems to achieve global environmental benefits, taking considerable care in matching the aspirations of communities at PA sites to sustainable revenue potential. 							

Description	UNDP CO	UNDP-GEF RTA	BD/PA & PPG Lead	Communities, Livelihoods & Value Chains	BD/PA	Policy, Legal & Institutional	Stakeholder Engagement & Gender
<ul style="list-style-type: none"> Review existing financial resources, financing arrangements and mechanisms for PA management. Assess the extent to which insufficient capacity is the primary barrier to biodiversity conservation, versus political will and incentive. Determine whether valuation of biodiversity and improved frameworks will be sufficient to incentivise authorities, private sector and other stakeholders to change their practices; defining and justifying any valuation methods/models to be used. Collect any additional data and information required to support the establishment, gazetting and operationalisation of PAs. Conduct a preliminary study to inform a national communications strategy and public awareness program on biodiversity value. Identify existing actions aimed at on-site (community-based) biodiversity conservation activities; extract lessons-learned and good practices for replication or upscaling. Carry out cost-benefit analysis to achieve desired objectives related increasing tourism and revenue-generation potential. Assess potential co-financing from Government and other partners (e.g. private sector, research institutes, donors). Explore opportunities to capitalize and enhance the financial sustainability and operationalization of the Comoros Environment Fund. Any further research and data collection required to confirm or define objective-level and outcome-level indicators, baseline values and end-of-project targets; this will include: management effectiveness in the targeted PAs; capacity scores for PA management; suitable (proxy) indicator species and threat reduction; and baseline PA system financing levels and gaps. Conduct a pre-assessment of the status of endangered and endemic species, and define prioritised actions for their protection. Conduct a socio-economic and socio-cultural survey as well as an assessment of environmental sustainability and local biodiversity-loss drivers in buffer zone communities; assess the assumption made by Component 3 that agricultural / subsistence activities are the principal drivers of biodiversity decline, and therefore must be mitigated. Identify role of communities in PA co-management at the pilot sites and willingness to participate in alternative income-generating activities 	Support		International Lead	National Support	National Support	National Support	National
	Lead		Lead	Support	Support	Lead	
			Lead		Lead	Support	
			Lead	Support	Support		
			Lead	Support	Lead	Support	Support
	Support		Lead	Support	Lead	Support	
			Lead on PA finance	Support	Lead on METT and species	Support	Support
			Lead		Lead		
			Lead	Lead	Lead	Support	Support

Description	UNDP CO	UNDP-GEF RTA	BD/PA & PPG Lead		Communities, Livelihoods & Value Chains		BD/PA		Policy, Legal & Institutional		Stakeholder Engagement & Gender	
			International	National	National	National	National	National	National	National		
<ul style="list-style-type: none"> o Review national and sector development plans, policies and budgets; research and data collection for the definition of the baseline situation regarding natural resource use and value chain development. o Conduct a capacity development needs assessment and capacity development plan regarding sustainable livelihoods and value chain options. o Assess and define suitable work natural resource use and livelihoods to be provided by the project. o Develop a strategy for value chain/market engagement and potential buyer partnerships, commitments and co-financing. o Assess and define suitable work on livelihoods to be provided by the project (including ecotourism). 			International	National	National	National	National	National	National	National	National	National
<p>Project site selection</p> <ul style="list-style-type: none"> • Identification of targeted project sites within PAs, prioritising EBSAs, KBAs and Critical Conservation Zones, will be based on the above reviews, and through consultation with stakeholders. 	Support		Lead	Lead	Lead	Lead	Support	Support	Support	Support	Support	Support
<p>Mainstreaming elements</p> <p>Environmental and Social Safeguard Assessments. The social and environmental safeguards pre-screening (pre-SESP) prepared during the PIF design phase determined the overall risk categorization of this project as MODERATE and highlighted potential safeguard risks to be assessed further during the PPG phase. The purpose of these assessments is to identify ways to avoid negative environmental and social impacts where possible (e.g., through site selection). If risk avoidance is not possible, then mitigation and management measures must be identified, in line with the UNDP Social and Environmental Standards (see section B-f below). During PPG, the SESP screening will be revised based on further assessments, on information secured following project site visits and on more extensive stakeholder consultations as the project is developed further. Once a revised SESP screening is completed, an ESMF will be prepared that ensures preparation of the ESIA and ESMP during project implementation. At a minimum, the following will be prepared during the PPG to meet SES requirements revealed in this pre-screening:</p> <ul style="list-style-type: none"> • ESMF • Stakeholder analysis and comprehensive Stakeholder Engagement Plan • Gender analysis and Gender Action Plan <p>Once project sites are confirmed and stakeholder engagement is initiated, the potential negative security issues need to be determined, analysed and mitigation plans developed that will be incorporated into the project design.</p>	Support	Support	Lead	Support	Support	Support	Support	Support	Support	Support	Support	Support

Description	UNDP CO	UNDP-GEF RTA	BD/PA & PPG Lead	Communities, Livelihoods & Value Chains	BD/PA	Policy, Legal & Institutional	Stakeholder Engagement & Gender
			International	National	National	National	National
<p>This analysis will require information from the analysis of natural resource values (P1, P1.3; S3, S3.5; S5, q5.3)</p> <ul style="list-style-type: none"> Prepare a comprehensive Gender Analysis to consider the different needs, roles, benefits, impacts, risks, differential access to and control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) given a project's context, and to identify appropriate measures to address these and promote gender equality and women's empowerment. The analysis will form the basis of a Gender Action Plan and Budget (see PPG Component B). The assessment should also consider whether the project will impact on cultural heritage at the pilot sites (S4, q4.2) 	Support	Support	Support	Support			Lead

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

Based on the technical studies and reviews undertaken under **Component A**, the UNDP-GEF Project Document will be developed, and the GEF CEO Endorsement Request will be prepared. See additional guidance notes below. The GEF PPG Team Leader will be responsible for the consolidation and finalization of all required materials.

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

- a. A comprehensive Stakeholder Engagement Plan:

Based on the consultations undertaken during the PPG phase, a comprehensive Stakeholder Engagement Plan will be developed. At a minimum, the Plan must include the following elements:

- Stakeholders who have been and will be engaged (based on stakeholder analysis), including potentially marginalized or disadvantaged groups/individuals (the 'who');
- Key stakeholder objectives and interests (the 'why');
- Steps and actions to achieve meaningful consultation and inclusive participation, including information dissemination and any special measures required to ensure inclusive participation of marginalized disadvantaged groups/individuals the dissemination of information (the 'how');
- Breadth and depth of stakeholder engagement throughout the project cycle, and decisions that need to be made through stakeholder engagement (the 'what');
- Timeline for engagement activities and how they will be sequenced, including information disclosure (the 'when');
- Indicators of stakeholder engagement and monitoring plan;
- Roles and responsibilities for ensuring effective stakeholder engagement through implementation of the Plan; and
- Resource requirements and associated budget.

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

- A project-level Grievance Redress Mechanism (GRM) will be described in the comprehensive Stakeholder Engagement Plan and established in the first year of project implementation. See the [UNDP guidance on GRM](#) and [sample TOR](#).
- A comprehensive Stakeholder Engagement Plan is required.

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

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. 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. Core indicators for this project are: METT and Hectare Area (Ha) of PA under improved management; Ha of landscape under improved management outside of PA; number of direct male and female beneficiaries. 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). The Core Indicators will be used in the project's Results Framework, at the Objective level, where appropriate. See the GEF policy and guidance.

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 co-financing and/or investment mobilized to the project. Updated GEF OFP endorsements letters are required if the requested GEF grant amount has changed since PIF/PFD approval.

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

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

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.

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.

4) TOTAL BUDGET AND WORK PLAN FOR GEF PPG

Atlas Project ID (formerly Award ID):	00123692
Atlas Output ID (formerly Project ID):	00118894
Award Title:	Biodiversity Management and Conservation
Business Unit:	COM 10
Project Title:	Biodiversity protection through the Effective Management of the National Network of Protected Areas
UNDP PIMS ID:	6257
GEF PIMS ID:	10351
Implementing Partner:	UNDP

GEF Outcome/Atlas Activity	Resp. Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount US\$	Budget Notes
Project preparation grant for the UNDP-GEF project Biodiversity protection through the Effective Management of the National Network of Protected Areas	UNDP	62000	GEF TF	71200	International Consultant	39,000	A
				71300	Local Consultants	28,000	B
				71600	Travel	19,976	C
				72100	Contractual Services-Companies	7,000	D
				75700	Workshops	4,000	E
				72400	Communications & Audio-Visual Equipment	1,000	F
		74500	Miscellaneous Expenses	1024	G		
		4000	TRAC	72100	Contractual Services-Companies	8000	D
				71400	Contractual Services - Individ	20,000	H
				75700	Training, Workshops and Confer	2,000	I
							SUM
					AVAILABLE PPG BUDGET	130,000	
					BALANCE	0	

Budget Note	Items	Total estimated person weeks & unit costs	Budget US\$	Budget Note
A1	PPG Team Leader: Project Development Expert with Background in Biodiversity Conservation, Protected Area Management (IC)	60 days @ \$650	39,000	Please see Annex 2 and TABLE ABOVE for key responsibilities.
A	Subtotal ICs		39,000	
B1	Biodiversity & PAs Expert (NC)	40 days @ \$200	8,000	Idem
B2	Policy, Legal & Institutional Expert (NC)	30 days @ \$200	6,000	Idem
B3	Value Chain and Livelihoods Expert (NC)	30 days @ \$200	6,000	Idem
B4	Stakeholder Engagement & Gender Mainstreaming Expert (NC)	40 days @ \$200	8,000	Idem
B	Subtotal Local Consultants		28,000	
	In country missions: PPG Team Leader (2 missions _ 14 days)	14 days (DSA \$216 Moroni/ \$130 elsewhere) + Terminal Expenses 188 x 2	2,798	
	In country missions: National Consultants	4 x 7 days local DSA @ \$130	3,640	
C	In country missions: MEAF/ BD Directorate team & Country Office Team (Technical Team/TT)	3 x 7 days local DSA @ \$130	2,730	
	International travel	1 IC x 2 flight @ \$1500	3,000	
	Domestic flights	2 trips (1 IC + 4 NC + 3 TT) @ \$300 and Terminal Expenses for all travellers (188*2) *8	7,808	
	Subtotal Local Travel & DSA		19,976	
D	Contractual Services _ HACT (\$4,500 using GEF Funds)			
	Contractual Services _HACT (\$8,000 using TRAC Funds)			
	Translation of documents incl. PRODOC (\$2,500)			
E	Consultation and validation workshops			
			4,000	

F	Audio Visual & Print Prod Costs	1,000
G	Miscellaneous	1,024
H	Service contract in support of national and international Consultants	20,000
I	Island validation workshop	2,000

5) GEF PPG ACTIVITIES TIMEFRAME AND BUDGET

PPG Activity	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020
Component A		X	X	X	X	X	X	X	X				
Component B		X	X	X	X	X	X	X	X				
Delivery of draft outputs						X	X	X	X	X	X		
Delivery of final outputs										X	X	X	X

Proposed timeline:

Component A: Commence January 2020 through to August 2020. Will include project field site visits, meetings of PPG Steering Committee (during IC visit to Comoros), initiation of studies, reviews and analyses. Feedback, draft and final reports will all feed into the activities to be carried out in Component B, which will also commence January 2020.

Component B: Commence January 2020 with a 75% (plus missions) time effort from January through to August 2020 for UNDP technical clearance. 60 days IC PPG TL time (Jan-Mar – 20d including initiation mission to COM; Apr–May – 10d; June-July – 10d; Aug-Oct 15d including validation mission to COM; Nov 5d finalisation of PPG documentation).

Following technical clearance at UNDP in Oct; IC to dedicate 5 days (Nov) to complete full package and incorporate all comments/outstanding information by 19 November 2020 for timely clearance and submission before the 19 December 2020 deadline.

ANNEX 1: GEF CEO PIF/PPG APPROVAL LETTER

GEF CEO PIF/PPG Approval Letter:

https://undpgefirms.org/attachments/6257/216556/1731681/1749104/10351_PIF_PPG_Appr_Ltr_WP.pdf

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>Position: PPG Team Leader: Project Development Expert with Background in Biodiversity Conservation, Protected Area Management</p> <p>(International Consultant)</p> <p>Type: IC</p> <p>Number of person-days needed: 60</p> <p>Tentative cost per person-day: USD 650</p>	<p>Role. Lead on the overall PPG and 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 PPG Team and coordinating the Team’s work, as well as providing the necessary expertise on biodiversity and protected areas management and finance.</p> <p>Deliverables. The following lists the overall responsibilities and deliverables that will be expected from the contractor. Note that the UNDP PPG Implementation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly.</p> <ol style="list-style-type: none"> 1) <u>Management of the GEF PPG Team, Field mission and PPG Inception Meeting</u> <ol style="list-style-type: none"> a. Define and submit a short methodology and work plan in consultation with the other consultants with clear delegation of responsibilities for the International Consultant (IC) and National Consultants (NCs); b. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and c. Verify and ensure that all project components are technically sound and cost effective. 2) <u>Preparatory Technical Studies and Reviews (PPG IP Component A):</u> With inputs from the other national consultants, as detailed in their respective TORs and the PPG IP: <ol style="list-style-type: none"> a. Update the baseline/situational analysis presented in the PIF. This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate; b. Oversee the stakeholder analysis and consultations and ensure that they are complete and comprehensive; c. Conduct a preliminary study to inform a national communications strategy and public awareness program on biodiversity value; 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 action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage (“pre-screening”) are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate; f. Oversee the identification of the project sites, with documentation of selection criteria and making sure that geo-reference and maps are clearly presented both for targeted protected areas and broader landscapes, as applicable; g. Carry out an assessment of potential climate change impacts and carbon benefits; poverty evaluation studies to determine the vulnerability of communities and the supporting ecosystem to satisfy basic daily needs (working with Stakeholders and Gender Expert); h. Ensure the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process; i. Oversee the consultations with partners regarding financial planning; j. Review existing financial resources, financing arrangements and mechanisms for PA management;

- k. Carry out cost-benefit analysis to achieve desired objectives related to increasing tourism and revenue-generation potential;
 - l. Assess concrete opportunities to capitalize and enhance the financial sustainability and operationalization of the Comoros Environment Fund; and
 - m. Ensure completion of **any additional studies** that are determined to be needed for the preparation of the ProDoc and all other final outputs.
- 3) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): With inputs from the other national and international consultants, as detailed in their respective TORs and the PPG IP, and based on international best practice:
- a. Develop, present and articulate the project's **theory of change**;
 - b. Develop the **Results Framework** in line with UNDP-GEF policy;
 - c. Develop a detailed **Monitoring and Evaluation Plan**;
 - d. Develop a detailed **Budget and Procurement Plan**;
 - e. Work with the UNDP CO to select an indicator for one of the outcomes of the IRRF;
 - f. Oversee and ensure the preparation of a comprehensive **Stakeholder Engagement Plan**;
 - g. Oversee and ensure the preparation of a **Gender Action Plan and Budget**;
 - h. Update the **SESP** based on assessments undertaken during Component A, and ensure the development of **environmental and/or social management plan(s)** for all risks identified as Moderate or High in the SESP;
 - i. Prepare the required **GEF tracking tool(s) and core indicators worksheet**;
 - j. Secure and present agreements on **project execution and management arrangements** and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support;
 - k. Prepare an indicative Procurement Plan, which will be confirmed by the Country Office;
 - l. Work with the CO to select an indicator for one of the outcomes of the Integrated Results and Resources Framework (IRRF).
 - m. Ensure the completion of the **required official endorsement letters**; and
 - n. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce **the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes**, using the required templates.²
- 4) Validation Workshop (Component C):
- a. Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans; and
 - b. Oversee all necessary revisions that arise during the workshop.
 - c. Ensure completion of Validation Workshop Report.
- 5) Final Deliverables:
- a. Consolidation of all technical and consultation inputs including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;
 - b. Completion of the GEF CEO Endorsement Request;
 - c. All documentation from GEF PPG (including technical reports, etc.); and
 - d. Validation Workshop Report.

Qualifications

- Master's degree or higher in a relevant field (e.g. natural sciences, biodiversity conservation, ecology, forestry); a relevant university degree in combination with qualifying experience in the areas related to the project objectives will be accepted in lieu of the post-graduate degree.

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

	<ul style="list-style-type: none"> • Minimum of 10 years of demonstrated experience relevant to biodiversity conservation and protected area design and/or management, as well as cost-benefit analysis, ecotourism assessment, familiarity with the Comoros Environment Fund, and PA financing; • Demonstrated experience in developing quality GEF-funded projects (preferably on biodiversity conservation and/or PA management); • Demonstrated experience working in developing country contexts, preferably including in Africa; • Full proficiency in quality written and spoken English required; • Working knowledge of French is highly desirable.
<p>Position: Communities, Value Chain & Livelihoods Expert (national consultant)</p> <p>Type: NC</p> <p>Number of person-days needed: 30 days</p> <p>Tentative cost per person-day: USD 200</p>	<p>Role. Under the coordination of the PPG Team Leader and in collaboration with other PPG Team members, participate in and support the PPG process, research, field mission, project design development and the preparation of the ProDoc/GEF CEO Endorsement Request package, taking a lead on the aspects related to local livelihoods and socio-economic development as well as value chain analyses and market development.</p> <p>Deliverables. The following lists key responsibilities and deliverables that will be expected from the contractor. Note that the UNDP PPG Implementation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly.</p> <p><u>Preparatory Technical Studies and Reviews (PPG IP Component A):</u> Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:</p> <ul style="list-style-type: none"> - Lead the work stream on natural resource value chains, local livelihoods and socio-economic development, including: (i) a review of national and sector development plans, policies and budgets; research and data collection for the definition of the baseline situation regarding natural resource use and value chain development; (ii) a capacity development needs assessment and capacity development plan regarding sustainable livelihoods and value chain options; (iii) a socio-economic and socio-cultural survey as well as an assessment of environmental sustainability and local biodiversity-loss drivers in PA-based communities (assessing which activities are the principal driver of biodiversity decline and therefore must be mitigated); (iv) an assessment and definition of suitable work natural resource use and livelihoods to be provided by the project; (v) a review and international benchmarking of options for sustainable livelihood and value chain interventions linked to sustainable land and natural resource management and participatory/delegated PA management, assuring adequacy, incrementality and cost-effectiveness of the project's interventions; (vi) development of a strategy for market engagement and potential buyer partnerships, commitments and co-financing; (vii) addressing/integrating, where related to natural resource use and livelihoods, the suggestions made and opportunities/risks identified in the context of PIF approval by GEF Secretariat, GEF STAP, and GEF Council; (viii) provide inputs in the stakeholder engagement plan and (ix) contribute to the selection of target sites, including assessment of climate change effects on potential livelihood activities to be supported by the project. - <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):</u> - Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader. - Contribute to development of the results framework with suitable objective-level and outcome-level indicators, baseline values and end-of-project targets. - Review deliverables from other PPG team members as appropriate for alignment, integration and mutual quality assurance. <p><u>Validation Workshop (Component C):</u></p> <ul style="list-style-type: none"> - Support the validation workshop; and - Support all necessary revisions that arise during the workshop, as appropriate.

	<p><u>Final Deliverables:</u></p> <ul style="list-style-type: none"> - Poverty evaluation study to determine the vulnerability of communities and ability of the supporting ecosystem to satisfy basic daily needs - Analysis of alternative income-generating activities and strategy for implementation with clear community benefits - Input into the final SESP regarding findings from the Poverty Evaluation Study - Compilation of an inventory of available natural resources (nature-based products) and services, with accompanying value-chain analysis and market research study - Development of a PAN investment framework and financing strategy - Participation of the private sector (at least 5 partners) and public/private partners in conservation of the Comoros' biodiversity - Inputs provided into the Final Project Document and GEF CEO ER, as agreed with PPG Team Leader and approved by UNDP CO. <p>Qualifications</p> <ul style="list-style-type: none"> - Advanced university degree in a relevant field, such as in agronomy, biological sciences, environmental management, or similar; a relevant university degree in combination with qualifying experience in the areas related to the project objectives will be accepted in lieu of the post-graduate degree. - Proven work experience in market analysis and value chain developments preferably in Comoros and destination markets. - Strong knowledge of private sector operations in commodities/agribusiness - Demonstrated experience in value chain analyses of natural resources, ecotourism, socio-economic assessments and local livelihood development. - Demonstrated experience in contributing to the development of GEF-funded projects would be an asset. - Demonstrated experience working in developing country contexts, preferably including in Africa. - Fluent French and working knowledge of English required.
<p>Position: Policy, Legal & Institutional Expert (national consultant)</p> <p>Type: NC</p> <p>Number of person-days needed: 30 days</p> <p>Tentative cost per person-day: USD 200</p>	<p>Role. Under the coordination of the PPG Team Leader and in close collaboration with other PPG Team members, participate in and support the PPG process, research, field mission, project development and the preparation of the <u>ProDoc</u>/GEF CEO Endorsement Request package, providing country-specific inputs and expertise relevant to legal framework and institutional capacity reviews.</p> <p>Deliverables. The following lists key responsibilities and deliverables that will be expected from the contractor. Note that the UNDP PPG Implementation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the prospective PPG team and must be consulted accordingly.</p> <p><u>Preparatory Technical Studies and Reviews (PPG IP Component A):</u> Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:</p> <ul style="list-style-type: none"> - Assess legal frameworks and institutional mandates relevant to the intended outcomes of the proposed GEF project, particularly those related to land use, environmentally sustainable natural resource management, Protected Area (PA) management and community co-management, and protection of marine and coastal biodiversity; evaluate the extent to which policies and strategies pertaining to economic growth and development are sufficiently aligned with existing environmental legislation, including that relating to PAs and their buffer zones; develop recommendations to strengthen legal frameworks and enhance the enabling environment for biodiversity protection, taking into account the fact that regulatory goals should establish indicators for key performance areas (e.g. biodiversity status, tourism and income, infrastructure and equipment, sustainable communities and community-based natural resource management).

	<ul style="list-style-type: none"> - Analyse the regulatory requirements for institutions responsible for PA management, and livelihood options in PA zones; assess how best to institutionalize these functions at the local and regional level. - Develop recommendations on how to increase PA management effectiveness in terms of achieving global environmental benefits and make relevant institutions more accountable to society; assess the extent to which regulatory and implementation functions can be segregated (consider the option of delegating functions to non-government actors). - Assess institutional/technical/operational/individual capacity and capacity development needs for key stakeholder groups on biodiversity conservation; reassess the extent to which insufficient capacity is the primary barrier to biodiversity conservation versus political will and incentive; assess the extent to which valuation of biodiversity and improved legal frameworks will be sufficient to incentivise authorities, as well as private sector and natural resource users to change their practices; develop feasible capacity strengthening strategies to facilitate project implementation success as well as longer-term sustainability of project-supported interventions. - Conduct any further research and data collection required to confirm or define suitable objective-level and outcome-level indicators and their baseline values and end-of-project targets. <p><u>Contributions to the Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):</u></p> <ul style="list-style-type: none"> - Provide relevant quality text sections for the ProDoc/ GEF CEO Endorsement Request package on the aspects mentioned above. - Review deliverables from other PPG team members as appropriate for alignment, integration and mutual quality assurance. <p><u>Validation Workshop (Component C):</u></p> <ul style="list-style-type: none"> - Participate in, and contribute to the validation workshop. - Support necessary revisions that arise during the workshop, as appropriate. <p><u>Final Deliverables:</u></p> <ul style="list-style-type: none"> - Report on the legal frameworks and institutional mandates relevant to the intended outcomes of the proposed project - Analysis of the regulatory and capacity requirements for institutions responsible for PA management, and livelihood options in PA zones - Analysis and training plan to address institutional/technical/operational/individual capacity and capacity development needs for key stakeholder groups on biodiversity conservation - UNDP Capacity Scorecard - Inputs provided into the Final Project Document, as agreed with PPG Team Leader and approved by UNDP CO. <p>Qualifications</p> <ul style="list-style-type: none"> • Advanced university degree in a relevant field, such as in environmental law, biological sciences, environmental management, or similar; in lieu of post-graduate degree, 5 years additional demonstrated relevant professional experience will be accepted. • Minimum of 10 years of demonstrated relevant professional experience. • Experience working with UNDP and/or GEF projects an advantage. • Fluent French and working knowledge of English required.
<p>Position: Biodiversity Expert (national consultant)</p> <p>Type: NC</p>	<p>Role. Under the coordination of the PPG Team Leader and in close collaboration with other PPG Team members, participate in and support the PPG process, research, field mission, project development and the preparation of the ProDoc/GEF CEO Endorsement Request package, providing country-specific inputs and expertise relevant to biodiversity conservation, protected area management and finance, and related threats and opportunities.</p>

<p>Number of person-days needed: 40 days</p> <p>Tentative cost per person-week: USD 200</p>	<p>Deliverables. The following lists key responsibilities and deliverables that will be expected from the contractor. Note that the UNDP PPG Implementation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the prospective PPG team and must be consulted accordingly.</p> <p><u>Preparatory Technical Studies and Reviews (PPG IP Component A):</u> Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:</p> <ul style="list-style-type: none"> - Evaluate previous interventions relevant to Project Component 1 and Project Component 2; extract lessons learned and good practices. - Update the information presented in the PIF regarding: i) marine and coastal ecosystems (recent statistics and satellite data on coral reefs, seagrasses and mangrove cover, considering recent degradation trends), benthic (benthic cover) and fish data (abundance and size); ii) the existing PA landscape and any plans for PAs/KBA expansion; and iii) population data for key species at pilot sites. - Conduct a desktop study to develop an overview of biodiversity distribution and status, as well as actions that are being undertaken to monitor/protect key endangered and endemic species. - Obtain baseline data on management effectiveness in the targeted protected areas (PAs), capacity scores for PA management; suitable (proxy) indicator species and threat reduction; and baseline PA levels and gaps. - Identify appropriate Results Framework indicators and targets related to biodiversity related outputs and outcomes; collect baseline data for the relevant indicators; choose the means of measurement; and define targets, key risks, and assumptions linked to these indicators. - Identify other relevant existing and planned initiatives, in order to update the baseline assessment as presented in the PIF to help determine the incrementality of the GEF investment; determine entry points that will yield the highest leverage for strengthening the protection of biodiversity in Comoros; negotiate partnerships to align activities and build synergies, ensuring that this is reflected in the project strategy. - Prepare the groundwork for the development of a national biodiversity monitoring and data collection. - In close cooperation with the PPG Stakeholder Engagement and Gender Mainstreaming Expert, identify, actively engage and sensitise key government authorities (e.g. at the local and national level), and other relevant stakeholders (e.g. farmers, fishermen, local communities, NGOs, research institutes, private sector actors, etc.) facilitating their full participation and agreement in the development of project strategies and activities. - Provide advice and support to the PPG Team Policy, Legal & Institutional Expert in assessing institutional/technical/operational/individual capacity and capacity development needs for key stakeholder groups on biodiversity conservation; reassess the extent to which insufficient capacity is the primary barrier to biodiversity conservation versus political will and incentive; assess the extent to which valuation of biodiversity and improved legal frameworks will be sufficient to incentivise authorities, as well as private sector and natural resource users to change their practices; develop feasible capacity strengthening strategies to facilitate project implementation success as well as longer-term sustainability of project-supported interventions. - Work with the Lead International Consultant to: (1) review existing financial resources, financing arrangements and mechanisms for PA management; (2) Carry out cost-benefit analysis to achieve desired objectives related to increasing tourism and revenue-generation potential; and (3) Explore opportunities to capitalize and enhance the financial sustainability and operationalization of the Comoros Environment Fund. - Based on above-mentioned assessments, identify target sites and propose technically feasible interventions in order to achieve intended outcomes 1 and 2 of the GEF project.
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	<ul style="list-style-type: none"> - Conduct any further research and data collection required to confirm or define suitable objective-level and outcome-level indicators and their baseline values and end-of-project targets. <p><u>Contributions to the Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):</u></p> <ul style="list-style-type: none"> - Provide relevant quality text sections for the ProDoc/ GEF CEO Endorsement Request package on the aspects mentioned above. - Review deliverables from other PPG team members as appropriate for alignment, integration and mutual quality assurance. <p><u>Validation Workshop (Component C):</u></p> <ul style="list-style-type: none"> - Participate in, and contribute to the validation workshop. - Support necessary revisions that arise during the workshop, as appropriate. <p><u>Final Deliverables:</u></p> <ul style="list-style-type: none"> - Desktop study to develop an overview of biodiversity distribution and status, as well as actions that are being undertaken to monitor/protect key endangered and endemic species - Report setting out identified target sites and justification - Recommendation of Results Framework indicators and targets for biodiversity related outputs and outcomes based on recent baseline data - Detailed analysis of existing financial resources, financing arrangements and mechanisms for PA management combined with cost-benefit analysis to assess tourism and revenue-generation potential (in collaboration with Value Chains and Livelihoods Expert) - Report setting out options to capitalize and enhance the financial sustainability and operationalization of the Comoros Environment Fund - METT files - Source and provide project site maps, geo-references, and shape files - Inputs provided into the Final Project Document, as agreed with PPG Team Leader and approved by UNDP CO. <p>Qualifications</p> <ul style="list-style-type: none"> • Advanced university degree in a relevant field, such as in biological science, ecology, zoology, nature conservation, forestry, environmental management, or similar; in lieu of post-graduate degree, 5 years additional demonstrated relevant professional experience will be accepted. • Minimum of 8 years of demonstrated relevant professional experience. • Prior experience with carrying out METT assessments is desirable. • Experience working with UNDP and/or GEF projects an advantage. • Fluent French and working knowledge of English required.
<p>Position: Stakeholder Engagement & Gender Mainstreaming Expert (national consultant)</p> <p>Type: NC</p> <p>Number of person-weeks needed: 40 days</p>	<p>Role. Under the coordination of the PPG Team Leader and in collaboration with other PPG Team members, participate in and support the PPG process, research, field mission, project development and the preparation of the <u>ProDoc/GEF CEO Endorsement Request package</u>, providing country-specific inputs related to gender and stakeholder analysis and engagement.</p> <p>Deliverables. The following lists key responsibilities and deliverables that will be expected from the contractor. Note that the UNDP PPG Implementation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly.</p> <p><u>Preparatory Technical Studies and Reviews (PPG IP Component A):</u> Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:</p> <ul style="list-style-type: none"> - Lead and advise on the stakeholder analysis and consultations and ensure that they are complete and comprehensive. This will involve: (i) preparing an overview of key stakeholders (e.g. from Government representatives to local-level natural resource

Tentative cost per person-week: USD 200

users), their (potential) roles, expectations, and possible impacts with respect to the outcomes of the proposed project; (ii) active consultation and engagement of relevant stakeholders to ensure their full participation, secure ownership, and agreement in the development of the project strategy and design; (iii) development of a the comprehensive **Stakeholder Engagement Plan**.

- Review deliverables from other PPG team members as appropriate for alignment, integration and mutual quality assurance.
- Prepare the **Gender Analysis, Gender Action Plan and Budget** and work closely with the Team Leader to ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework.
- Support action points, including risk assessments from the UNDP Social and Environmental Screening Procedure (SESP), and update that screening in an iterative fashion throughout the PPG as appropriate.
- Carry out an assessment to determine whether the project will impact on cultural heritage at the pilot sites.
- Support completion of any additional studies, which are needed for the preparation of the ProDoc and all other final outputs.

Contributions to the Formulation of the ProDoc, CEO Endorsement Request, and Mandatory and Project Specific Annexes (Component B):

- Working closely with the Team Leader to ensure that the abovementioned findings are meaningfully integrated into the project's strategy, design, theory of change and results framework.
- Contribute to development of the results framework with suitable objective-level and outcome-level indicators, baseline values and end-of-project targets.
- Review deliverables from other PPG team members as appropriate for alignment, integration and mutual quality assurance.

Validation Workshop (Component C):

- Participate in, and contribute to the validation workshop.
- Support necessary revisions that arise during the workshop, as appropriate.

Final Deliverables:

- Report summarizing technical studies as described above.
- Lead on preparation of the required ESMF.
- Finalized Social and Environmental Screening (SESP).
- Gender Analysis and Gender Mainstreaming Plan and budget.
- Appropriate inputs to the comprehensive Stakeholder Engagement Plan.
- Inputs provided into the Final Project Document, as agreed with PPG Team Leader and approved by UNDP CO.

Qualifications

- Advanced university degree in a relevant field, such as sociology, or environmental management; in lieu of post-graduate degree, 5 years additional demonstrated relevant professional experience will be accepted.
- Minimum of 5 years of demonstrated experience relevant to gender analysis, social and environmental safeguards (including ESMF preparation), and community engagement.
- Experience working with UNDP and/or GEF projects an advantage.
- Fluent French and working knowledge of English required.