

# Initiation Plan / GEF PPG



<b>Project Title:</b> Conserving Biodiversity and Restoring Ecosystem Functions in the Day and Mabla Mountains	
<b>Country:</b> Djibouti	
<b>Country Program Outcome:</b> Enhanced national and subnational capacities for integrated gender-responsive water resources management, land conservation and ecosystem protection	
<b>Gender Marker rating:</b> GEN2	
<b>SESP Pre-Screening Categorization:</b> Substantial.	
<b>ATLAS Project ID:</b> 00144568 <b>ATLAS Output ID:</b> 00132254  <b>PIMS ID:</b> 6331 <b>Management Arrangement:</b> DIM  <b>Initiation Plan Start Date:</b> 15/09/2022 <b>Initiation Plan End Date:</b> 15/09/2023	<b>Total budget:</b> US\$ GEF 125,000  <b>Allocated resources</b>  US\$: GEF 125,000

AGREED BY

UNDP Resident Representative<sup>1</sup>

Signature



29/09/2022  
Day/Month/Year  
Date

<sup>1</sup> Edit as necessary. Include other Agency as necessary.

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## I. BRIEF DESCRIPTION OF THE INITIATION PLAN/GEF PPG

### Objective & Final Outputs

This PPG Initiation Plan, developed by the UNDP Djibouti Country Office with support from the BPPS NCE-VF team, describes how the Project Preparation Grant (of USD 125 000 approved by the GEF) will be programmed to develop a GEF CEO Endorsement Request package (including a UNDP-GEF Project Document and supporting documentation) for the Medium-Sized Project “Conserving Biodiversity and Restoring Ecosystem Functions in the Day and Mabla Mountains”, for submission to the GEF for CEO endorsement. The Project Identification Form, submitted by the Government of Djibouti and supported by UNDP as Implementing Agency, was approved on June 23<sup>rd</sup>, 2022.

This document outlines project development activities that need to be undertaken through the Project Preparation Grant to complete mandatory sections of the UNDP-GEF Project Document (e.g., Theory of Change, Gender Analysis, SESP, ESMF, etc.) as well as additional eligible project development activities specific to the project objective and scope of activity.

### Objective & Final Outputs

The objective of the GEF PPG is to develop the Project Identification Form (PIF) into a GEF CEO Endorsement Request package (including a UNDP-GEF Project Document and supporting documentation) for the Medium-Sized Project “Conserving Biodiversity and Restoring Ecosystem Functions in the Day and Mabla Mountains”.

As described in the PIF, the project objective is to protect and restore biodiversity, forests and ecosystem functions and enhance the livelihoods of vulnerable communities in degraded mountain landscapes in Djibouti.

To achieve this objective, the project will implement the following four components:

1. Component 1: Enhance PA system policy and financing framework and emplace management in Day and Mabla forest
2. Component 2: Safeguard and restore rangeland and forest ecosystem functions through forest restoration and sustainable land management in and around the Day and Mabla PAs
3. Component 3 Safeguards, Gender & Knowledge Management
4. Component 4 Monitoring & Evaluation

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

- PIF approved by GEF
- SESP pre-screening (of PIF)
- Comments from GEF Secretariat (in GEF Review Sheet), GEF Council and STAP
- Annotated UNDP-GEF Project Document Template (September 2021 version) and associated guidance included therein UNDP policies and procedures
- UNDP-GEF guidance notes on GEF project development (which will be provided by the UNDP/NCE 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 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](#) and all mandatory annexes
4. Validation Workshop report (required for projects with a high SESP categorization; as appropriate for all others).

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

#### **Key Dates for the GEF PPG**

<b>Milestone</b>	<b>Date</b>	<b>Notes</b>
<b>Internal submission date for UNDP-GEF review and clearance</b>	23 April 2023	10 months of PIF approval for FSPs and 6 months for MSPs.
<b>First GEF Submission Deadline for CEO Endorsement</b>	23 June 2023	First submission must be within 12 months of PIF approval for FSPs and 8 months for MSPs. 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.
<b>CEO Endorsement Deadline after which the project will be cancelled if not endorsed</b>	23 December 2023	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 Sec.

#### **Management Arrangements**

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

As appropriate, a Working Group will guide the GEF PPG team, and review and endorse the GEF PPG deliverables. The Working Group is responsible for ensuring that the deliverables outlined in this GEF PPG are completed on time and in line with UNDP and GEF requirements. The RR or his delegate will chair the Working Group.

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

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## II. STAKEHOLDER ENGAGEMENT, PUBLIC DISCLOSURE AND OTHER REQUIREMENTS

To ensure strong country ownership, and in line with the stakeholder engagement requirements outlined in UNDP's Social and Environmental Standards (SES), the 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.

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-a below).

If the fully designed project has an overall Social and Environment Screening Procedure (SESP) categorization of Substantial 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 will become a key reference document should an environmental and social complaint/grievance be filed during project implementation.
2. 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](http://open.undp.org). For Substantial and High risk projects, it is recommended to make these documents available for 120 days in advance of the LPAC meeting.

See the SES Supplemental Guidance on Disclosure for more information.

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### III. GEF PPG ACTIVITIES

#### Component A: Preparatory Technical Studies & Reviews

The following technical studies and reviews will be conducted.

##### 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, Results Framework and solid 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 GEF Secretariat.

##### 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 PIF design phase has initially determined the overall risk categorization of this project as **Substantial**.

An Environmental and Social Management Framework (ESMF) will be prepared, to ensure that the required assessments are carried out during the first phase of project implementation. A standard template 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.

*For the present project, the pre-SESP requested the following sequencing of SES work during the PPG:*

- Preparation of a single overarching Stakeholder Engagement Plan meeting the requirements of the ESMF and annexed to the PRODOC
- Preparation of an overarching ESMF, to explicitly include also:
  - a sufficiently detailed assessment of the cumulative project-wide risks under the upstream planning, policy and strategic components (SESA) and the downstream components (ESIA), to meet the Substantial risk rating of the SESP
  - Indigenous Peoples/Local Communities Planning Framework to spell out the requirements during inception and implementation (e.g., IPLC Plan, FPIC) regarding both upstream and downstream risks

- definition of any value-chain and/or site-specific assessments and management plans to be prepared during the inception and early implementation phases, and outlining the procedures for these
  - requirements that the project deliver at inception prior to implementation of any project activities:
    - Full design, operationalization and dissemination of project Grievance Redress Mechanism
    - Capacity building and training on ESMF implementation.
  - the following tentative sequencing of SES work prior to implementation of relevant Component 2 and 3 activities (subject to changes depending on the conclusions of the ESMF):
    - Preparation of relevant ESMP(s), as identified in ESMF, to include:
      - site-specific Stakeholder Engagement Plans
      - site-specific ESIA's, if still required, with Economic Displacement Risk Assessments and Livelihoods Action Plans, value chain-specific assessments and management plans
      - IPLC Plan
    - Open disclosure and dissemination of the ESMP(s)
- Open disclosure and dissemination of the ESMF

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

Based on the above reviews, and through consultation with stakeholders, the targeted project sites will be identified. The project targeted regions are Mabla and Day Forest. This should include providing geographic coordinates, maps and shapefiles for inclusion in the ProDoc.

#### **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. 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 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 implementing partner and the GEF OFF.

UNDP should in general 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 RBAS 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**

None

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 Endorsement Request (available [here](#)) 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.

#### **a. Stakeholder Engagement Plan:**

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 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, 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 and related documents (see above) will identify the required management plans that will be prepared during project implementation.

See the [SES Guidance Note on Assessment and Management](#) for further guidance.

#### **d. GEF and LDCF/SCCF 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](#).

**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.

Updated GEF OFP endorsements letters are also 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 Register
- Overview of Technical Consultancies
- GEF 7 Taxonomy
- Initial Project Team Procurement Plan and TORs for key Project Team staff

Upon a request from the UNDP/NCE 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. For any management arrangements requiring GEF approval, such as arrangements involving UNDP support to national implementation (including direct payments), the required justification must be duly provided in consultation with the RTA and UNDP/NCE HQ.

**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, substantial or high.

#### IV. TOTAL BUDGET AND WORK PLAN FOR GEF PPG

<b>Award Project ID:</b>	00144568
<b>Atlas Output ID:</b>	00132254
<b>Award Title:</b>	PPG Restoring forest ecosystem
<b>Business Unit:</b>	DJI10
<b>Project Title:</b>	Conserving Biodiversity and Restoring Ecosystem Functions in the Day and Mabila Mountains
<b>Project (PIMS) ID:</b>	6331
<b>Implementing Partner:</b>	UNDP Djibouti

GEF Outcome/Atlas Activity	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	US\$ 2022 Budget	US\$ 2023 Budget	US\$ Total Budget	Budget Notes
PPG to finalize the UNDP-GEF project document for project <i>"Operationalizing the national ABS framework and piloting innovative genetic resource products and value chains to enhance benefit-sharing for sustainable rural development and biodiversity conservation"</i>	UNDP	62000	GEF TRUSTEE	71200	International Consultants	30,000	40,000	70,000	A
				71300	Local Consultants	18,500	20,000	38,500	B
				71600	Travel	2,500	4,000	6,500	C
				75700	Meetings and Workshops	4,000	6,000	10,000	D
				<b>SUBTOTAL</b>		<b>55,000</b>	<b>70,000</b>	<b>125,000</b>	
				<b>PROJECT TOTAL</b>		<b>55,000</b>	<b>70,000</b>	<b>125,000</b>	

Budget Note	Total estimated person weeks
A	International PPG Team Leader & Ecosystem Restoration/SLM/EbA Expert. USD 700/day * 60 days = USD 42,000. International Social and Environmental Safeguards Specialist. USD 700/day * 40 days = USD 28,000. Please see Annex 2 for key responsibilities.
B	National expert PPG Support Consultant. USD 500/day * 50 days = USD 25,000. National Safeguards, Stakeholder Engagement and Gender Specialist Consultant. USD 450/day * 30 days = USD 13,500 Please see Annex 2 for key responsibilities
C	Cost of travel to project sites during PPG missions for consultants, including DSAs
D	Meetings and workshops: cost of catering and venue of the workshops within the PPG

## V. GEF PPG ACTIVITIES TIMEFRAME AND BUDGET

*This section is optional*

PPG Activity	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Budget (US\$)
<b>Component A:</b> Technical studies, etc.	X	X	X										57,000
<b>Component B:</b> Formulation of ProDoc, etc.				X	X	X	X						33,000
<b>Component C:</b> Validation Workshop								X	X				10,000
<b>Delivery of final outputs</b>										X	X	X	25,000

## VI. MANDATORY ANNEXES

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



M. Sc. Carlos Manuel Rodríguez  
CEO and Chairperson

May 24, 2022

Mr. Pradeep Kankubharia  
GEF Executive Coordinator  
United Nations Development Programme (UNDP)  
New York, USA

Dear Mr. Kankubharia,

I am pleased to inform you that I have named the project concept detailed below for inclusion in the upcoming work program. I have also approved your request for Project Preparation Grant.

<b>Discussion Subject:</b>	Project Identification Form (PIF) Clearance for Work Program Inclusion and Project Preparation Grant Approval.
GEF SEC ID:	10874
Agency:	UNDP
Agency ID:	6331
Focal Area:	Main Focal Area
Project Type:	Full-sized Project
Country:	Djibouti
<b>Name of Project:</b>	Converging Biodiversity and Restoring Ecosystem Functions in the Day and Ababa Mountains
<b>Indicative GEF Project Financing:</b>	\$2,469,028
Indicative Agency Fee:	\$310,538
PPG:	\$125,000
PPG Fee:	\$11,875
<b>Funding Source:</b>	GEF Trust Fund

Indicative Agency Fee Commitment:				
Agency	20% to be committed at Concept Approval (US\$)	50% to be committed at PIF clearance (US\$)	30% to be committed at final approval (US\$)	Total (US\$)
UNDP	62,112	145,279	91,157	318,548

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Mr. Pradeep Kankubharia

- 2 -

May 24, 2022

This PIF clearance and PPG approval are based on the understanding that the project is in conformity with GEF Trust Fund focal area strategies and with GEF policies and procedures. Please ensure that your final project document, having fully addressed all Secretariat, STAP, Convention Secretariats and Council comments, will be submitted within 18 months of Council approval of the work program.

Sincerely,

M. Sc. Carlos Manuel Rodríguez  
Chief Executive Officer and Chairperson  
Global Environment Facility

Copy to: Country Operational Level Point GEF Agencies, STAP, Finance

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

If appropriate and helpful, please use this guidance to support the preparation of PPG TORs. The cost per consultancy week and number of weeks provided below are indicative only and should be revised.

Position, Type and Cost	Role, Deliverables and Qualifications
<p><b>Position:</b> International PPG Team Leader</p> <p><b>Type:</b> International Consultant</p> <p><b>Cost per person day:</b> USD 700</p> <p><b>Number of days needed:</b> 60</p>	<p><b>Role</b></p> <p>The International PPG Team Leader &amp; will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the GEF PPG Team and coordinating the Team's work.</p> <p><b>Deliverables</b></p> <p><u>1) Management of the GEF PPG Team</u></p> <ul style="list-style-type: none"> <li>- Define and submit a <b>detailed methodology and work plan</b> in consultation with the national consultant with clear delegation of responsibilities.</li> <li>- Ensure that project development is <b>participatory, gender-responsive, based on extensive stakeholder engagements and compliant on social and environmental safeguards.</b></li> <li>- Verify and ensure that all project components are <b>technically sound and cost effective.</b></li> </ul> <p><u>2) Preparatory Technical Studies and Reviews (Component A):</u> With inputs from further PPG team members, as detailed in their TORs:</p> <ul style="list-style-type: none"> <li>- Compile the <b>baseline/situational analysis.</b> This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate.</li> <li>- Ensure that <b>stakeholder analysis and consultations</b> are comprehensively undertaken.</li> <li>- Oversee the preparation of the <b>gender analysis</b> and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework.</li> <li>- Conduct/oversee the <b>identification of the project sites</b>, with documentation of selection criteria.</li> <li>- Ensure the preparation of <b>partner capacity assessments</b> and discussions on management arrangements early in the PPG process.</li> <li>- Oversee the consultations with partners regarding <b>financial planning.</b></li> <li>- Ensure completion of <b>any additional studies</b> that are determined to be needed for the preparation of the ProDoc and all other final outputs.</li> </ul> <p><u>3) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):</u> With inputs from further PPG team members, as detailed in their TORs, and based on international best practice, consolidation of all technical and consultation inputs including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise <b>Draft UNDP ProDoc</b></p>

	<p>with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance. This will include <i>inter alia</i>:</p> <ul style="list-style-type: none"> <li>- Develop, present and articulate the project's <b>theory of change</b>.</li> <li>- Develop the <b>Results Framework</b> in line with UNDP-GEF policy.</li> <li>- Develop a detailed <b>Monitoring and Evaluation Plan and Budget</b>.</li> <li>- Oversee and ensure the preparation of a <b>Stakeholder Engagement Plan</b>.</li> <li>- Oversee and ensure the preparation of a <b>Gender Action Plan and Budget</b>.</li> <li>- Oversee the work on <b>Social and Environmental Safeguards</b>, ensuring that the requirements of the PIF-stage SESP pre-screening are duly implemented during the PPG, that the quality of the deliverables (SESP, ESMF, IPLC-PF, etc.) is up to the required international and UNDP-GEF benchmarks, and that safeguards risks are duly reflected in project design.</li> <li>- Prepare the required <b>GEF Core Indicators</b>.</li> <li>- Ensure the completion of the <b>required official endorsement letters</b>.</li> <li>- Secure and present <b>agreements on project execution and management arrangements</b> and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support.</li> <li>- Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the <b>draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes</b>, using the required templates.<sup>2</sup></li> </ul> <p><b>4) Validation Workshop (Component C):</b></p> <ul style="list-style-type: none"> <li>- 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 SES deliverables.</li> <li>- Complete validation workshop report.</li> </ul> <p><b>5) Final Deliverables:</b></p> <ul style="list-style-type: none"> <li>- Compile all documentation from GEF PPG (including technical reports, etc.)</li> <li>- Implement the necessary ProDoc revisions per the validation workshop and clearance reviews from UNDP.</li> <li>- Complete the GEF CEO Endorsement Request.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Master's degree or higher in a relevant field, such as biological sciences, biodiversity conservation, environmental management, natural resources management, etc.</li> <li>▪ Minimum of 10 years of demonstrable experience in a relevant technical area, such as sustainable land management, biodiversity conservation, natural resources management, with proven academic or work experience on matters of ecosystem restoration, ecosystem-based adaptation, land use planning.</li> <li>▪ Proven strong experience in the formulation of UNDP and/or GEF projects</li> <li>▪ Fluency in written and spoken English and preferably French and/or Arabic</li> </ul>
<p><b>Position:</b> Social and Environmental Safeguards Specialist</p>	<p><b>Role</b></p> <p>The <b>Social and Environmental Safeguards Specialist</b> will support the Team Leader to conduct the necessary assessments to identify potential environmental and social risks, and ways to avoid negative environmental and social impacts where possible, and where risk avoidance is not possible, to identify appropriate mitigation and management measures, in line with the UNDP Social and Environmental Standards.</p>

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

<p><b>Type:</b> Local Consultant</p> <p><b>Cost per person day:</b> USD 700</p> <p><b>Number of days needed:</b> 40</p>	<p><u>Preparatory Technical Studies and Reviews (Component A):</u> Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:</p> <ul style="list-style-type: none"> <li>▪ Support action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage (“pre-screening”) and ensure that proposed risk mitigation measures are fully implemented during the PPG</li> <li>▪ Determine what management plan(s) are most appropriate (Environmental and Social Management Framework (ESMF) or stand-alone management plan(s), i.e. Livelihood Action Plan and Biodiversity Management Plan</li> <li>▪ Assist and/or advise the PPG Team in securing initial FPIC, if required</li> <li>▪ Develop the draft management plan(s), in line with <u>UNDP's Guidance on Assessment and Management</u> and all other relevant Guidance Notes</li> <li>▪ Finalize the management plan(s) in coordination with the PPG Team Leader, based on stakeholder consultations and close engagement</li> <li>▪ Incorporate any comments from UNDP and GEF related to SES</li> <li>▪ Update and finalize the SESP, based on the management plan(s)</li> <li>▪ Support completion of <b>any additional studies</b> that are determined to be needed for the preparation of the ProDoc and all other final outputs.</li> </ul> <p><u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):</u> Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:</p> <ul style="list-style-type: none"> <li>▪ Contribute to the updated the SESP, as needed, based on assessments undertaken during Component A</li> <li>▪ Support the development of <b>environmental and social management plan(s)</b> for all risks identified as Moderate, Substantial or High in the SESP</li> <li>▪ Support the agreements on <b>project management arrangements</b>.</li> </ul> <p><u>Final Deliverables:</u></p> <ul style="list-style-type: none"> <li>▪ A completed SESP Report</li> <li>▪ Fully documented and comprehensive Initial FPIC consultations</li> <li>▪ An Environmental and Social Management Framework (ESMF) or Environmental and Social Management Plan (ESMP)</li> <li>▪ Project Risks Log</li> </ul> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> <li>▪ Master’s degree in field related to international development, with specific academic background in natural sciences, engineering, business, sociology, anthropology or related field</li> <li>▪ At least 10 years of experience related to social and environmental standards and impact assessment in an international development context.</li> <li>▪ Fluency in English is required</li> <li>▪ Familiarity with the UN System, in particular UNDP and UNDP’s SES standards and FPIC procedures</li> <li>▪ Familiarity working with Indigenous People’s (with prior experience in Namibia a distinct advantage)</li> <li>▪ Excellent analytical, writing, advocacy, presentation, and communication skills</li> </ul>
<p><b>Position</b> National PPG Support Consultant</p>	<p><b>Role</b> Support the GEF PPG Team Leader and SES Expert in the preparation of all Preparatory Technical Studies and Reviews needed for the preparation of the ProDoc with its</p>



<p><b>Type:</b> Local Consultant</p> <p><b>Cost per person day:</b> USD 500</p> <p><b>Number of days needed:</b> 50</p>	<p>mandatory and project-specific Annexes, liaising with national stakeholders and facilitating documentation (with translations and interpretations as required).</p> <p><b>Deliverables</b></p> <p><u>1) Preparatory Technical Studies and Reviews (Component A):</u></p> <ul style="list-style-type: none"> <li>- Contribute to the compilation of <b>baseline/situational analysis</b>. This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate.</li> <li>- Facilitate the <b>identification of the project sites</b>, with documentation of selection criteria.</li> <li>- Lead the <b>stakeholder analysis and stakeholder consultations</b>. This should involve consultations with local communities to assess level of understanding and capacity to give consent, and identify community preferences for FPIC process.</li> <li>- Contribute to the preparation of a <b>gender analysis</b>.</li> <li>- Contribute to the preparation of <b>partner capacity assessments</b> and discussions on management arrangements early in the PPG process.</li> <li>- Contribute to the consultations with partners regarding <b>financial planning</b>.</li> <li>- Contribute to the completion of <b>any additional studies</b> that are determined to be needed for the preparation of the ProDoc and all other final outputs</li> </ul> <p><u>2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):</u> Contribute further specific items for the drafting of the <b>UNDP ProDoc and its required Annexes</b>, in line with the standard UNDP-GEF ProDoc template and annotated guidance and requests from the PPG Team Lead. This will include <i>inter alia</i>:</p> <ul style="list-style-type: none"> <li>- Contribute to the project's <b>theory of change</b>.</li> <li>- Contribute to the <b>Results Framework</b> in line with UNDP-GEF policy.</li> <li>- Contribute to the <b>Monitoring and Evaluation Plan and Budget</b>.</li> <li>- Contribute to the preparation of a <b>Stakeholder Engagement Plan</b>.</li> <li>- Contribute to the <b>Gender Action Plan and Budget</b>.</li> <li>- Support the work on <b>Social and Environmental Safeguards</b>.</li> <li>- Contribute to the required <b>GEF Core Indicators</b>.</li> <li>- Facilitate the completion of the required <b>official endorsement letters</b>.</li> <li>- Facilitate <b>agreements on project execution and management arrangements</b>.</li> </ul> <p><u>3) Validation Workshop (Component C):</u></p> <ul style="list-style-type: none"> <li>- Facilitate and support the validation workshop.</li> <li>- Support the completion of the validation workshop report.</li> </ul> <p><u>4) Final Deliverables:</u></p> <ul style="list-style-type: none"> <li>- Facilitation of information flow between PPG Team Lead and national stakeholders.</li> <li>- IPLC consultations.</li> <li>- Appropriate research, data compilation and text inputs for the draft and final UNDP-GEF project document based on guidance from the PPG Team Leader.</li> </ul> <p><b>Qualifications</b></p>
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	<ul style="list-style-type: none"> <li>▪ Master's degree or higher in a relevant field, such as biological sciences, biodiversity conservation, environmental management, natural resources management, etc.</li> <li>▪ Minimum of 7 years of demonstrable experience in a relevant technical area, such as biodiversity conservation, sustainable forest management, sustainable land management, land use planning</li> <li>▪ Experience in the formulation of UNDP and/or GEF projects or similar donor-funded initiatives on environmental conservation and management in Djibouti</li> <li>▪ Technical experience in rangeland management or forest restoration Fluency in written and spoken English as well as French and/or Arabic</li> </ul>
<p><b>Position:</b> Stakeholder Engagement and Gender Specialist</p> <p><b>Type:</b> Local Consultant</p> <p><b>Cost per person day:</b> USD 450</p> <p><b>Number of days needed:</b> 30</p>	<p><b>Role</b></p> <p>The Stakeholder Engagement and Gender Specialist will provide technical expertise and guidance and lead the assessment/analysis of gender dimensions and stakeholder participation in the proposed project. The assessment will guide the project team to mainstream gender equality and women's and youth empowerment into project implementation, taking into account the differences, needs, roles and responsibilities of men, women and youth.</p> <p>The gender assessment will at a minimum utilise the UNDP GEF Guide to Gender Mainstreaming in UNDP Supported GEF Financed Projects for conducting gender analysis and will seek to provide guidance for the project to be gender responsive or gender transformative using the following gender results effectiveness scale as outlined in the UNDP evaluation of gender mainstreaming in UNDP:</p> <p><u>Gender negative:</u> result have a negative outcome that aggravate or reinforce gender inequalities and norms.</p> <p><u>Gender blind:</u> results pay no attention to gender and fail to acknowledge the different needs of men, women, girls and boys, or marginalized populations.</p> <p><u>Gender targeted:</u> results focus on the number or equity (50/50) of women, men or marginalized populations that targeted.</p> <p><u>Gender responsive:</u> results address differential needs of men or women and equitable distribution of benefits, resources, status and rights but did not address root causes of inequalities in their lives.</p> <p><u>Gender transformative:</u> results contribute to changes in norms, cultural values, power structures and the roots of gender inequalities and discriminations. The aim is to redefine systems and institutions where inequalities are created and maintained.</p> <p>Guidance should facilitate the mainstreaming of gender equality considerations into the Project Strategy and Result Framework through a process of assessing the implications for women and men of any planned action, in all areas and at all levels. The project strategy should ensure that women's, men's, youth and other marginalised groups' concerns and experiences are an integral dimension of the design, implementation, monitoring and evaluation of projects so that all stakeholders benefit equally from the project interventions.</p> <p>The following lists the overall responsibilities and deliverables that will be expected from the consultant. Note that the UNDP PPG Initiation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly.</p> <p>To facilitate the development of an inclusive and gender-transformative project, the expert will at a minimum:</p>

	<ul style="list-style-type: none"> <li>▪ Lead the stakeholder identification (including identification of indigenous groups) and profiling process, by conducting an analysis of data on demographic profiles of communities in the project sites, and consultations and ensure that these are complete and comprehensive. This process should be informed by a review of the PIF Social and Environmental (SESP) pre-screening report, and the existing UNDP guidance on Social and Environmental Standards and other best practice approaches to stakeholder engagement<sup>3</sup> and gender mainstreaming</li> <li>▪ Lead and advise on the stakeholder analysis and consultations and ensure that they are complete and comprehensive</li> <li>▪ Prepare a comprehensive <b>Stakeholder Engagement Plan</b> and an <b>Indigenous Peoples' Plan</b> based on the outcomes of the stakeholder analysis and consultations</li> <li>▪ Determine the number of men and women, disaggregated by age, and their roles, responsibilities and priorities in relation to rangeland and forest management in the target landscapes</li> <li>▪ Conduct a participatory analysis of the differentiated impacts of land and forest degradation on women and men, disaggregated by age</li> <li>▪ Based on the findings, prepare a <b>Gender Action Plan</b> for incorporation into the Project Document (PRODOC) to ensure that the project strategy and its implementation are monitored as appropriate in terms of gender-responsiveness</li> <li>▪ Using the findings of the gender analysis exercise, <b>propose gender-disaggregated indicators and targets</b> for integration into the Project Results Framework</li> <li>▪ Provide responses to the UNDP SESP on sections related to gender and women's empowerment and make recommendations for the Gender Marker Rating for the overall project strategy.</li> </ul> <p><u>Key deliverables for the expert include:</u></p> <ul style="list-style-type: none"> <li>▪ A <b>profile of the stakeholders</b> and right-holders in the proposed project areas, and the community institutions (norms, rules and procedures) governing access to, control over and use of natural resources, and the mechanisms for sharing the benefits derived from these</li> <li>▪ A <b>gender analysis</b> report outlining the key findings for use in formulating the gender strategy for the project</li> <li>▪ A gender responsive project results framework, including sex disaggregated indicators (also indicating the share of men and women direct beneficiaries).</li> <li>▪ A <b>gender action plan</b> (outlining the process to be followed) for incorporation of gender aspects in the project</li> <li>▪ A <b>comprehensive stakeholder engagement plan</b></li> <li>▪ Appropriately detailed documentation of community consultations and workshops</li> <li>▪ An <b>Indigenous Peoples Plan</b>, including a budget and progress indicators as described by UNDP's Guidance Note on SES Standard 6: Indigenous Peoples</li> </ul> <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>▪ Excellent knowledge and minimum 7 years of demonstrable experience in community development or project management</li> </ul>
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<sup>3</sup> For guidance of 'meaningful stakeholder engagement', see UNDP guidance here: [https://info.undp.org/sites/bpps/SES\\_Toolkit/SitePages/Stakeholder%20Engagement.aspx](https://info.undp.org/sites/bpps/SES_Toolkit/SitePages/Stakeholder%20Engagement.aspx) other guidance available here: <https://publications.iadb.org/bitstream/handle/11319/8454/Meaningful-Stakeholder-Consultation.pdf?sequence=3>

	<ul style="list-style-type: none"><li>▪ Master's degree in Development Studies/ Political Science/ Political Ecology/ Sociology/Anthropology</li><li>▪ Training on gender issues/ gender studies and participatory development theories</li><li>▪ Excellent understanding of the dynamics around gender and natural resource management;</li><li>▪ Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations.</li><li>▪ Demonstrated understanding of the national legal and institutional context related to local and indigenous communities in Djibouti highly desirable</li><li>▪ Specific technical expertise in indigenous peoples' engagement and application of FPIC</li><li>▪ Previous work on similar projects</li><li>▪ Fluency in written and spoken English as well as French and/or Arabic</li></ul>
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