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Initiation Plan / GEF PPG

Project Title: Safeguarding biodiversity from invasive alien species in the Federated States of Micronesia

Country: Federated States of Micronesia

Country Programme Outcome: n/a (FSM's Country Programme Action Plan 2008-2012 is outdated.)¹

UNDP Strategic Plan Output:

Output 1.3. Solutions developed at national and sub-national levels for sustainable management of natural resources, ecosystem services, chemicals and waste

Gender Marker rating: GEN 2 (i.e. Gender is a significant objective of the project.)

ATLAS Project ID: 00107990	Total budget:	US\$ 200,000
ATLAS Output ID: 00108039	Allocated resources:	
PIMS ID: 6004	• GEF	US\$ 200,000
Start date: January 2018	• Government	US\$
End date: September 2018	• UNDP	US\$
Management Arrangement: <i>DIM</i>		

AGREED BY

Ms. Osnat Lubrani

Resident Representative, UNDP Fiji

Signature

11/01/2018

Day/Month/Year

Date

¹ Note that this project is closely aligned to FSM's 2004-2023 *Strategic Development Plan* with respect to:

- Agriculture Sector Strategic Goal 4 - Promote environmentally sound and sustainable production; and
- Environment Sector Strategic Goal 7 - Establish effective biosecurity (border control, quarantine and eradication) programs to effectively protect FSM's biodiversity from impacts of alien invasive species, for which the target is to eradicate 50% of alien species by 2020.

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I. BRIEF DESCRIPTION OF THE INITIATION PLAN/GEF PPG

Objective & Final Outputs

The objective of the GEF PPG is to develop the project concept into a full-sized project: ***Safeguarding biodiversity from invasive alien species in the Federated States of Micronesia***. As described in the project concept (PIF), this project aims to *safeguard biodiversity in terrestrial and marine ecosystems and in agricultural and fisheries production systems from the impacts of invasive alien species (IAS)* by institutionalizing and enforcing a governance framework of management regimes to prevent or at least control the introductions and spread of IAS across member states and, in collaboration with other nations, more widely, throughout Micronesia. Given that natural barriers to the spread of invasive species are thwarted by the movements of people, their goods and supplies, every citizen and visitor has a responsibility to behave appropriately and minimize threats from IAS. Thus, the project will mainstream the detection and management of IAS across government agencies, the private sector and civil society. The three components of the project address:

- (i) the legal framework and institutionalization of IAS prevention and management(Component 1);
- (ii) raising awareness and strengthening capacity in IAS prevention and management, underpinned by a Biosecurity Information System (Component 2); and
- (iii) strengthening the operationalization of Quarantine Services to prevent IAS introductions and creating a new Extension Service to manage established IAS (Component 3).

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

- PIF cleared for WP inclusion (WP approved at GEF Council on 30 November 2017);
- SESP pre-screening of PIF;
- Comments from GEF Secretariat (Council, STAP fully concurs with the PIF); and
- Annotated UNDP-GEF Project Document Template and associated guidance included therein.

The final outputs of the GEF PPG must include:

1. UNDP-GEF Project Document (ProDoc) using the standard template (update 11 July 2017), with the mandatory annexes (A-J in table below) and other project specific annexes as appropriate (notably: map and description of project sites, institutional development, legal assessment of IAS policy and enforcement framework, and feasibility study of establishing IAS Extension Service).

Annex A: Multi-Year Work Plan	Annex F: Stakeholder Engagement Plan
Annex B: GEF Tracking Tool at baseline*	Annex G: Gender Analysis and Action Plan
Annex C: Overview of Technical Consultancies	Annex H: UNDP Risk Log
Annex D: Terms of Reference	Annex I: Results of the capacity assessment of the project implementing partner and HACT micro assessment
Annex E: UNDP Social and Environmental Screening Procedure and plans as needed	Annex J: Additional agreements
*GEF-6 Biodiversity Objective 2, Program 4: Prevention, Control and Management of Invasive Alien Species	

2. GEF CEO Endorsement Request, using the August 2016 template.
3. Validation Workshop report (as appropriate for projects with a moderate SESP risk rating).

Any additional studies and other reports produced under the GEF PPG and not annexed to the ProDoc will be submitted to UNDP and saved for future reference.

Key Dates for the GEF PPG

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

Management Arrangements

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

A Working Group will guide the GEF PPG team and, as appropriate, review and endorse the GEF PPG deliverables. It will be responsible for ensuring that the deliverables outlined in this GEF PPG are completed on time and in line with UNDP and GEF requirements. The Implementing Partner (Secretary or designate, Department of Resources and Development) will chair the Working Group. Working Group members may include: UNDP Pacific Office in Fiji Programme Officer, government partners (notably the Office of Environment and Emergency Management and College of Micronesia-FSM) and key stakeholders (notably Micronesia Conservation Trust, Micronesia Regional Invasive Species Council and the FSM GEF-5 Ridge-to-Reef project). UNDP-GEF EBD Regional Technical Advisor, based in Bangkok Regional Hub, will provide technical oversight.

The GEF PPG team will comprise the following consultants:

- 1) International GEF Project Design and Biodiversity Conservation Specialist (Team Leader)
- 2) International Invasive Alien Species Specialist
- 3) International Information Management and Communication Systems
- 4) National Policy and Institutional Development Specialist, focused on invasive alien species
- 5) National Socio-economist, Stakeholder Engagement and Gender Specialist
- 6) Project Development Coordinator

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

II. STAKEHOLDER ENGAGEMENT, PUBLIC DISCLOSURE AND OTHER REQUIREMENTS

To ensure strong country ownership, and in line with the stakeholder engagement requirements outlined in UNDP's Social and Environmental Standards (SES), the development of the project during this GEF PPG phase will be undertaken in full consultation and close engagement with government, CSO and other relevant stakeholders – in particular those who will benefit from and be involved in the implementation of the project (i.e. direct project beneficiaries). A list of these stakeholders will be prepared and included in an Annex to the ProDoc.

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

1. A final validation workshop report will be prepared summarizing the outcomes of the validation workshop and other consultations undertaken during the PPG phase. This report must

- demonstrate strong country ownership and will become a key reference document should an environmental and social safeguard complaint/grievance be filed during project implementation.
2. Before CEO endorsement (if appropriate given the GEF cancellation policy) or at the latest by the LPAC meeting, the UNDP-GEF ProDoc, SESP and related management plans, and other relevant information/documents (e.g. ProDoc annexes) will be made available to the public on the UNDP website or open.undp.org. 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.

III. GEF PPG ACTIVITIES

Component A: Preparatory Technical Studies & Reviews

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

a. Desktop and field-based studies and data collection

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

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

The above research will focus particularly on generating the following detailed baseline information, needs and feasibility assessments, and strategies and plans:

Component 1

- i. Review of current policy, legislative and institutional framework for managing IAS in FSM, including: provisions under the new 2017 Biosecurity Act and guidance on how they might be applied with support from the project; identification of outstanding policy gaps that will need to be addressed by the project; and an outline plan² for the institutional development of capacity at national and state levels to implement and enforce compliance with IAS policies, including provisions for a new community-based IAS Extension Service operational at municipality levels.
- ii. Assessment of economic losses sustained by IAS impacts within the respective states of FSM to inform the National Biosecurity Strategy.
- iii. Feasibility studies of sustainable financing mechanisms, focusing particularly on: a cost recovery system for the entire border security apparatus based on 'user pays' principles aligned to travel and trade; institutionalization of a Biosecurity Training Programme; and the establishment of a community-based IAS Extension Service within each state.

Component 2

² This outline plan is a precursor to the National Biosecurity Strategy to be developed by the project (PIF p. 10), which will pave the way for the emergence of a national Biosecurity Authority by the end of the project.

- i. Design and survey of IAS awareness among the travelling public, focused on national and state ports of entry and on communities within respective states, to inform an *IAS Communications Strategy* that will be developed during the project inception phase.
- ii. *Gender Analysis, Action Plan and Budget* developed for inclusion in the ProDoc, in consultation with the Department of Health and Social Affairs and other relevant interest groups (see III.A.b).
- iii. Assessment of current capacities at national and state levels to manage IAS across relevant sectors (agriculture, environment, fisheries, health, tourism, shipping etc.) and existing provisions for training and capacity development. Modular Biosecurity Training Programme on IAS management and enforcement of compliance outlined, with due consideration given to its institutionalisation within the respective states (potentially in partnership with College of Micronesia) by the end of the project. Contents of a Certified Course in *IAS Management for Practitioners* outlined.
- iv. Review of electronic and other data and information holdings on IAS and an outline plan for the development of a web-based Biosecurity Information System, including the feasibility of it being networked via mobile apps to support identification, screening and monitoring of IAS and enforcement of compliance with IAS policies at entry ports and in the field.

Component 3

- i. Review of quarantine facilities and fumigation equipment (fixed and portable) existing within each state; and an assessment of requirements necessary to operate effectively at all main ports of entry to the high island states.
- ii. Feasibility study for establishing community-based IAS Extension Service in partnership with College of Micronesia, operational within each state to support landowners, farmers and fishermen and ensure food and other production systems are secure from IAS impacts.
- iii. Review of existing state, national and regional IAS strategies and action plans: benchmark their current status; identify safeguards that will need to be mainstreamed across agriculture, fisheries, tourism and other sectors; and to identify synergies whereby such safeguards can be adopted and applied by those sectors engaged in the GEF-5 Ridge-to-Reef project.
- iv. Identification of target sites for the project to demonstrate best practices in safeguarding biodiversity from the introduction and spread of IAS, focusing on the following:
 - Main international and national entry ports within High Island states and any other significant island ports meriting routine inspection of travellers and shipments.
 - Selection of protected areas whose native biodiversity is significantly threatened by IAS.
 - Selection of land and seascapes where IAS significantly impact forestry, agricultural and fishery production.

Baseline assessments/surveys of IAS will be undertaken at target sites during PPG for subsequent monitoring.

Tracking Tools and Scorecards

- i. Collect baseline data for all indicators, notably with respect to the following monitoring tools:
 - Tracking Tool for GEF-6 Biodiversity Projects: Objective 2 Programme 4: Prevention, Control and Management of IAS (note: provide disaggregated data by state where appropriate)
 - UNDP-GEF Capacity Development Scorecard: 3. National Biosecurity Framework Scorecard
 - Baseline scores for project outcome indicators specified in the PIF (Table B): annual biosecurity investment by state, level of IAS awareness as measured by survey, number of certified (qualified) IAS officers, ratio of detections to inspections at entry ports etc.

b. Gender Analysis

A gender analysis will be prepared to fully consider the different needs, roles, benefits, impacts, risks, differential access to and control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) given the project's context, and to identify appropriate measures to address these and promote gender equality and women's empowerment. The analysis will form the basis of a *Gender Action Plan and Budget* to guide gender mainstreaming during project implementation. The *Gender Analysis*, and the *Gender Action Plan and Budget* must be annexed to the ProDoc. See guidance available [here](#).

c. Social and Environmental 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 a number of potential safeguard risks associated with IAS interventions to be further assessed during the PPG phase, specifically in relation to health and safety, cultural heritage, indigenous peoples and pollution.

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 impossible, then mitigation and management measures must be identified, in line with UNDP Social and Environmental Standards (see section B-f below). If the required assessments cannot be undertaken or finalized during the PPG, they must be completed during the first phase of project implementation. Importantly, if indigenous people are likely to be affected then UNDP SES 6 may be triggered, possibly requiring elaboration of an Indigenous Peoples Plan for inclusion in the ProDoc. Responsibility for this and related tasks lie with the Socio-economist, Stakeholder Engagement & Gender Specialist in consultation with the Team Leader.

d. Identification of project sites

Based on the above reviews, and through consultation with stakeholders, the targeted project/ sites will be identified (see III.A. Component 3.iv).

e. Financial planning

Co-financing will be confirmed and additional sources identified through a series of consultations with partners to ensure a coherent and sustainable financing package for the project, including post-GEF grant phase to the extent possible.

f. Other required studies

Not applicable

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

Based on the technical studies and reviews undertaken under **Component A** (detailed above), the full UNDP-GEF ProDoc will be developed (following the 2017 annotated UNDP-GEF ProDoc available [here](#)), and the GEF CEO Endorsement Request (available [here](#)) will be prepared.

The GEF PPG Team Leader will be responsible for the consolidation and finalization of all required materials. Preparation of the UNDP-GEF ProDoc includes a specific focus on the following areas, which do not exhaustively capture the required ProDoc content:

a. Theory of Change

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

b. Results Framework

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

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

Refer to the annotated UNDP-GEF ProDoc template for additional guidance on developing the Results Framework.

c. Monitoring and Evaluation (M&E) Plan and Budget

On-the-ground monitoring may be undertaken by national institutes/universities as appropriate. Clarify the roles of the various groups involved in project M&E, how project-level monitoring links with data collected at the national level, and specify the frequency of monitoring. Specify monitoring tools to be used; clarify responsibilities for completing the mid-term and terminal GEF Tracking Tools (see below). Complete the M&E budget included in the UNDP-GEF ProDoc, noting that the total budget should be between 3-5% of the GEF grant.

d. Stakeholder Engagement Plan

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

e. Gender Action Plan and Budget

Based on the *Gender Analysis* conducted in **Component A**, the *Gender Action Plan and Budget* will outline the gender-specific outputs to be delivered during project implementation in order to promote gender equality and women's empowerment and to ensure that inequalities are not exacerbated. As part of the work of preparing the *Gender Action Plan*, indicators should be proposed for inclusion in the Results Framework to facilitate the monitoring of the proposed gender mainstreaming actions.

f. Social and Environmental Standards

In line with the assessments conducted during **Component A** (above) and in line with UNDP's Social and Environmental Standards (SES) policy and all associated SES Guidance Notes, the SESP will be finalized and

all moderate and high risks identified in the SESP will be reflected in the risk table and risk section of the ProDoc.

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

g. GEF Tracking Tool(s)

The following required GEF Tracking Tools will be prepared, in line with the relevant GEF objectives, and included as an Annex to the ProDoc. Indicators from the GEF Tracking Tools will be included in the Results Framework as appropriate. See the [GEF's website](#) for the most up-to-date templates as these may change.

- *GEF-6 Biodiversity Tracking Tool, Program 4: Prevention, Control and Management of IAS*

h. Project Management Arrangements

Based on the stakeholder analysis and consultations undertaken in **Component A** above, agreement(s) on project management and governance arrangements—including roles, responsibilities and accountabilities of lead and partner Agencies—will be secured early in the project development phase and will be fully detailed in the ProDoc.

i. Completion of the required official endorsement letters

These letters include the official letters on co-financing guarantee(s) from participating government institutions, bilateral development partners, multilateral development partners, NGOs, private sector, or others who wish to provide cash or in-kind contributions to the project. The GEF OFP endorsement letter will also be required and, if necessary, updated if the requested GEF grant amount has changed since PIF/PFD approval.

Component C: Validation Workshop and Report

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

IV. TOTAL BUDGET AND WORK PLAN FOR GEF PPG

Award ID:	00107990
Project ID:	00108039
Award Title:	FSM Biodiversity PPG GEF 6
Business Unit:	FJI10
Project Title:	Safeguarding biodiversity from invasive alien species in the Federated States of Micronesia
Project (PIMS) ID:	6004
Implementing Partner:	FSM Department of Resources & Development

GEF Outcome/Atlas Activity	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount US\$	Budget Notes
Project preparation grant to finalize UNDP-GEF ProDoc for project "Safeguarding Biodiversity from IAS"	UNDP	62000	GEF TRUST EE	71200	International Consultants	83,300	A-C
				71300	Local Consultants	35,000	D-F
				71600	Travel	46,084	G
				72500	Supplies	1,000	H
				74200	Audio visual, print production costs	1,000	I
				74500	Miscellaneous Expenses	3,000	J
				75700	Training	30,616	K
					Other		
PROJECT TOTAL					200,000		

Budget Note	Items	Total estimated person days	Budget	Budget Note
A	Team Leader: International Conservation Specialist	60	40,800	Refer to Annex 2 for key responsibilities.
B	International Invasive Alien Species Specialist	50	32,500	
C	International Information Management and Communication Systems Specialist	20	10,000	
D	National Policy and Institutional Development focused on IAS	40	12,000	
E	National Socio-economic, Stakeholder Engagement and Gender Specialist	40	12,000	

F	Project Development Coordinator	50	11,000	This includes expenses for: <ul style="list-style-type: none"> field missions for international and national consultants to each of the 4 states Travel costs associated with data collection and survey work in the respective states
G	Travel		46,084	
H	Supplies		1,000	Stationary, materials for participatory events
I	Audio Visual, print production costs		1,000	AV, printing, translation
J	Miscellaneous		3,000	Contingency
K	Training/Workshops		30,616	Includes expenses for: <ul style="list-style-type: none"> National logical framework analysis workshop Stakeholder consultation workshop in 4 states State IAS Task Forces workshop Stakeholder validation workshop Travel cost for state coordinators to facilitate on-site consultations with communities Local Project Appraisal Committee (LPAC)
Total			200,000	

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	Month 13 ³	Month 14 ³	Month 15 ³	Month 16 ³	Budget (US\$)
Component A: Technical studies, etc.		Inception mission															
Component B: Formulation of ProDoc, etc.						Draft ProDoc											
Component C: Validation Workshop																	
Delivery of final outputs 2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					

³ For full-sized projects only

VI. MANDATORY ANNEXES

Annex 1: GEF CEO PIF/PPG Approval Letter



Nanako Ishii
CEO and Chairperson

October 30, 2017

Ms. Adriana Dima
GLI Executive Coordinator
United Nations Development Programme
One United Nations Plaza
304 East 43rd St.
11th Fl., 10th Floor
New York, NY 10017

Dear Ms. Dima:

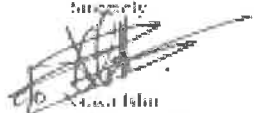
I am pleased to inform you that I have cleared the project concept detailed below for inclusion in the upcoming work program. I have also approved your request for project preparation grant.

Decision Sought	Project Identification Form (PIF) & Contract for Work Programs, Indicators and Project Preparation Grant (PPG) Approval
GEFSEC ID:	9517
Agency/inst:	IBSDP
Agency ID:	6004 (UNDP)
Focal Area:	Biodiversity
Project Type:	Full-Sized Project
Country(ies):	Mexico
Name of Project:	Safeguarding Biodiversity From Invasive Alien Species in the Federated States of Micronesia
Indicative GEF Project Grant:	\$4,141,509
Indicative Agency Fee:	\$593,413
PPG Grant:	\$200,000
PPG Agency Fee:	\$19,000
Funding Source:	GEF Trust Fund

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Head-to-head of Items with Agency Use				
Agency	Agency Fund	Items to be committed at Council Approval	Items to be committed at CEO Endorsement	Total (US\$)
ANAP	001	\$12,117	\$296,360	\$308,477

This CEO Endorsement and CEO approval is subject to the comments made by the CEO Secretariat in the attached report review document. It is also based on the understanding that the proposed commitments were developed in accordance with the applicable policies and procedures. Please note that your CEO approval does not constitute a final decision. Comments by the CEO Secretariat should be provided to the CEO Endorsement can be provided within 10 business days of Council approval of the above proposal.

Sincerely,

 David Ishii
 Chief Executive Officer and Chairman

Approved: CEO/CEO Proxy Review Document
 Confirmed: Council Operations Committee/CEO/ANAP/ANAP Council

Annex 2: Draft Terms of Reference of Consultants Financed by GEF Project Preparatory Grant

Position, Type and Cost	Role, Deliverables and Qualifications
<p>Position: Project Design and Biodiversity Conservation Specialist (GEF PPG Team Leader)</p> <p>Type: IC</p> <p>Cost per person day: US\$ 680</p> <p>Number of person weeks needed: 60 days</p>	<p>Role The international Project Development/Biodiversity Conservation Specialist will be the GEF PPG Team Leader, with responsibility 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 in the GEF PPG Team and coordinating their work.</p> <p>Deliverables</p> <p>1) <u>Management of the GEF PPG Team</u></p> <ul style="list-style-type: none"> a. Define and submit a detailed methodology and work plan in consultation with the other consultants, with clear delegation of responsibilities for the International Consultants (ICs) 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. <p>2) <u>Preparatory Technical Studies and Reviews (Component A)</u> With inputs from the other national and international consultants, as detailed in their respective TORs:</p> <ul style="list-style-type: none"> a. Compile baseline/situational analysis for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate; b. Oversee the stakeholder analysis and consultations and ensure that they are complete and comprehensive; c. 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; d. 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, as appropriate, update the SESP in an iterative fashion throughout the PPG; e. Conduct/oversee the identification of the project sites, with documentation of selection criteria; f. Oversee the consultations with partners regarding financial planning; and g. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs. <p>3) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)</u> With inputs from the other national and international consultants, as detailed in their respective TORs, and based on international best practice:</p> <ul style="list-style-type: none"> a. Develop, present and articulate the project’s theory of change; b. Develop the Results Framework in line with UNDP-GEF policy and work with the UNDP Country Office to select an indicator for one of the IRRF outcomes;

	<ul style="list-style-type: none"> c. Develop a detailed Monitoring and Evaluation Plan and Budget; d. Oversee and ensure the preparation of a Stakeholder Engagement Plan; e. Oversee and ensure the preparation of a Gender Action Plan and Budget; f. Update the SESP based on assessments undertaken under 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; g. Oversee preparation of the required GEF tracking tool(s); h. Secure and present agreements on project management arrangements; i. Prepare an indicative Procurement Plan, securing Country Office confirmation; j. Ensure completion of the required official endorsement letters; and k. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement Request, and all mandatory and project-specific Annexes, using the required templates.⁴ <p>4) <u>Validation Workshop (Component C):</u></p> <ul style="list-style-type: none"> a. Lead the validation workshop to present, discuss and validate the final draft ProDoc 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. <p>5) <u>Final Deliverables:</u></p> <ul style="list-style-type: none"> 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. <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Master’s degree or higher in a relevant field, such as natural or environmental sciences; ▪ Minimum of 15 years of demonstrable experience in the technical area of biodiversity conservation, including planning and management; ▪ At least 10 years of demonstrable experience in preparing high quality biodiversity conservation projects; ▪ Excellent leadership, coordination and facilitation skills; and ▪ Fluency in written and spoken English.
<p>Position: Invasive Alien Species Specialist</p> <p>Type: IC</p> <p>Cost per person day: US\$ 650</p>	<p>Role</p> <p>The international Invasive Alien Species (IAS) Specialist will work closely with the GEF PPG Team Leader, as well as other international and national consultants, to provide the necessary IAS inputs to project deliverables.</p> <p>Deliverables</p> <p>1) <u>Preparatory Technical Studies and Reviews (Component A)</u></p> <p>Prepare the following analyses/studies, as agreed with the Team leader and with support from the national Institutional Development and Socio-Economist specialists, as appropriate.</p> <ul style="list-style-type: none"> a. Detailed baseline information on IAS that comprises:

⁴ Please verify with the UNDP-GEF team that the correct templates are being used.

<p>Number of person days needed: 50 days</p>	<ul style="list-style-type: none"> - review of current policy, legislative and institutional framework for managing IAS in FSM at national and state levels, with an assessment of how the application of the new 2017 Biosecurity Act can best be supported by the project; - Assessment of current capacities at national and state levels to manage IAS across relevant sectors (agriculture, environment, fisheries, health, tourism, shipping etc.) and existing provisions for training and capacity development; - review of quarantine facilities and fumigation equipment (fixed and portable) existing within each state , with an assessment of infrastructure and equipment necessary to operate effectively at main state entry ports; - review of status of existing state, national and regional IAS strategies and action plans, with an assessment of safeguards necessary to mainstream across agriculture, fisheries, tourism and other sectors, including potential synergies with those sectors engaged in the GEF-5 Ridge-to-Reef project; and - assessment of economic losses sustained from IAS impacts within respective states (input to be provided by Socio-economist). <p>b. Outline plan for the institutional development of capacity at national and state levels to implement and enforce compliance with legislation and policies to prevent the introduction and spread of IAS (input to be contributed by Institutional Development Specialist), including:</p> <ul style="list-style-type: none"> - details of a modular Biosecurity Training Programme on IAS management and enforcement of compliance outlined, with due consideration given to its institutionalisation by end of the project; - contents of a Certified Course in <i>IAS Management for Practitioners</i>; and - feasibility study for a new community-based IAS Extension Service operational at municipality level. <p>c. List of project target sites, with clear rationale for their selection, maps and baseline information (provided by national consultants), to cover:</p> <ul style="list-style-type: none"> - main international and national entry ports within High Island states and any other significant island ports for travellers and shipments; - selection of land and seascapes where IAS significantly impact forestry, agricultural and fishery production; and - protected areas with native biodiversity that is significantly threatened by IAS. <p>d. Tracking tools and indicators benchmarked, with other consultants' inputs, notably:</p> <ul style="list-style-type: none"> - GEF-6 Biodiversity Projects: Objective 2 Programme 4: Prevention, Control and Management of IAS (NB provide disaggregated data by state if appropriate); - UNDP-GEF Capacity Development Scorecard: 3. National Biosecurity Framework; - baseline scores for project outcome indicators specified in the PIF (Table B). <p>2) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)</u> Prepare inputs and support the development of draft PPG deliverables, as agreed with the PPG Team Leader.</p> <p>3) <u>Validation Workshop (Component C)</u></p> <ul style="list-style-type: none"> a. Contribute to the validation workshop and Validation Workshop Report; and b. support all necessary revisions that arise during the workshop, as appropriate. <p>4) <u>Final Deliverables</u></p> <ul style="list-style-type: none"> a. Contribute, as required by PPG Team leader, to the revision and completion of UNDP ProDoc, with all mandatory and project-specific Annexes, following feedback from GEF Secretariat and GEF Council. <p>Qualifications</p>
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	<ul style="list-style-type: none"> ▪ Master’s degree or higher in a relevant field, such as natural or environmental sciences; ▪ Minimum of 15 years of demonstrable experience in the technical area of biodiversity conservation, with at least 7 years specialism in the control and management of invasive alien species including borders’ biosecurity enforcement; ▪ Proven experience in establishing good working relationships with a broad range of stakeholders (local communities, government, private sector, financial institutions, civil society, NGOs, etc.); ▪ Demonstrable experience of data collection, analysis, and high quality reporting on biodiversity conservation, preferably including the Pacific region; and ▪ Fluency in written and spoken English
<p>Position: Information Management and Communication Systems Specialist</p> <p>Type: IC</p> <p>Cost per person day: US\$ 500</p> <p>Number of person days needed: 20 days</p>	<p>Role The international Information Management and Communication Systems Specialist will work closely with the GEF PPG Team Leader and other consultants, in particular the IAS Specialist, to provide the necessary inputs on information management and communication systems to project deliverables.</p> <p>Deliverables</p> <p>1) <u>Preparatory Technical Studies and Reviews (Component A)</u> Undertake the following analyses/studies, as agreed with the Team leader and with support from the IAS, Institutional Development and Socio-Economist specialists, as appropriate.</p> <ol style="list-style-type: none"> a. Review of digital and other data and information holdings at national and state levels related to biosecurity, their storage, management and accessibility, across all sectors including Customs & Excise. b. Assess existing digital and network systems with respect to their potential for making biosecurity data and information readily accessible to a wide of users. c. Outline the design and assess the costs of building the digital infrastructure and capacity to operate a widely accessible, web-based Biosecurity Information System with the following capabilities: <ul style="list-style-type: none"> - comprehensive database of all IAS found/likely to occur in Micronesia, with records of locations, spatial distributions, images of species for identification purposes, status of management at specific locations; - GIS capabilities to show, for example, locations and distributions of IAS within geographical and biological context (e.g. land/aquatic use, habitat and vegetation types); - readily accessible for down-loading and uploading data and information via mobile application(s) for wide variety of purposes (e.g. identification of IAS at ports of entry/exit and in the field, reporting locations of IAS observed in the field, recording IAS traffic through ports of entry/exit); - educational resources for schools, College of Micronesia, government agencies, NGOs, citizens; and - meets requirements of key users groups (initially to include Quarantine Services, national and state IAS Task Forces, Customs & Excise, proposed IAS Extension Service, College of Micronesia for modular training courses). d. Produce a report that encapsulates findings from the above. <p>2) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)</u> Prepare inputs and support the development of draft PPG deliverables, as agreed with the PPG Team Leader.</p>

	<p>3) Final Deliverables</p> <p>b. Contribute, as required by PPG Team leader, to the revision and completion of UNDP ProDoc, with all mandatory and project-specific Annexes, following feedback from GEF Secretariat and GEF Council.</p> <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Master’s degree or equivalent in a relevant field, such as natural or environmental sciences; ▪ Specialist training in information technology and at least 10 years of demonstrable experience in the design and development of national and regional information management and monitoring systems; ▪ Specialist knowledge and experience in developing and using IT-based tools for data and information management, including the development of mobile applications, and associated capacity development support; ▪ High level of proficiency in computing, appreciation of hardware specifications and software design; and ▪ Fluency in written and spoken English, with excellent technical reporting and presentation skills.
<p>Position: Policy and Institutional Development Specialist (focused on invasive alien species)</p> <p>Type: NC</p> <p>Cost per person day: US\$ 300</p> <p>Number of person days needed: 40 days</p>	<p>Role The national Policy and Institutional Specialist will focus on IAS and work closely with the GEF PPG Team Leader and, in particular, support the IAS Specialist in providing the necessary inputs to project deliverables on IAS policy and institutional development.</p> <p>Deliverables</p> <p>1) Preparatory Technical Studies and Reviews (Component A) As agreed with the Team Leader and in support of the tasks to be undertaken by the IAS Specialist, undertake the following tasks.</p> <p>a. Assist with provision, review and analysis of IAS baseline information that includes:</p> <ul style="list-style-type: none"> - current policy, legislative and institutional framework for managing IAS in FSM at national and state levels, with due consideration of the new 2017 Biosecurity Act; - current capacities at national and state levels to manage IAS across relevant sectors (agriculture, environment, fisheries, health, tourism, shipping etc.) and existing provisions for training and capacity development; and - status of existing state, national and regional IAS strategies and action plans, with an assessment of safeguards necessary to mainstream across agriculture, fisheries, tourism and other sectors. <p>b. Assist with outlining a plan for the institutional development of capacity at national and state levels to apply or implement legislation and policies to prevent the introduction and spread of IAS and enforce their compliance. In particular, the national consultant will examine:</p> <ul style="list-style-type: none"> - the feasibility of institutionalizing the modular Biosecurity Training Programme on IAS management and enforcement of compliance by end of project; and - the feasibility of establishing a community-based IAS Extension Service comprising trainee volunteers and operational at municipality level. <p>c. Contribute to the identification of project target sites, providing a clear rationale for their selection, maps and baseline information.</p> <p>d. Facilitate the benchmarking of the following tracking tools:</p> <ul style="list-style-type: none"> - GEF-6 Biodiversity Projects: Objective 2 Programme 4: Prevention, Control and Management of IAS (NB provide disaggregated data by state if appropriate); and - UNDP-GEF Capacity Development Scorecard: 3. National Biosecurity Framework;

	<p>2) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)</u> Prepare inputs and support the development of draft PPG deliverables, as agreed with the PPG Team Leader.</p> <p>3) <u>Validation Workshop (Component C)</u> a. Contribute to the validation workshop and Validation Workshop Report; and b. support all necessary revisions that arise during the workshop, as appropriate.</p> <p>4) <u>Final Deliverables</u> Contribute, as required by PPG Team leader, to the revision and completion of UNDP ProDoc, with all mandatory and project-specific Annexes, following feedback from GEF Secretariat and GEF Council.</p> <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Bachelor's degree or higher in a relevant field, such as natural or environmental sciences, institutional development and development studies; ▪ Minimum of 15 years of demonstrable experience in the technical area of environment, with at least 7 years of specialism in capacity building and institutional development; ▪ Sound political and institutional knowledge of government and other institutions in FSM and Micronesia, with proven experience of working with government and familiarity with interdepartmental procedures, especially the ability to understand political/sensitive issues and act accordingly; and ▪ Excellent written and spoken English.
<p>Position: Socio-economic, Stakeholder Engagement and Gender Specialist</p> <p>Type: NC</p> <p>Cost per person day: US\$ 300</p> <p>Number of person days needed: 40 days</p>	<p>Role The national Socio-economic, Stakeholder Engagement and Gender Specialist will work closely with the GEF PPG Team Leader and other consultants to provide necessary inputs to project deliverables on socio-economics, community development and gender aspects.</p> <p>Deliverables</p> <p>1) <u>Preparatory Technical Studies and Reviews (Component A):</u> Prepare inputs and support the required analyses/studies, as agreed with the Team Leader and in collaboration with the IAS, Institutional Development and other specialists as necessary, including:</p> <ol style="list-style-type: none"> a. Lead and advise on the stakeholder analysis and consultations, ensuring that they are complete and comprehensive; b. Prepare the gender analysis and work closely with the Team Leader to ensure its findings inform the project's strategy, theory of change and results framework; c. Ensure action points, including risk assessments, identified in the <i>UNDP Social and Environmental Screening Procedure (SESP)</i> at the PIF stage ("pre-screening") are fully implemented during the PPG and, as appropriate, update the SESP in an iterative fashion throughout the PPG; d. Undertake an assessment of economic losses sustained from IAS impacts across key sectors of the respective states of FSM to inform the PPG; e. Assess the feasibility of introducing a sustainable financing mechanism to recover full costs of border biosecurity inspections at main ports of entry to FSM states, based on 'users pay' principle aligned to travel and trade; and f. Conduct an IAS awareness baseline survey of the travelling public, focused on national and state ports of entry and on communities within respective states. This will also inform the <i>IAS Communications Strategy</i>.

	<p>2) <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 development of draft PPG deliverables, as agreed with the PPG Team Leader, including:</p> <ol style="list-style-type: none"> a. Prepare the Stakeholder Engagement Plan; b. Prepare a Gender Action Plan and Budget to guide gender mainstreaming during project implementation; c. Lead on updating the SESP as needed, based on assessments undertaken during Component A, and if required prepare an Indigenous Peoples Plan for inclusion in the ProDoc; d. Develop environmental and/or social management plan(s) for all risks identified as Moderate or High in the SESP; and e. Ensure that relevant finding from the social and economic surveys (1d-f) inform the ProDoc. <p>The analysis will form the basis of a <i>Gender Action Plan and Budget</i> to guide <i>The Gender Analysis</i>, and the <i>Gender Action Plan and Budget</i> must be annexed to the ProDoc.</p> <p>3) <u>Validation Workshop (Component C)</u></p> <ol style="list-style-type: none"> a. Contribute to the validation workshop and Validation Workshop Report; and b. support all necessary revisions that arise during the workshop, as appropriate. <p>4) <u>Final Deliverables</u> Contribute, as required by PPG Team leader, to the revision and completion of UNDP ProDoc, with all mandatory and project-specific Annexes, following feedback from GEF Secretariat and GEF Council.</p> <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Master's degree or higher in a relevant field, such as economic, social and environmental sciences; ▪ Minimum of 10 years of demonstrable experience in the technical area of social and economic development, including the facilitation of stakeholders and community development; ▪ Proven experience in undertaking social surveys, economic assessments and feasibility studies; ▪ Proven experience in establishing good working relationships with a broad range of stakeholders (local communities, government, private sector, financial institutions, civil society, NGOs, etc.) within FSM; and ▪ Excellent written and spoken English.
<p>Position: Project Development Coordinator</p> <p>Type: NC</p> <p>Cost per person day: US\$ 220</p> <p>Number of person weeks needed: 50 days</p>	<p>Role The national Project Development Coordinator will work under the direction of the GEF PPG Team Leader and guidance of the UN Coordination Specialist, supporting team members in their work, logistics and scheduling of meetings and other events. S/he will engage and follow up with national and state implementing partners on all aspects of the PPG in a timely manner, in accordance with agreed schedules.</p> <p>Deliverables</p> <p>1) <u>Management of the GEF PPG Team</u></p> <ol style="list-style-type: none"> a. Support the Team Leader with the development and implementation of the work plan, including monitoring its implementation and supporting consultants to meet PPG milestones; b. Assist the Team Leader in ensuring that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and

	<p>c. In liaison with the UN Coordination Specialist maintain accounts of local expenditure as required.</p> <p>2) <u>Preparatory Technical Studies and Reviews (Component A)</u> Support and accompany the PPG team during their missions, coordinating schedules and soliciting relevant information and inputs from national and state agencies, NGOs and other stakeholders as appropriate. Where needed, assist with interpretation.</p> <p>3) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)</u> Liaise with implementing partners and other stakeholders to ensure that their inputs to the ProDoc are received in good time and, conversely, that stakeholders are kept well informed about the project's development and have ready access to draft materials.</p> <p>4) <u>Validation Workshop (Component C):</u></p> <ol style="list-style-type: none"> a. Lead in organizing the validation workshop and helping to ensure that a representative selection of stakeholders are able to participate, particularly those from states other than Pohnpei; and b. Ensure collection and collation of all workshop outputs, and assist with completing the Validation Workshop Report. <p>5) <u>Final Deliverables:</u></p> <ol style="list-style-type: none"> a. Support the Team Leader in gathering all technical and consultation inputs from national and state stakeholders; and b. Provide assistance, as required, with completion of the UNDP-GEF ProDoc and GEF CEO Endorsement Request. <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Bachelor's degree in a relevant field, such as economics, rural development, environmental or social sciences; ▪ Minimum of 5 years of demonstrable experience in supporting project development and implementation, including coordination roles; ▪ Knowledge of government, other institutions and non-governmental organizations in FSM and Micronesia, with proven experience of working within the sustainable development sector is preferred; ▪ Excellent coordination and facilitation skills; and ▪ Excellent written and spoken English.
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