**Agreed by UNDP Resident Representative**

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| Osnat Lubrani*UN Resident Coordinator, and**UNDP Resident Representative**Suva, Fiji* | *Signature* | Date*: day/month/year* |
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***INITIATION PLAN***

***for a GEF Project Preparation Grant (PPG)***

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ATLAS Project Award: 00102272

ATLAS Project ID: 00104383

PIMS Project ID: 5447

Management Arrangement: DIM

Total budget: US$ 200,000

Allocated resources:

* GEF US$ 200,000

**Project Title:** Enhancing “whole of islands” approach to strengthen community resilience to climate and disaster risks in Kiribati (LDCF KJIP)

**Regional UNDAF Outcome 2013 – 2017:**

*Outcome 1.1* By 2017, the most vulnerable communities across the PICTs are more resilient and select government agencies, civil society organizations and communities have enhanced capacity to apply integrated approaches to environmental management, climate change adaptation/mitigation and disaster risk management

**Kiribati UNDAF Outcome / Outputs 2013 – 2017:**

*Outcome 1.1* Resilience strengthened at national and community level through integrated sustainable environment management, climate change adaptation/ mitigation and disaster risk management

*Output 1.1.1.* National, sub national and community adaptive capacities strengthened to address the adverse impact of climate change and disaster risks

**UNDP Strategic Plan Primary Outcome, Output, and Indicator:**

*Outcome 1:* Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded

*Output 1.4.* Scaled up action on climate change adaptation and mitigation across sectors which is funded and implemented

*Indicator 1.4.2*: Number of countries with comprehensive measures - plans, strategies, policies, programmes and budgets - implemented to achieve low-emission and climate-resilient development objectives.

**Initiation Plan Start Date:** September 2017

**Initiation Plan End Date:** December 2018

1. **Brief Description of Initiation Plan**

During the initiation plan period, a number of studies and stakeholder consultations will be undertaken with the view to further develop the approved project concept (see Annex 3: Project Identification Form (PIF)) into a fully formulated project document and comprehensive GEF submission package. The final output of the initiation plan will be a [UNDP-GEF project document](http://gef.undp.org/) and [GEF CEO Endorsement template](http://www.thegef.org/gef/node/3627), with all requisite annexes, ready for submission to UNDP and GEF.

The objective of the project preparation process is to:

* Good quality submission package to GEF is completed
* Enhancing “whole of islands” approach to strengthen community resilience to climate and disaster risks in Kiribati (LDCF KJIP) project is approved by GEF (CEO Endorsed by 31 January 2017)
* Women, men, youth, and vulnerable groups are equally and effectively engaged and are able to contribute to the project design process so that strong project awareness and ownership is fostered for succeeding project implementation
1. **Project Preparation Activities:**
2. Component A: Technical review

Project preparation grant (PPG) will be utilized to help ensure that the project design builds on past, ongoing, and planned initiatives for climate change adaptation planning and implementation in Kiribati. The PPG process will refine the project details; through a consultative process, it will build on, further develop, and expand the Outcomes and Indicative Outputs identified in the Project Identification Form (PIF) into realistic, results-based, cost effective, and innovative outputs and activities. UNDP and GEF policies and procedures will also be used as a guiding tool throughout the project development process.

Key technical inputs needed for the successful completion of other components’ activities will also be detailed – including TORs.

* 1. ***Baseline studies:***

The following technical studies should be conducted during the project design phase (PPG):

* To corroborate and expand the barrier description outlined in the PIF.
* To fully justify and detail specific outputs proposed in the PIF.
* To collect the baseline data for proposed indicators and targets.
* To address specific technical issues and questions raised by UNDP, GEF Sec, Council members and STAP
* To ensure that proposed initiatives do not duplicate, but rather build on previous initiatives and investments
* To ensure that lessons learned from good practices and past mistakes are incorporated into the project design
* To ensure strategic alignment with past, current and ongoing GEF investments
	1. ***Studies to address any opportunities/risks identified during an environmental and social screening of the project proposal***

This will include, inter alia, preliminary analyses to reduce threats and improve the climate change adaptation capacities and resilience by:

* Intended and/or unintended socio-economic impact of construction, operation, maintenance of the infrastructures required to build and/or strengthen to climate-proof coastal protection, water and food security and community assets
* Ensuring construction, operation and maintenance of the infrastructures are made in respect to the national standards related to the physical infrastructures.
* Conducting a thorough analysis on the possibility and types of displacement that may be required through the implementation of the proposed project, identify the environmental, social and economic risks associated with the relocation, and recommend ways that the project can avoid and/or mitigate these risks.
* Conducting an analysis of the activities and measures for activities that may generate waste.

The opportunities/risks identified in the PIF and the UNDP's Social and Environmental Screening Procedure (SESP) should be also included in these studies.

***Stakeholder Consultation and Engagement Process***

PPG period will also ensure that project actions do not duplicate work already undertaken and key stakeholders, including government (national and subnational), civil society organizations, international organizations, women, men, children and vulnerable groups are meaningfully engaged and given the chance to contribute to the project design that will ensure effective implementation.

A tentative list of stakeholders have already been identified in the approved Project Identification Form (PIF) – including government agencies, local communities, community based organizations, and NGOs. They, and additional stakeholders identified during the PPG, will be involved in generating and refining ideas to build conservation strategies that are most relevant socially, culturally, economically and technically, clarifying roles, and in developing coordination mechanisms.

Baseline activities and financing for relevant actions will also be identified and gaps in baseline work and funding will be identified. As a part of the baseline analysis the strengths, weaknesses, opportunities and threats of existing decision making process, institutional arrangements, planning systems and investment will also be undertaken, and capacity needs to strengthen sectoral actions and inter-sectoral programming and coordination will be identified. Opportunities for obtaining co finance from relevant planned and ongoing actions of the government, donors and others will be identified and cooperation mechanisms will be detailed.

Further, the project will undertake an assessment of key development policies and plans – including local development plans – to ensure that there is strong support for protected areas creation and for shifting the management of marine and terrestrial protected area (PA) sites from a site centric approach to a holistic “ridge to reef” management approach. Associated with this, a detailed description existing institutional/policy/legislative frameworks will be developed. Opportunities to strengthen policies and coordination between sectors will also be identified – particularly between local development, agriculture and tourism (as key production activities), and conservation related sectors and stakeholders.

Specific assessments will be undertaken on capacity gaps in PA management, barriers on the creation of new ones and wider landscape management, and appropriate training/awareness raising approaches and tools will be identified.

Opportunities to integrate climate change adaptation issues and options into the reef to ridge management will also be identified, within the extent allowed in the applicable GEF focal area strategies. The analysis through this set of activities will feed directly into the detailing of the two main components of this project.

* 1. ***Identification of specific sites for intervention***

Due to heavy concentration of the population in the main island and the very widespread geographical setting of the country comprised of 33 remote islands, development efforts of such integrated approach have been focusing or limited mainly to Tarawa or some outer islands, needing further support for communities across the of 3 main atoll groups. (From PIF). The indicative criteria for selecting the pilot sites will be based on:

* *Office of Te Berentitenti Priority List* - taking into account CC and DR risks (exposure and vulnerability)
* *Status of existing CC/DRM/WoI interventions* – including, but not limited to projects implemented in partnership with SPC/GIZ[[1]](#footnote-1), LDCF/World Bank[[2]](#footnote-2), UNDP[[3]](#footnote-3), and GEF Trust Fund/FAO[[4]](#footnote-4)
* *Island Council interest and ownership –* that the project can build upon, to ensure that project investments can be maintained/enhanced after the lifetime of the project
	1. ***Integration with development plans, policies, budgets and complementary projects:***

Specific mechanism will be defined to enhance the integration of the project with development plans, policies, budgets and complementary projects.

An important entry point is the Kiribati Joint Implementation Plan for Climate Change and Disaster Risk Management 2014-2023 (KJIP) which envisions a medium to long-term solution to increase the resilience of the country through sustainable climate change adaptation and disaster risk reduction using a whole of country approach. The LDCF project will enable Kiribati Government to implement, monitor, and enhance/adjust KJIP – an initiative supported through the Strengthening governance and aid effectiveness to address climate change and disaster risk management, implemented by Office of te Berentitenti in partnership with UNDP and The One Fund (2013 – 2014/5). It will coordinate and strengthen various sectoral mainstreaming of CC and DR, such as the development and adoption of a national Coastal Management Policy. Furthermore, the project will support Kiribati’s medium- to long-term CC adaptation through the NAP process.

The project will be well coordinated with the ongoing GEF and other financed projects. These primarily include:

This LDCF project will be closely coordinated with other existing LDCF-funded “Increasing Resilience to Climate Variability and Hazards” project or Kiribati Adaptation Plan (KAP) III managed by the World Bank and the global, “National Adaptation Plan Global Support Programme (NAP-GSP)” by UNDP and UNEP. The project will also coordinate very closely with planned LDCF-funded projects, including “Enhancing national food security in the context of global climate change” Project by UNDP and “Building Resilience of Health Systems in Pacific Island LDCs to Climate Change” projects implemented by WHO in four Pacific LDCs partnership with UNDP. Furthermore, it will compliment other ongoing and future GEF Trust-Fund supported initiatives including: “R2R Resilient Islands, Resilient Communities” - a Multi-Focal Area project by FAO, “National Capacity Self-Assessment for Global Environment Management (NCSA)” - a Multi-Focal Area project by UNDP, “PAS: Phoenix Islands Protected Area (PIPA)” on biodiversity by UNEP, “National Biodiversity Strategy and Action Plan and Country Report to the COP” on biodiversity by UNDP, and “Support to Alignment of Kiribati’s National Action Programme to the UNCCD Ten-Year Strategy and Reporting Process” on Land Degradation by UNEP. Furthermore, expertise, approaches, and best practices from other key stakeholders and projects, particularly “Coping with Climate Change in the Pacific Island Region” (GIZ/SPC) and “Outer Island Food & Water Project” (IFAD), will inform the project design and implementation

* 1. ***Completion of GEF focal area tracking tools and the environmental and social screening summary:***

This will include the following ones:

* Climate Change Adaptation Tracking Tool: <https://www.thegef.org/documents/gef-climate-change-adaptation-tracking-tool>
	1. ***Stakeholder consultations during technical review:***

This will include:

* Identify the key stakeholder groups - ensuring representation from women, men, youth and vulnerable groups
* Developing stakeholder-based tools and methodologies of communication and engagement
* Mobilize and engage stakeholders during project design through communication, awareness raising, and capacity building
* Negotiate partnerships with on-going projects to align their activities and the project to build synergies;
* Document these consultations (gender disaggregated records of people engaged in the design process)
* Develop communication and stakeholder engagement strategy for the project
1. Component B: Institutional arrangements, monitoring and evaluation

The outputs of Component A will be used as technical input to Component B for the formulation of the UNDP-GEF project document.

* 1. Finalization of project strategic results framework: Further define the results framework with appropriate objective-level and outcome-level quantitative and qualitative SMART indicators, and end-of-project targets. Special attention will be made to include socio-economic and sex disaggregated indicators.
	2. Definition of monitoring and evaluation (M&E): A detailed M&E work plan will be developed, including clear identification of responsibilities and accountabilities, as well as an appropriate M&E budget. The plan will be based on the standard template provided in the UNDP-GEF project document template that reflects the mandatory requirements of the GEF M&E Policy.
	3. Define sustainability plan: The sustainability plan will outline the principles and guidelines for ensuring the long-term sustainability of project achievements. It will also outline an exit strategy, seeking the continuation of key activities/achievements without the need of long-term international financing.
	4. Definition of management arrangements: The organisational structure governing the project will be decided. This will include identification of the project board.
	5. Stakeholder consultations for Component B: Involve key agencies in the development of the project strategy to ensure a strong national ownership. In close collaboration with key government representatives and other stakeholders ensure full participation in the development of the project results framework and ensure agreement on the project objectives and outcomes. Undertake consultations to secure agreement(s) on project implementation arrangements; including roles, responsibilities, and accountabilities of lead and partner agencies. Document these consultations.
1. Component C: Financial planning and co-financing investments:
2. Prepare a detailed multi-year budget following the standard template provided in the UNDP-GEF project document template that reflects the mandatory requirements of the GEF M&E Policy.
3. Explore multilateral and bilateral co-financing opportunities: Undertake series of consultations with partners to ensure a coherent and sustainable financing package for the project including post- GEF grant phase.
4. Ensure completion of required official endorsement letters (if these letters were submitted with the PIF they are not required again at CEO endorsement UNLESS the grant amount requested has changed since PIF approval): An official endorsement letter will be prepared by the GEF Operational Focal Point of the Government. A co-financing guarantee will be collected from participating government institutions, bilateral development partners, multilateral development partners and NGOs who wish to provide cash or in kind contributions to the project.
5. Stakeholder consultations during Component C: The detailed multi-year budget need to be discussed with the relevant stakeholders individually as well as consensus reached in the validation workshop. The co-financing figures should be discussed with the stakeholders and commitment to co-financing formally conveyed through written form.
6. Component D: Validation workshop

A validation workshop will gather representatives from all relevant stakeholders to present, discuss and validate the final draft project document. This will serve as the Local Project Appraisal Committee (LPAC) meeting.

1. Component E: Completion of final documentation
2. Consolidation of all the technical and consultation inputs into a clearly written UNDP Prodoc with all the relevant sections and annexes. The cover page will clearly link the project to the Integrated Results and Resources.
3. Completion of a CEO endorsement request form.

*Note: templates may be subject to change, the person responsible for this consolidation and drafting will be required to obtain guidance by the UNDP/GEF Regional Technical Advisor and UNDP CO on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF and UNDP CO requirements.*

1. **Project preparation activities work plan, timeframe, responsibilities and budget:**

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| **PPG Activity** | **Aug 17** | **Sept 17** | **Oct 17** | **Nov 17** | **Dec 17** | **Jan****18** | **Feb 18** | **Mar 18** | **Apr 18** | **May 18** | **Jun 18** | **Responsibility** | **Budget US$** |
| Component A: Technical review |  |  |  |  |  |  |  |  |  |  |  | International Consultant, National Consultant / UNV | **45,000** |
| Component B: Institutional arrangements, monitoring and evaluation  |  |  |  |  |  |  |  |  |  |  |  | International Consultant, National Consultant / UNV, UNDP Fiji Pacific Office | **45,000** |
| Component C: Financial planning and co-financing investments |  |  |  |  |  |  |  |  |  |  |  | International Consultant, National Consultant / UNV, UNDP Fiji Pacific Office | **45,000** |
| Component D: Validation workshop |  |  |  |  |  |  |  |  |  |  |  | International Consultant, National Consultant / UNV, UNDP Fiji Pacific Office | **40,000** |
| Component E: Completion of final documentation and submission package |  |  |  |  |  |  |  |  |  |  |  | International Consultant, UNDP Fiji Pacific Office, UNDP-GEF RTA | **25,000** |

1. **Total Budget and Work Plan:**

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| --- | --- |
| **Award ID:**  | 00102272 |
| **Award Title:** | Kiribati LDCF CC PPG |
| **Business Unit:** | FJI10 |
| **Project Title:** | Enhancing “whole of islands” approach to strengthen community resilience to climate and disaster risks in Kiribati |
| **Project ID:**  | 00104383 |
| **Implementing Partner (Executing Agency)**  | UNDP |

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| **GEF Outcome/Atlas Activity** | **Responsible Party** | **Fund ID** | **Donor Name** | **Atlas Budgetary Account Code** | **ATLAS Budget Description** | **Amount US$** | **Budget Code** |
| **Project preparation grant to finalize the UNDP-GEF project document for project “Enhancing “whole of islands” approach to strengthen community resilience to climate and disaster risks in Kiribati”** | **UNDP** | **62160** | **GEF LDCF** | 71200 | International Consultants | 60,000 | A |
| 71300 | Local Consultants | 40,000 | B |
| 71600 | Travel | 40,000 | C |
| 74100 | Professional services | 8,000 | D |
| 74200 | Audio visual & Print Proc | 5,000 | E |
| 74500 | Miscellaneous Expenses | 7,000 | F |
| 75700 | Meetings & workshops | 40,000 | G |
|  |  |  |  |  | **PROJECT TOTAL** | **200,000** |  |

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| --- | --- | --- | --- | --- |
| Budget Notes | Cost Items | Total Estimated Person Days / months | Grant Amount ($) | Note |
| A | International consultant: Project Development Specialist/Team Leader | 70 days over 11 months[30 days in country] | 47,000 | Please see Annex 6 for key responsibilities |
| International consultant: Policy and Legal Specialist | 20 days over 4 months [10 days in country] | 13,000 | Please see Annex 6 for key responsibilities |
| B | National consultant / UNV: PPG National Coordinator | 100 days over 9 months | 40,000 | Please see Annex 6 for key responsibilities |
| C | Travel |  | 40,000 | This will include travel and per diems for Team Leader, National Consultant/UNV, Gender Consultant and Government |
| D | Capacity (HACT) assessment expert | 10 days | 8,000 |  |
| E | Printing & design |  | 5,000 | Posters, awareness raising materials, etc. |
| F | Miscellaneous |  | 7,000 | Telephone charges, internet, postage etc |
| G | Workshops  |  | 40,000 | Stakeholder consultation workshop (food / venue), inception workshop, validation workshop, participatory design events, etc |
|  | **Total PPG Budget** |  | **200,000** |  |

**Annex 1: GEF CEO PIF Clearance and PPG Approval Letter**

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**Annex 2: Approved PIF (attached as separate document)**

**Annex 3: Project preparation timeline**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PPG Activity** | **Aug 17** | **Sept 17** | **Oct 17** | **Nov 17** | **Dec 17** | **Jan****18** | **Feb 18** | **Mar 18** | **Apr 18** | **May 18** | **Jun 18** |  | **Responsibility** | **Budget US$** |
| Component A: Technical review |  |  |  |  |  |  |  |  |  |  |  | International Consultant, National Consultant / UNV | **UNDP** | **45,000** |
| Component B: Institutional arrangements, monitoring and evaluation  |  |  |  |  |  |  |  |  |  |  |  | International Consultant, National Consultant / UNV, UNDP Fiji Pacific Office | **UNDP** | **45,000** |
| Component C: Financial planning and co-financing investments |  |  |  |  |  |  |  |  |  |  |  | International Consultant, National Consultant / UNV, UNDP Fiji Pacific Office | **UNDP** | **45,000** |
| Component D: Validation workshop |  |  |  |  |  |  |  |  |  |  |  | International Consultant, National Consultant / UNV, UNDP Fiji Pacific Office | **UNDP** | **40,000** |
| Component E: Completion of final documentation and submission package |  |  |  |  |  |  |  |  |  |  |  | International Consultant, UNDP Fiji Pacific Office, UNDP-GEF RTA | **UNDP** | **25,000** |

**Annex 4: GEF Sec Review Comments and Response Matrix**

**RESUBMISSION | PIMS 5447 | GEFID 9041 | KIRIBATI**

**Enhancing "whole of islands" approach to strengthen community resilience to climate and disaster risks in Kiribati**

**Resubmission Date: 2 APRIL 2015**

| QUESTIONS AND SECRETARIATE COMMENT | AGENCY RESPONSE |
| --- | --- |
| 2. Is the project consistent with the recipient country’s national strategies and plans or reports and assessments under relevant conventions?The GEF has made significant adaptation-relevant investments in Kiribati through previous projects, but the PIF does not clarify how the proposed project will build upon the capacities built and investments made.Recommended action:Please briefly outline how the current project will build upon the previously-financed adaptation-relevant measures that the GEF and other donors have supported. | The proposed project will build on previously-financed and ongoing adaptation-related measures supported by GEF. Key initiatives include:* National Adaptation Programme of Action (NAPA), LDCF, US$ 200,000, 2005 – 2007, UNDP with Ministry of Environment and Social Development
* Kiribati Adaptation Program – Pilot Implementation Phase (KAP-II), GEF TF, US$ 1.8 million, 2006 – 2010, World Bank with Ministry of Finance and Economic Planning, Republic of Kiribati
* Increasing Resilience to Climate Variability and Hazards (KAP III), LDCF, US$ 3 million, 2011-2016, World Bank / Aus-AID, JICA, GFDRR with Office of the President (OB), Ministry of Environment, Land and Agric. Development, Ministry of Public Works and Utilities, Meteorological Office
* Enhancing National Food Security in the Context of Global Climate Change, LDCF, US$ 4,45 million, 2015 – 2020. UNDP with Ministry of Environment, Lands and Agriculture Development (MELAD)
* R2R Resilient Islands, Resilient Communities, GEF TF, US$4,72 million, 2015 – 2020, FAO with MELAD

The proposed project will build on the abovementioned projects by:1. ***Implementing and/or addressing gaps and lessons learned of climate change adaptation policies and plans developed by previous GEF investments,*** such as: NAPA, KJIP, KDP, National Water Strategy and Master Plan (by KAP-II), This will inform and be reflected within Components 1 and 2 of the proposed project.
2. ***Reviewing, enhancing and/or geographically scaling methodologies and tools developed by previous and ongoing GEF investments***, such as disaster/flood management measures implemented in Tarawa (KAP-II), water resource management and coastal protection / mangrove rehabilitation efforts supported in Tarawa (KAP-III), community-based natural resource management planned in outer island communities of Abaiang, Abemama, Butaritari, Tabiteuea (R2R), and enhancing coastal zone management through climate resilient fisheries management to be supported in Nanouti, Abemama, and Maiana (Food Security LDCF). This will inform and be reflected within Component 3 of the proposed project.
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| 3. Does the PIF sufficiently indicate the drivers1 of global environmental degradation, issues of sustainability, market transformation, scaling, and innovation?More information is requested on sustainability and scale-up.Sustainability: The project includes strong capacity building elements and, in seeking to embed climate change adaptation considerations at the policy level, will contribute to sustained and resilient long-term planning. However, more information is requested on how the LDCF investments will be sustained and maintained after 5 years, when the project closes.Scale-up: The project is being implemented on a pilot basis in selected areas of specific islands. Please discuss whether it will be feasible to scale up these approaches on other islands of Kiribati and the Pacific region generally. | **Sustainability**The project aims to ensure sustainability through strengthening institutions, policies and legal frameworks. Institutionally, along with the recently approved LDCF financed project, “Enhancing National Food Security in the Context of Global Climate Change”, this project will strengthen the Office of Te Beretitenti (OB) to enhance coordination capacity between both central and line ministries and departments to plan and implement climate change adaptation initiatives. This will be done through supporting the Project Management structure and capacities within the OB to coordinate and oversee all climate related initiatives in Kiribati comprehensively. This will enable further coherence in climate change governance through ensuring consistencies in programming and policy-making. In addition to strengthening institutions, the project will explore translating climate change policies into legal frameworks, as done so in FSM and planned in Tonga. UNDP is already working on strengthening climate change governance with Kiribati parliament and legislative bodies, and further support in this area will help ensure that implementation of CCA efforts can be continued under legal mandate or other policy instruments after the project period. This is particularly important in light of the fact that Kiribati is expecting leadership change in the coming year. Current President Tong has been a strong climate change champion but his third term will be completed in 2016. Therefore, climate change mainstreaming within national development planning, budgeting, and policy frameworks is required for sustaining and ensuring CCA as a central issue and mandate for Kiribati’s sustainable development.**Scaling Up**Integrated island level approach to climate change adaptation proposed under the Whole of Island approach will incorporate lessons learned and good practices gained by related efforts that are trialled in Kiribati (Abaiyang) and other Pacific Island Countries (PICs) such as Solomon Island (Choiseul). There is strong commitment from both the national and local governments in Kiribati, other PICs, and donor partners in the Pacific to scale this approach. Ongoing efforts in Kiribati and Solomon Islands have fostered some information exchange to facilitate a coordinated WoI approach, however further innovation is needed to foster additional synergies – technically, politically, and financially – which this project proposes to demonstrate. This approach can be scaled in other islands of Kiribati as well as other PICs such as Tuvalu, Solomon Islands, and Vanuatu. |
| 5. Are the components in Table B sound and sufficiently clear and appropriate to achieve project objectives and the GEBs?FI, March 16, 2015:Further information is requested.1) Component 2 includes the revision or development of island and community vulnerability and adaptation assessments. LDCF resources are generally not intended for this purpose; is it possible to seek resources for the assessments elsewhere instead?2) This PIF request is for overall LDCF financing of almost $10 million. Yet the UNDP is contributing only $50,000 in grant co-financing, and all remaining co-financing from other sources is in-kind. Please explain the Agency's decision to contribute exceedingly low resources in co-financing for this otherwise ambitious project. | 1) In order to mainstream climate change adaptation within their medium to long-term development planning and budgeting process, the Government of Kiribati has expressed its strong interest and need to make policy decisions more evidence-based. The added perspective that the National Adaptation Plan (NAP) process will have to the existing Kiribati Joint Implementation Plan for Climate Change and Disaster Risk Management 2014 – 2023 (KJIP) is the information of sector and island level climate change vulnerability and adaptation assessments. Therefore, conducting and/or enhancing existing V&A is a crucial component to strengthening island level climate change resilient planning and institutional capacity development. During the project design phase, the project will explore alternative resources that can finance and/or co-finance the proposed V&As. V&A in some villages in the 2 islands (Abaiang and Kuria) have been conducted by University of South Pacific through support from the European Commission. The project will explore during the design phase whether this effort can be expanded to other sites through their support.2) UNDP has limited programming budget in the Pacific including Kiribati. In Kiribati, UNDP is currently the GEF agency for “Enhancing National Food Security in the Context of Global Climate Change” project where UNDP in-kind co-financing of USD 140,000 has been allocated. At the PIF stage, US$ 50,000 of grant co-financing has been identified for the continuation of the ongoing support from UNDP on climate change governance. UNDP is currently working on further expanding this initiative, in which case will be able to further provide grant and in-kind co-financing for the proposed LDCF project. UNDP co-financing information will be updated and reflected during the project design phase.  |

**Annex 5: Term of Reference**

1. **Project Development Specialist**

**Terms of Reference**

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| **Consultancy Title:** Kiribati LDCF Project Development Specialist Consultant  |
| **Project Name:** Enhancing “whole of islands” approach to strengthen community resilience to climate and disaster risks in Kiribati |
| **Duty Station:** Home-based with travel to Kiribati |
| **Duration of the Contract:*** Contract period: 9 months
* Number of working days: 70
* Commencement and ends dates of assignment: 1 August 2017 – 30 April 2018
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| **Objective**In designing the Full-Sized Project, UNDP in collaboration with the Government of Kiribati plans to recruit an International Consultant to support the preparation of the detailed Project Document based on UNDP/GEF standards. The Consultant will conduct appropriate situation analysis and extensive stakeholder consultations. A key objective of this consultancy will be to establish the baseline context, to clarify GEF reasoning, to plan activities, and to develop the project document and the GEF CEO Endorsement Request, with all required annexes, following existing templates of the UNDP and the GEF. These documents should comply to the requirements of UNDP and the GEF. Some key outcomes the consultant is expected to address in the formulation include: 1. Identification of project priority locations based on consultations and baseline assessments;
2. Activities are outlined to achieve every project output (and outcome) in the approved Project Identification Form (PIF) over the entire duration of the project of 5 years;
3. Annual budgets and work plans are prepared based on the project strategy (outcomes, outputs, activities)
4. Stakeholders are consulted and their roles in project implementation elaborated;
5. Supportive governance agenda pertaining to policies, institutions and human resources to ensure successful implementation of the KJIP are described.
6. Accessible data and information systems and improved linkages and collaboration with regional initiatives where required.

The consultant will work closely with the Government (especially the Office of Te Berentitenti (OB) Kiribati) and other national and local stakeholders. The consultant will also liaise with the UNDP Fiji Pacific Office and UNDP Bangkok Regional Hub to ensure that UNDP and GEF requirements are met. The consultant will visit Tarawa island and as many priority atolls as possible. Otherwise, the consultant will provide guidance to national consultants who will do the consultations in the islands. When conducting site visits, the consultant will deliver combined briefings and de-briefs to island/district stakeholders (including government departments, islands council and other stakeholders). During the consultancy, a presentation will be made to key national stakeholders in country, first during the start of the project design (PPG initiation) and second, when a draft project document is completed, to seek feedback/validation on draft proposal. The outcomes from these workshops will be considered in preparing the project document to be provided to the Office of Te Berentitenti and UNDP Fiji Pacific Office. The Office of Te Berentitenti, UNDP Fiji Pacific Office will circulate the draft report to all stakeholders requesting written feedback and proposal will be finalized by the consultant within the dates reflected in the project preparation schedule. The layout of the proposal will be according to the proposal format as per UNDP/GEF guidelines. The consultant will forward the final report by e-mail to UNDP Fiji Pacific Office. The consultant will be responsible for the contents, quality and veracity of the report.The key deliverables of the Consultant will be the final comprehensive project document in both GEF and UNDP formats and the GEF CEO Endorsement Request and required annexes, in a format accessible to senior policy makers, and that has been technically cleared by the responsible UNDP Regional Technical Advisor. The document should make full use of figures, diagrams and boxes to bring out key points and summarize materials emerging from the PPG phase. |

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| **Background**The Global Environment Facility (GEF) recently approved Republic of Kiribati Government’s submission of a Project Identification Form (PIF) for a project entitled Enhancing “whole of islands” approach to strengthen community resilience to climate and disaster risks in Kiribati. An international consultant is being sought to compile a Full-Sized Proposal which will be submitted to the GEF through UNDP. Kiribati is home to the world’s most vast and unique ocean territory, with a great diversity of culture, ecosystems, and marine resources. However, inherent to an atoll nation with limited land area and natural resources, and with a fragile economy of a least developed country, Kiribati is extremely vulnerable to disaster risks and climate change impacts. Both scientific and local knowledge have shown that climate-related hazards such as salt-water inundation, droughts, plagues, and epidemics are increasing and exacerbating. Coupled with limited capacities and other non-weather related disasters, these climatic changes make sustainable and inclusive development in Kiribati very challenging, where years of national and community investments can be vanished through catastrophic events. In light of the serious climate change-related challenges, the Government of Kiribati is embarking on the Joint Implementation Plan for Climate Change and Disaster Risk Management (KJIP), 2014-2023. Through KJIP, Kiribati envisions a medium to long-term solution to increase its resilience through sustainable climate change adaptation and disaster risk reduction using a whole of country approach.The proposed project in the Project Identification Form (PIF) will enable the Government of Kiribati to strengthen resilience to CC and DR at national, island and community levels, utilizing the national whole-of-island and whole-of-country approaches promoted through their development strategies. By doing so, the project aims to address the urgent and immediate adaptation priorities under NAPA, initiate the implementation of KJIP, and kick-start the medium to long-term National Adaptation Plan (NAP) process to ensure that the development efforts under KDP are durable and sustainable to future climate and disaster risks.The project consists of three components namely; 1. Strengthening National and sectoral policies’ through enhnaced institutions and knowledge; 2. Island level climate change resilient planning and institutional capacity development; 3. Adaptation measures for Whole of Island implementation of water, food security and infrastructure.The Consultant will work closely with the UNDP Fiji (Pacific Office) and Kiribati’s Office of Te Berentitenti. In addition, he or she will be supported a UNV and one (1) national consultants. The UNV could be replaced by a national consultant. The Consultant is responsible for the supervision of the team of consultants and facilitates smooth dialogues between key stakeholders and project team which include drafting and finalizing of the full project proposal. The Project Preparation Grant phase will be executed as a Direct Implementation (DIM) project. Under the direct implementation modality UNDP takes on the role of the principal contractor – subcontracting project components and activities, recruitment, and procuring materials directly. |

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| 1. **Overall Functions**

The Project Development Specialist will ensure that the following technical tasks has been undertaken by other consultants; and jointly undertake the activities where his/her inputs are required during the formulation process. **Component A: Technical review**The following technical studies should be conducted during the preparation of the detail project document. * 1. *Baseline Studies to be undertaken:*
* **Assessment of policy and institutional framework for climate change adaptation and resilience** especially in water, food security and infrastructure
* **Assessment of past climate extreme events** occurred in the target region, at least across 10 years of timeframe;
* **Identify best practiced local adaptive measures**
* **Analysis of national climate change scenarios** (as part of the SNC and other national and regional studies). Identify the climate change projections for Kiribati and describe the models that have been used and why; Establish a method to facilitate integrated analysis of future climate change impact;
* **Review the underlying causes of vulnerability of the communities**; with particular attention to population density, gender disparity issues, land use practices, livelihood activities, employment rates, access to public services and income generation opportunities (all disaggregated by gender);
* **Lesson learnings and to identify crucial interventions from baseline projects:** Stocktaking of ongoing investments, programmes and projects both government and donor financed that tackle climate change; Analysis of these baseline interventions and identification of good practices of such works that can be replicated and scaled up in the framework of the proposed project; Analysis of these baseline interventions and identification of maladaptive practices that need to be reversed or the critical gaps that can be addressed by the proposed project;
* Detailed **formulation of the normative solution and a detailed analysis of the barriers** to the normative solution;
* **Identification of relevant indicators** and collection of the baseline data for these indicators.
	1. *Carry out studies to address any opportunities/risks during an environmental and social screening of the project proposal:*

This will include, inter alia, preliminary analyses to reduce threats and improve the climate change adaptation capacities and resilience by:* Intended and/or unintended socio-economic impact of construction, operation, maintenance of the infrastructures required to build and/or strengthen to climate-proof coastal protection, water and food security and community assets
* Ensuring construction, operation and maintenance of the infrastructures are made in respect to the national standards related to the physical infrastructures.
* Conducting a thorough analysis on the possibility and types of displacement that may be required through the implementation of the proposed project, identify the environmental, social and economic risks associated with the relocation, and recommend ways that the project can avoid and/or mitigate these risks.
* Conducting an analysis of the activities and measures for activities that may generate waste.

The opportunities/risks identified in the PIF and the UNDP's Social and Environmental Screening Procedure (SESP) should be also included in these studies.* 1. *Identification of specific sites for intervention:*

Due to heavy concentration of the population in the main island and the very widespread geographical setting of the country comprised of 33 remote islands, development efforts of such integrated approach have been focusing or limited mainly to Tarawa or some outer islands, needing further support for communities across the of 3 main atoll groups. (From PIF). The indicative criteria for selecting the pilot sites will be based on:* *Office of Te Berentitenti Priority List* - taking into account CC and DR risks (exposure and vulnerability)
* *Status of existing CC/DRM/WoI interventions* – including, but not limited to projects implemented in partnership with SPC/GIZ[[5]](#footnote-5), LDCF/World Bank[[6]](#footnote-6), UNDP[[7]](#footnote-7), and GEF Trust Fund/FAO[[8]](#footnote-8)
* *Island Council interest and ownership –* that the project can build upon, to ensure that project investments can be maintained/enhanced after the lifetime of the project
	1. *Identification of proposed project activities, according to the Outcome framework* in the approved PIF; assessment of existing national capacity (including the government, civil society, private sector, etc.) to implement the identified activities.
	2. *Consolidation of all technical and consultation inputs into a clearly written UNDP Project document* with all relevant sections and annexes. Completion of a CEO endorsement request form;
	3. *Integration with development plans, policies, budgets and complementary projects:* Further describe and cost the programmatic baseline projects as discussed in the PIF; analyse weaknesses and gaps in these, and identify opportunities for joint action/identification for co-financing.
	4. *Completion of GEF focal area tracking tool:* see attached the Adaptation Monitoring and Assessment Tool (AMAT) that needs to be completed before the submission of the report.
	5. *Stakeholder consultations during technical review:* Mobilize and engage stakeholders during project design. Negotiate partnerships with on-going projects to align their activities and the project to build synergies. Document these consultations.

**Component B: Institutional arrangements, monitoring and evaluation**1. **Finalization of project results framework:** Define the results framework with appropriate objective-level and outcome-level quantitative and qualitative SMART Indicators, and end-of-project targets. Special attention to be made to include socio-economic and gender disaggregated indicators
2. **Definition of monitoring and evaluation (M&E):** A detailed M&E work plan to be developed, including clear identification of responsibilities and accountabilities, as well as an appropriate M&E budget. The plan should be based on the standard template provided in the UNDP-GEF project document template that reflects the mandatory requirements of the GEF M&E Policy.
3. **Define sustainability plan:** The sustainability plan should outline the principles and guidelines for ensuring the long-term sustainability of project achievements. It should also outline an exit strategy, seeking the continuation of key activities/achievements without the need of long-term international financing. The sustainability of the project impact should be described in the context of institutional, environmental, social, and financial sustainability.
4. **Definition of management arrangements and structure:** The organisational structure governing the project should be decided and clearly explained in the project document. This should also include identification of the project board and an organogram.
5. **Stakeholder consultations under the Component B:** Involve key agencies in the development of the project strategy to ensure a strong national ownership. In close collaboration with key government representatives and other stakeholders ensure full participation in the development of the project results framework and ensure agreement on the project objectives and outcomes. Undertake consultations to secure agreement(s) on project implementation arrangements; including roles, responsibilities, and accountabilities of lead and partner agencies. Document these consultations.
6. **Formulation of stakeholder involvement plan:** Results of the consultations described above, among other things, should be used to formulate a stakeholder involvement plan, which should map out how various partners will lead and participate in various project activities.

**Component C: Financial planning and co-financing investments:** 1. **Prepare a detailed multi-year budget** following the standard template provided in the UNDP-GEF project document template that reflects the mandatory requirements of the GEF M&E Policy.
2. **Contribute in exploring multilateral and bilateral co-financing opportunities:** Undertake series of consultations with partners to ensure a coherent and sustainable financing package for the project including post- GEF grant phase, including the options for the GCF finance.
3. **Support in ensuring completion of required official endorsement letters:** An official endorsement letter shall be prepared by the GEF Operational Focal Point of the Government. A co-financing guarantee should be collected from participating government institutions, bilateral development partners, multilateral development partners and NGOs who wish to provide cash or in kind contributions to the project.
4. **Assist in stakeholder consultations under the Component C:**  The detailed multi-year budget needs to be discussed with the relevant stakeholders individually as well as consensus reached in the validation workshop. The co-financing figures should be discussed with the stakeholders and commitment to co-financing formally conveyed through written form.

**Component D: Validation workshop**1. **A validation workshop** will gather representatives from all relevant stakeholders to present, discuss and validate the final draft project document.

**Component E: Completion of final document**1. **Consolidate all technical and consultation inputs** into a clearly written UNDP Project document with all relevant sections and annexes.
2. Complete **CEO endorsement request form**.
3. **Key Results Expected**

The key results expected from the Project Development Specialist remain as below. 1. Develop a stakeholder consultation plan to inform the project design;
2. Conduct the consultations based on the stakeholder consultations plan including travel to local communities in the provinces, when necessary, to collect inputs to inform the project design;
3. Provision of advice and technical guidance to the project design team on key outputs of the project preparatory phase, which feed into the comprehensive project proposal;
4. Draft the UNDP-GEF/LDCF compliant, full-sized Project Document and associated GEF CEO Endorsement Request for submission to the GEF CEO for endorsement (the CEO endorsement will primarily draw on information in the Project Document, with some additional details on budgets and work plans that need to be defined);
5. Conduct a brief assessment of the selected government institution to implement the project using the UNDP micro-assessment template.
6. Collect letters of support and co-financing from on-going baseline projects, upon which this project will build;
7. Address the STAP comments received for the PIF at its approval in the work program;
8. Address the comments from UNDP-GEF RTA and STA, the GEF Programme Manager following the submission of the Project Document and CEO Endorsement Request;
9. Assess and finalize a report on important lessons following completion of the preparatory phase;
10. Prepare a power-point presentation on the final project design including UNDP factsheet (2 pages) that summarize the expected results of the project;
11. Complete the Adaptation Monitoring and Assessment Tool (AMAT).

**Scope of work/Expected Output**The consultant will produce the following deliverables to UNDP:**Deliverable 1:*** 1. Submission of work plan for the duration of the consultancy

**Deliverable 2:*** 1. Complete first draft of project results framework including logical framework and Total Budget and Work Plan table;
	2. Final Report of the Inception Workshop

**Deliverable 3:*** 1. First Draft of the Project Document draft annexes, CEO Endorsement Request, SESP and AMAT,

**Deliverable 4:*** 1. Submission of Final Project Document, CEO Endorsement Request, SESP and Tracking Tool to the GEF Secretariat, updated in response to the reviews and comments of UNDP BRH, Fiji Pacific Office and Government

**Deliverable 5:*** 1. Completed Response Matrix to address GEF Secretariat comments
	2. Final Project Document and clearance from GEF Secretariat
	3. Completed report on important lessons of the preparatory phase, power-point presentation on final project design and UNDP factsheet (2 pages) on results of the project.

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|  | **Deliverables** | **Time Frame** | **Percentage of Payment** |
| 1 | 1. 15% of the maximum payable Consultancy Fee [Professional Service] will be paid immediately following signing of contract and the acceptance of a work plan by 15th August, 2017;
 | Week 1 | 15% |
| 2 | 1. 15% of the maximum payable Consultancy Fee [Professional Service] will be paid immediately following the acceptance of draft of project results framework including logical framework and Total Budget and Work Plan table and Final Report of the Inception Workshop by 15th September, 2017;
 | Week 18 | 15% |
| 3 | 1. 30% of the maximum payable Consultancy Fee [Professional Service] will be paid immediately following the acceptance of First Draft of the Project Document draft annexes, CEO Endorsement Request, SESP and AMAT revised, updated and including required attachments, in accordance with the guidelines and requirements of UNDP-GEF by October 20 2017;
 | Week 24 | 30% |
| 4 | 1. 20% of the contract amount will be paid upon Submission of Final Project Document, CEO Endorsement Request, SESP and Tracking Tool to the GEF Secretariat, updated in response to the reviews and comments of UNDP BRH, Fiji Pacific Office and Government by November 24, 2017.
 | Week 30 | 20% |
| 5 | 1. 20% of the maximum payable Consultancy Fee [Professional Service] will be paid immediately following the completed Response Matrix to address GEF Secretariat comments, acceptance and clearance from GEF Secretariat of Project Document and annexes and completed report on important lessons of the preparatory phase, power-point presentation on final project design and UNDP factsheet (2 pages) on results of the project by 30 June, 2018;
 | Week 39 | 20% |

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| **Methodology** The consultancy methodology will also include the following: * Literature reviews of all reports pertaining to the three (3) components of PIFs in the area of Water Resource Management, Coastal protection, Agriculture, Fisheries, Early Warning Systems, Knowledge Management and other thematic areas outline in the PIFs
* Interviews conducted with key informants at the national, island and community level
* Consultations held with all stakeholders at the project site level
* At least 2 stakeholder presentations to national key stakeholders (PPG Inception workshop and presentation of the draft final project document for validation and feedback)
* Field visits to all demonstration project sites (islands). Consultations will be held with government departments and island authorities (includes courtesy briefing and debriefings) as well as consultations with communities located in the demonstration sites.

The consultant will work closely with the Kiribati’s Office of Te Berentitenti. The consultant will also liaise with the UNDP Fiji Pacific Office and UNDP-GEF at Bangkok Reginal Hub to ensure that UNDP-GEF and GEF requirements are being met. The consultant will visit all project demonstration sites as needed, to ensure adequate consultation with all key stakeholders, especially at the community level. When conducting site visits, the consultant will deliver combined briefings and de-briefings to island / district stakeholders (including government departments, island councils and other stakeholders). Upon recruitment of the consultant UNDP will provide more details pertaining to the consultancy. |

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| **Supervision/Reporting**  * The consultant will be monitored, overseen and supervised by UNDP Fiji Multi Country Office. The consultant will also coordinate the technical aspects of the engagement with the UNDP-GEF Regional Technical Advisor from the Bangkok Regional Hub. The consultant is expected to submit a final full sized proposal upon successful completion of activities according to the agreed schedules. The consultant is expected to provide for his/her own laptop. He/she is expected to inform UNDP immediately in writing if he/she is unable to meet deliverables of this consultancy.
* The consultant will have the overall responsibility of organizing and completing the required report as well as submitting the final report as well as supervising the local consultant
* Progress and final reports submitted to UNDP shall be in English.
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| **Requirement for Qualifications & Experience**1. **Education:**

Master’s or equivalent degree in natural or environmental sciences or other related expertise areas.1. **Experience:**
* Minimum 10-years professional experience in programme/project formulation and/or project monitoring and evaluation. Experience in successfully preparing UNDP and GEF project documents is essential;
* Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches. Proven record of projects developed under Biodiversity Focal Area and approved by GEF;
* Work experience in any Pacific Island country is preferred;
* Experience working with government institutions, as well as, civil society/private organizations
1. **Competencies:**
* Excellent writing, editing, and oral communication skills in English;
* Excellent ability to translate idea/concepts visually and/or orally
* Good communications abilities;
* Ability to meet deadlines and prioritize multiple tasks.
1. **Language Requirements:**
* Fluency in written and spoken English is essential
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| **Evaluation** The consultant will be monitored, overseen and supervised by the UNDP Fiji Pacific Office. The consultant will also coordinate the technical aspects of the engagement with the UNDP Regional Technical Specialist – Climate Change Adaptation from the Bangkok Regional Hub. The consultant is expected to submit a final full sized proposal upon successful completion of activities according to the agreed schedules. The consultant is expected to provide for his/her own laptop. He/she is expected to inform UNDP immediately in writing if he/she is unable to meet deliverables of this consultancy. Progress and final reports submitted to UNDP shall be in English. |

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| **Proposal Submission**1. Offerors must send the following documents.
	* 1. Signed P11 form including names of at least 3 referees
		2. Completed template for confirmation of Interest and Submission of Financial Proposal (Financial Proposal which includes breakdown of professional fees. Travel expenses to and from home and duty station (economy class) plus living expenses at the duty station and any other miscellaneous cost that may be incurred during the duration of the consultancy, if applicable.)
		3. Statement of how applicant meets requirement
		4. Curriculum Vitae
		5. Technical Proposal

The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website (www.fj.undp.org)1. Financial Proposal
* Daily Consultancy Fee (No fee range to be stated)
* Living Expenses (For applicant living outside of duty station. Do not state UN DSA rate)
* Travel Expenses (Only full economy class fare permitted)

Financial proposal to be submitted separate from Technical proposal.For further information concerning this Terms of Reference, contact: Ms Winifereti Nainoca, Resilience & Sustainable Development Deputy Team Leader, UNDP Pacific Office, Suva. Email: winifereti.nainoca@undp.org |

1. **National Consultant**

**Terms of Reference**

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| **Consultancy Title:** Kiribati LDCF National Consultant  |
| **Project Name:** Enhancing “whole of islands” approach to strengthen community resilience to climate and disaster risks in Kiribati |
| **Duty Station:** Kiribati |
| **Duration of the Contract:*** Contract period: 11 months
* Number of working days: 100
* Commencement and ends dates of assignment: 1 August 2017 – 30 June 2018
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| **Objective**In designing the Full-Sized Project, UNDP in collaboration with the Government of Kiribati plans to recruit a National Consultant to support Project Development Team led by the International Consultant – Project Development Specialist in the preparation of the detailed Project Document based on UNDP/GEF standards. She/he will work closely with the consultant team (“the Team”) to prepare a comprehensive set of project documents which meet UNDP and GEF requirements for approval. The consultant will collaborate with the UNDP, key stakeholders, implementing and executing agencies, in designing the project document and all supporting documentation.In preparing the above, the consultant will carry out the following tasks:* Coordinate and support the Office of Te Berentitenti (OB) Kiribati (Implementing Partner (IP)) and UNDP Pacific Office and Bangkok Regional Hub, Team Leader in driving the project preparation forward in country
* Review of relevant national policies and documents on climate change, disaster risk reduction, biodiversity and reports to the UN and other relevant international agreements
* Collect all completed and ongoing studies/research on climate change, biodiversity, physical planning assessment and conservation (including fisheries) in Kiribati conducted by government and non-government organizations; prepare a review and assessment report focusing on the implications for this project
* Support the Team in identifying the priority sites (atolls/islands) that will be supported by the LDCF project, following a set of criteria that will be agreed upon
* Communicate, raise awareness, and strengthen capacity for UNDP, and GEF in country throughout the project lifecycle so that ownership and effective participation is ensured during the project design process
* Develop strategic partnership during PPG and design good partnership models for project implementation
* Provide support and inputs to team leader and other technical experts, government and key stakeholders and UNDP
* Support translations during consultations and provide / guidance on local protocols, in collaboration with the other national consultant
* Conduct stakeholder mapping of key agencies, actors and sectors and their potential relations to the project, including the public and productive sectors.
* Describe the key stakeholders (site level) for the project; hold consultations with identified stakeholders to measure their understanding of the mechanisms and impacts of the project to national development
* Work with local stakeholders at the demonstration sites and to ensure that the selection of management strategies and sites takes account of local priorities and interests, and that the potential impacts of prevention, response, control and management activities on local stakeholders are fully understood and accounted for.
* Facilitate consultation and validation meetings at the site level to generate inputs and agreement on project outcomes, outputs and activities; act as a focal point for information to local stakeholders as needed.
* Assess and provide a description of the social and economic sustainability of proposed project activities at the demonstration site level, including gender aspects.
* Prepare the socioeconomic and demographic profiles for all the priority sites.

The consultant will work closely with the Government (especially the Office of Te Berentitenti (OB) Kiribati) and other national and local stakeholders. The consultant will also liaise with the UNDP Fiji Pacific Office and UNDP Bangkok Regional Hub to ensure that UNDP and GEF requirements are met.  |

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| **Background**The Global Environment Facility (GEF) recently approved Republic of Kiribati Government’s submission of a Project Identification Form (PIF) for a project entitled Enhancing “whole of islands” approach to strengthen community resilience to climate and disaster risks in Kiribati. An international consultant is being sought to compile a Full-Sized Proposal which will be submitted to the GEF through UNDP. Kiribati is home to the world’s most vast and unique ocean territory, with a great diversity of culture, ecosystems, and marine resources. However, inherent to an atoll nation with limited land area and natural resources, and with a fragile economy of a least developed country, Kiribati is extremely vulnerable to disaster risks and climate change impacts. Both scientific and local knowledge have shown that climate-related hazards such as salt-water inundation, droughts, plagues, and epidemics are increasing and exacerbating. Coupled with limited capacities and other non-weather related disasters, these climatic changes make sustainable and inclusive development in Kiribati very challenging, where years of national and community investments can be vanished through catastrophic events. In light of the serious climate change-related challenges, the Government of Kiribati is embarking on the Joint Implementation Plan for Climate Change and Disaster Risk Management (KJIP), 2014-2023. Through KJIP, Kiribati envisions a medium to long-term solution to increase its resilience through sustainable climate change adaptation and disaster risk reduction using a whole of country approach.The proposed project in the Project Identification Form (PIF) will enable the Government of Kiribati to strengthen resilience to CC and DR at national, island and community levels, utilizing the national whole-of-island and whole-of-country approaches promoted through their development strategies. By doing so, the project aims to address the urgent and immediate adaptation priorities under NAPA, initiate the implementation of KJIP, and kick-start the medium to long-term National Adaptation Plan (NAP) process to ensure that the development efforts under KDP are durable and sustainable to future climate and disaster risks.The project consists of three components namely; 1. Strengthening National and sectoral policies’ through enhnaced institutions and knowledge; 2. Island level climate change resilient planning and institutional capacity development; 3. Adaptation measures for Whole of Island implementation of water, food security and infrastructure. |
| The key results expected from the Project Development Specialist remain as below. * Literature reviews of all reports pertaining to the three (3) components of PIFs in the area of, Marine and Terrestrial Biodiversity, Fisheries, Physical infrastructure for CCA and DRR, Governance for Natural Resource Management, Knowledge Management and other thematic areas outline in the PIFs
* interviews conducted with key informants at the national, island and community level
* Consultations held with all stakeholders at the project site level
* At least 2 stakeholder presentation to national key stakeholders (PPG Inception workshop and presentation of the draft final project document for validation and feedback)
* Field visits to all demonstration project sites (islands). Consultations will be held with government departments and island authorities (includes courtesy briefing and debriefings) as well as consultations with communities located in the demonstration sites.
* Support with the collection of letters of support and co-financing from on-going baseline projects, upon which this project will build;
* Contribute to a report on important lessons following completion of the preparatory phase;

**Scope of work/Expected Output**The consultant will produce the following deliverables to UNDP:**Deliverable 1:*** 1. Detailed timeline of activities and responsibilities for the preparatory process;
	2. Proposed methodology and formats for collecting information for the PPG consultant team;
	3. Inception workshop report that includes technical advice on data collection, planning and project monitoring, focusing on the approach to describe and quantify the project baselines;
	4. Final report with observations and comments on the products.

**Deliverable 2:*** 1. Logical framework and Total Budget and Work Plan table;

**Deliverable 3:*** 1. Draft documents: ProDoc, CEO Endorsement Request, SESP and applicable Tracking Tools in English, revised, updated and including required attachments, in accordance with the guidelines and requirements of UNDP-GEF.

**Deliverable 4:*** 1. Final documents: Project Document, CEO Endorsement Request, SESP checklist and Tracking Tool, updated in response to the reviews and opinions of relevant stakeholders and UNDP-GEF BRH and HQ.

**Deliverable 5:*** 1. Project Document, CEO Endorsement Request, SESP and Tracking Tool, updated in response to the reviews and comments of the GEF Secretariat and the GEF Council.

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|  | **Deliverables** | **Time Frame** | **Percentage of Payment** |
| 1 | 1. 15% of the maximum payable Consultancy Fee [Professional Service] will be paid immediately following signing of contract and the acceptance of a work plan by 15th August, 2017;
 | Week 1 | 15% |
| 2 | 1. 15% of the maximum payable Consultancy Fee [Professional Service] will be paid immediately following the acceptance of draft of project results framework including logical framework and Total Budget and Work Plan table and Final Report of the Inception Workshop by 15th September, 2017;
 | Week 18 | 15% |
| 3 | 1. 30% of the maximum payable Consultancy Fee [Professional Service] will be paid immediately following the acceptance of First Draft of the Project Document draft annexes, CEO Endorsement Request, SESP and AMAT revised, updated and including required attachments, in accordance with the guidelines and requirements of UNDP-GEF by October 20 2017;
 | Week 24 | 30% |
| 4 | 1. 20% of the contract amount will be paid upon Submission of Final Project Document, CEO Endorsement Request, SESP and Tracking Tool to the GEF Secretariat, updated in response to the reviews and comments of UNDP BRH, Fiji Pacific Office and Government by November 24, 2017.
 | Week 30 | 20% |
| 5 | 1. 20% of the maximum payable Consultancy Fee [Professional Service] will be paid immediately following the completed Response Matrix to address GEF Secretariat comments, acceptance and clearance from GEF Secretariat of Project Document and annexes and completed report on important lessons of the preparatory phase, power-point presentation on final project design and UNDP factsheet (2 pages) on results of the project by January 31, 2018;
 | Week 39 | 20% |

Specifically, the National Consultant will • Contribute to the delivery of the above outputs under the leadership of the PPG team leader• Contribute to the Project Site Assessment Report in accordance with the project framework • Assist in the Management Arrangement sections of the Project Document including the definition of project roles and responsibilities and propose suitable project management, implementation and reporting arrangements. This should also comprise of the signing of any needed MoU if necessary. • A sustainability and exit strategy for the project including the development of a way forward to build on for the next phase of the GEF cycle. • Tangible support to the Team Leader and coordination with the National Consultant (Stakeholder Participation and Socioeconomics) in finalizing the project document for the submission to GEF Secretariat (include securing of co-financing letters) and responding to the comments from the GEF Secretariat after the project submission |

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| **Supervision/Reporting**  * The consultant will be monitored, overseen and supervised by UNDP Fiji Multi Country Office. The consultant will also coordinate the technical aspects of the engagement with the UNDP-GEF Regional Technical Advisor from the Bangkok Regional Hub. The consultant is expected to provide for his/her own laptop. He/she is expected to inform UNDP immediately in writing if he/she is unable to meet deliverables of this consultancy.
* The consultant will have the overall responsibility of organizing and completing the required report as well as submitting the final report as well as supervising the local consultant
* Progress and final reports submitted to UNDP shall be in English.
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| **Requirement for Qualifications & Experience**1. **Education:**

Undergraduate degree or diploma in environmental science, media / communication studies, Pacific studies, community engagement, liberal arts, international relations, economics, planning, or any other relevant field.1. **Experience:**
* At least 2 years of experience in biodiversity conservation and other related natural resource management initiatives, preferably in RMI
* Proven experience of data collection and analysis, and of writing reports.
* Experience working with Government and in interdepartmental procedures preferred, especially the ability to understand political/sensitive issues and act accordingly;
* Proven experience to work with and establish working relationships with a broad range of stakeholders (local communities, government, private sector, financial institutions, civil society, NGOs, etc.);
* Good organizational skills, with strong experience in organizing and facilitating meetings and workshops.
* Fluent in spoken and written English.
1. **Competencies:**
* Excellent writing, editing, and oral communication skills in English;
* Excellent ability to translate idea/concepts visually and/or orally
* Good communications abilities;
* Ability to meet deadlines and prioritize multiple tasks.
1. **Language Requirements:**
* Fluency in written and spoken English is essential
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| **Evaluation** The consultant will be monitored, overseen and supervised by the UNDP Fiji Pacific Office. The consultant will also coordinate the technical aspects of the engagement with the UNDP Regional Technical Specialist – Climate Change Adaptation from the Bangkok Regional Hub. The consultant is expected to submit a final full sized proposal upon successful completion of activities according to the agreed schedules. The consultant is expected to provide for his/her own laptop. He/she is expected to inform UNDP immediately in writing if he/she is unable to meet deliverables of this consultancy. Progress and final reports submitted to UNDP shall be in English. |

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| **Proposal Submission**1. Offerors must send the following documents.
	* 1. Signed P11 form including names of at least 3 referees
		2. Completed template for confirmation of Interest and Submission of Financial Proposal (Financial Proposal which includes breakdown of professional fees. Travel expenses to and from home and duty station (economy class) plus living expenses at the duty station and any other miscellaneous cost that may be incurred during the duration of the consultancy, if applicable.)
		3. Statement of how applicant meets requirement
		4. Curriculum Vitae
		5. Technical Proposal

The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website (www.fj.undp.org)1. Financial Proposal
* Daily Consultancy Fee (No fee range to be stated)
* Living Expenses (For applicant living outside of duty station. Do not state UN DSA rate)
* Travel Expenses (Only full economy class fare permitted)

Financial proposal to be submitted separate from Technical proposal.For further information concerning this Terms of Reference, contact: Ms Winifereti Nainoca, Resilience & Sustainable Development Deputy Team Leader, UNDP Pacific Office, Suva. Email: winifereti.nainoca@undp.org |

1. **Policy and Legal Specialist Consultant**

**Terms of Reference**

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| **Consultancy Title:** Kiribati LDCF Policy and Legal Specialist Consultant  |
| **Project Name:** Enhancing “whole of islands” approach to strengthen community resilience to climate and disaster risks in Kiribati |
| **Duty Station:** Home-based with travel to Kiribati |
| **Duration of the Contract:*** Contract period: 4 months
* Number of working days: 20 days
* Commencement and ends dates of assignment: 1 August 2017 – 30 November 2018
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| **Objective**In designing the Full-Sized Project, UNDP in collaboration with the Government of Kiribati plans to recruit an International Consultant to the Project Development Team “the Team” led by the Project Development Specialist consultant to provide input to the final Project Document and detailed Project Document and related annexes based on UNDP/GEF standards.The consultant will work closely with the Government (especially the Office of Te Berentitenti (OB) Kiribati) and other national and local stakeholders. The consultant will also liaise with the UNDP Fiji Pacific Office and UNDP Bangkok Regional Hub to ensure that UNDP and GEF requirements are met. |

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| **Background**The Global Environment Facility (GEF) recently approved Republic of Kiribati Government’s submission of a Project Identification Form (PIF) for a project entitled Enhancing “whole of islands” approach to strengthen community resilience to climate and disaster risks in Kiribati. An international consultant is being sought to compile a Full-Sized Proposal which will be submitted to the GEF through UNDP. Kiribati is home to the world’s most vast and unique ocean territory, with a great diversity of culture, ecosystems, and marine resources. However, inherent to an atoll nation with limited land area and natural resources, and with a fragile economy of a least developed country, Kiribati is extremely vulnerable to disaster risks and climate change impacts. Both scientific and local knowledge have shown that climate-related hazards such as salt-water inundation, droughts, plagues, and epidemics are increasing and exacerbating. Coupled with limited capacities and other non-weather related disasters, these climatic changes make sustainable and inclusive development in Kiribati very challenging, where years of national and community investments can be vanished through catastrophic events. In light of the serious climate change-related challenges, the Government of Kiribati is embarking on the Joint Implementation Plan for Climate Change and Disaster Risk Management (KJIP), 2014-2023. Through KJIP, Kiribati envisions a medium to long-term solution to increase its resilience through sustainable climate change adaptation and disaster risk reduction using a whole of country approach.The proposed project in the Project Identification Form (PIF) will enable the Government of Kiribati to strengthen resilience to CC and DR at national, island and community levels, utilizing the national whole-of-island and whole-of-country approaches promoted through their development strategies. By doing so, the project aims to address the urgent and immediate adaptation priorities under NAPA, initiate the implementation of KJIP, and kick-start the medium to long-term National Adaptation Plan (NAP) process to ensure that the development efforts under KDP are durable and sustainable to future climate and disaster risks.The project consists of three components namely; 1. Strengthening National and sectoral policies’ through enhnaced institutions and knowledge; 2. Island level climate change resilient planning and institutional capacity development; 3. Adaptation measures for Whole of Island implementation of water, food security and infrastructure. |

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| 1. **Key Results Expected**

The key results expected from the Project Development Specialist remain as below. * *Undertake a review and gap analysis of existing policies, legislations and frameworks relevant to coastal ecosystem management in Kiribati*, including and not limited to fisheries, physical planning, land use, pollution, marine protection, maritime boundaries, forestry, MPAs, local area development, penalties, financing mechanisms, etc. The intent of this assessment is to identify and strengthen capacity and tools (policies and legislation) that support an integrated ecosystem based adaptation that addresses climate change and disaster risk management into national and sectoral planning processes
* *Review existing national planning and budgetary decision making processes* to identify existing gaps and make recommendations to incorporate climate change adaption and disaster risk management in planning and budgeting processes
* Review existing monitoring systems and make recommendations for a suitable and effective mechanism for iterative monitoring, reporting and verification of implementation of mainstreamed adaptation actions. This is particularly relevant to ensure that policies and plans for mainstreaming adaptation being implemented by sectoral agencies represent the optimal path to achieve the country’s climate change management vision as well as ensuring compliance with the international obligations, and incorporation of gender concerns
* *In order to build the evidence base for robust decision making, the consultant should* cover the following tasks: (i) review of adaptation research and its relevance; knowledge and practice in key sectors specific to Kiribati; (ii) in terms of key sectors mapping linkages between direct and indirect climate change impacts, consequences for the specific sectors and across other sectors (e.g. human health, community well-being, food security, etc.) and the adaptation responses and implementation actions; (iii) identification of approaches to ensure how adaptation research and practice lessons and recommendations may be replicated and better implemented; (vi) providing information to inform adaptation policy, investment and decision-making; and (vii) identification of critical information gaps, barriers, and research and practice opportunities as a basis for future planning of investments to develop and implement adaptation policy

**Scope of work/Expected Output**The consultant will produce the following deliverables to UNDP:**Deliverable 1:*** 1. Submission of work plan for the duration of the consultancy

**Deliverable 2:*** 1. Report on the review and gap analysis of existing policies, legislations and frameworks relevant to coastal ecosystem management in Kiribati
	2. Review of existing national planning and budgetary decision making processes

**Deliverable 3:*** 1. First Draft of the Project Document draft annexes, CEO Endorsement Request, SESP and AMAT,

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|  | **Deliverables** | **Time Frame** | **Percentage of Payment** |
| 1 | 1. 15% of the maximum payable Consultancy Fee [Professional Service] will be paid immediately following signing of contract and the acceptance of a work plan by 15th August, 2017;
 | Week 1 | 15% |
| 2 | 1. 15% of the maximum payable Consultancy Fee [Professional Service] will be paid immediately following the acceptance of draft of project results framework including logical framework and Total Budget and Work Plan table and Final Report of the Inception Workshop by 15th September, 2017;
 | Week 7 | 50% |
| 3 | 1. 30% of the maximum payable Consultancy Fee [Professional Service] will be paid immediately following the acceptance of First Draft of the Project Document draft annexes, CEO Endorsement Request, SESP and AMAT revised, updated and including required attachments, in accordance with the guidelines and requirements of UNDP-GEF by October 20 2017;
 | Week 12 | 35% |

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| **Supervision/Reporting**  * The consultant will be monitored, overseen and supervised by UNDP Fiji Multi Country Office. The consultant will also coordinate the technical aspects of the engagement with the Project Development Specialist/Team Leader, Gender Specialist, National Consultant, UNDP-GEF Regional Technical Advisor from the Bangkok Regional Hub. The consultant is expected to submit a final full sized proposal upon successful completion of activities according to the agreed schedules. The consultant is expected to provide for his/her own laptop. He/she is expected to inform UNDP immediately in writing if he/she is unable to meet deliverables of this consultancy.
* The consultant will have the overall responsibility of organizing and completing the required report as well as submitting the final report as well as supervising the local consultant
* Progress and final reports submitted to UNDP shall be in English.
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| **Requirement for Qualifications & Experience**1. **Education:**

Master’s or equivalent degree in political science, natural, environmental or social sciences or other related expertise areas.1. **Experience:**
* Minimum 10-years professional experience in programme/project formulation and/or project monitoring and evaluation.
* Experience in successfully preparing UNDP and GEF project documents is preferred;
* Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches. Proven record of projects developed under Biodiversity Focal Area and approved by GEF;
* Work experience in any Pacific Island country is preferred;
* Experience working with government institutions, as well as, civil society/private organizations
1. **Competencies:**
* Excellent writing, editing, and oral communication skills in English;
* Excellent ability to translate idea/concepts visually and/or orally
* Good communications abilities;
* Ability to meet deadlines and prioritize multiple tasks.
1. **Language Requirements:**
* Fluency in written and spoken English is essential
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| **Evaluation** The consultant will be monitored, overseen and supervised by the UNDP Fiji Pacific Office. The consultant will also coordinate the technical aspects of the engagement with the UNDP Regional Technical Specialist – Climate Change Adaptation from the Bangkok Regional Hub. The consultant is expected to submit a final full sized proposal upon successful completion of activities according to the agreed schedules. The consultant is expected to provide for his/her own laptop. He/she is expected to inform UNDP immediately in writing if he/she is unable to meet deliverables of this consultancy. Progress and final reports submitted to UNDP shall be in English. |

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| **Proposal Submission**1. Offerors must send the following documents.
	* 1. Signed P11 form including names of at least 3 referees
		2. Completed template for confirmation of Interest and Submission of Financial Proposal (Financial Proposal which includes breakdown of professional fees. Travel expenses to and from home and duty station (economy class) plus living expenses at the duty station and any other miscellaneous cost that may be incurred during the duration of the consultancy, if applicable.)
		3. Statement of how applicant meets requirement
		4. Curriculum Vitae
		5. Technical Proposal

The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website (www.fj.undp.org)1. Financial Proposal
* Daily Consultancy Fee (No fee range to be stated)
* Living Expenses (For applicant living outside of duty station. Do not state UN DSA rate)
* Travel Expenses (Only full economy class fare permitted)

Financial proposal to be submitted separate from Technical proposal.For further information concerning this Terms of Reference, contact: Ms Winifereti Nainoca, Resilience & Sustainable Development Deputy Team Leader, UNDP Pacific Office, Suva. Email: winifereti.nainoca@undp.org |

1. **Gender Specialist Consultant**

**Terms of Reference**

**Gender Specialist Consultant**

**Basic Contract Information:**

**Location: Home-based with travel to Kiribati**

**Assignment Type: Home-based with travel to Kiribati**

**Languages Required: English**

**Starting Date: (date when the selected candidate is expected to start): 1 August 2017**

**Duration of Initial Contract: 6 weeks over 9 months**

**Expected Duration of Assignment: 9 months**

**Background:**

The GEF Council has recently approved the Project Identification Form (PIF) for the full-sized project titled *Enhancing “whole of islands” approach to strengthen community resilience to climate and disaster risks in Kiribati* (PIMS#5447) implemented through the Office of Te Berentitenti Kiribati (OB). UNDP is now commencing a detailed project preparation phase expected to last xx days. The PIF was approved by the GEF Secretariat on 31 January 2017. At the end of the preparation phase, UNDP will finalize a project document for approval/endorsement by the GEF CEO.

The project is being designed to enable the Government of Kiribati to strengthen resilience to climate change and disaster risk at national, island and community levels, utilizing the national whole-of-island and whole-of-country approaches promoted through their development strategies. By doing so, the project aims to address the urgent and immediate adaptation priorities under NAPA, initiate the implementation of KJIP, and kick-start the medium to long-term National Adaptation Plan (NAP) process to ensure that the development efforts under KDP are durable and sustainable to future climate and disaster risks. The objective of the project therefore is to address urgent and immediate adaptation priorities, and kick-start the medium to long-term adaptation planning process to ensure that the development efforts are durable and sustainable in Kiribati. The project consists of three components namely; 1. Strengthening National and sectoral policies’ through enhanced institutions and knowledge; 2. Island level climate change resilient planning and institutional capacity development; 3. Adaptation measures for Whole of Island implementation of water, food security and infrastructure.

UNDP is seeking to recruit a Gender Specialist to ensure that gender considerations are fully mainstreamed into all relevant components of the project document as well as produce a participatory gender analysis and action plan for the project. The objective of the work is to explain how the project will contribute to gender equality and women’s empowerment, identify entry points for mainstreaming gender considerations in project components, ensure that the project results framework and theory of change are gender responsive and to develop a gender action plan to advance women’s empowerment and promote gender equality.

The project preparation phase will include stakeholders’ consultations and data collection for the establishment of baseline data for the project results framework. The consultant will work with the project development team to ensure that stakeholder consultations are gender responsive, to integrate the gender analysis results into the project document and to use the results to identify opportunities and gaps to help better understand and address gender concerns within the project context.

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

**Duties and Responsibilities**

UNDP is seeking to recruit a Gender Specialist to perform the following tasks:

1. Carry out a participatory gender analysis to fully consider the different needs, roles, benefits, impacts, risks and access to/control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) given a project’s context, and appropriate measures taken to address and these and promote gender equality; collect gender responsive baseline data relevant to project planning and monitoring; identify the share of female and male direct beneficiaries.
2. Assist in organizing and carrying out gender responsive stakeholder consultation sessions in order to solicit inputs and ensure both male and female stakeholder involvement and buy-in to the project.
Guide the project development team in using participatory techniques that involve both women and men in assessments and discussions.
3. Ensure that all aspects of the project documents are gender responsive: work with the project development team to devise the projects results framework and theory of change: develop gender-responsive outcomes, baselines, targets, and indicators for the project results framework and ensure that all applicable indicators are disaggregated by sex and other relevant, intersecting forms of identity; ensure that gender considerations are integrated into the project’s theory of change, including in the discussion of impact, assumptions, evidence and risks
4. Draft a section on Gender Strategy of the Project Document
5. Provide inputs to the UNDP Social and Environmental Screening Procedure including assessing potential negative impacts of the project on gender equality and specific activities to mitigate and/or minimize them.
6. Assist the project development team in developing a stakeholder involvement plan, especially in identifying and developing partnerships with gender equality/women’s governmental institutions, local women’s NGOs/CSOs and relevant national stakeholders.
7. As requested by the project development team, provide input to the development of a communication strategy for the project
8. As requested by the project development team, assist with capacity building and other aspects of project preparation to ensure gender considerations are mainstreamed into the project document.
9. Ensure that the project is gender targeted and at least gender responsive if not gender transformative.

**Expected Outputs and Deliverables:**

**The consultant shall prepare and submit:**

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

* Analysis using the guiding questions in the gender analysis template (Annex 2) to understand the national and local context, and understand issues around gendered division of labour and time use, access and control, power and decision making, and knowledge and capacities. A review of national gender statistics, time-use surveys, national action plans, and qualitative data generated through policy and academic research and participation assessments should be used to inform the analysis;
* Stakeholder consultation analysis, interviews and relevant information;
* A baseline survey on women’s participation in project activities/ meetings and national/ local planning processes; women’s livelihood and economic activities; women’s specific adaptation needs; men and women as project beneficiaries; and gender differences in water access and use.
* Due date: *15 December 2017*

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

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

Due date: *30 January 2018*

**Deliverable 3:** **Gender Action Plan:**

* Draft a section on Gender Strategy of the Project Document

Due date: *15 Dec 2017*

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

Due date: *30 Jan 2018*

**Deliverable 4: Note to file on process to mainstream gender considerations into the project document:**

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

Due Date: *30 April 2018*

**Institutional Arrangement:**

The consultant will report to, seek approval/acceptance of outputs from the task team leader(s) and UNDP team. This includes the International Consultant Project Development Specialist, UNDP Regional Technical Specialist – Climate Change Adaptation and UNDP Fiji MCO counterparts.

The contractor is expected to have her/his own office space, laptop and access to internet and a printer during the assignment (the cost of this facilities should be included in the financial proposals, if required).

**Duration of the Work:**

The duration of the consultancy is *42* days within the period *1 August 2017 – 30 April 2018*.

**Duty Station:**

The consultant will be expected to work from home with field missions to Kiribati as required. Field mission to the capital Tarawa is required with potential travel to other islands.

**Travel**:

• International travel will be required to Kiribati;

• The Basic Security in the Field II and Advanced Security in the Field courses must be successfully completed prior to commencement of travel;

• Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director.

• Consultants are required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>

• All related travel expenses will be covered and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents.

**Required Skills and Experience:**

**Qualifications of the Successful Individual Contractor:**

The selection of consultants will be aimed at maximizing the overall qualities in the following areas:

* Demonstrated understanding of issues related to gender and sustainable development; at least 7years of practical working experience in gender mainstreaming, women’s empowerment and sustainable development in climate change adaptation in SIDS or Pacific island context;
* Experience carrying out participatory gender analysis; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans.
* Proven experience in analysis of gender issues in SIDS context
* Demonstrated understanding of the links between sustainable development, social and gender issues;
* Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations.
* Experience in facilitating gender responsive stakeholder meetings is highly desired;
* Experience with project development and results-based management methodologies is highly desired;
* Excellent analytical, writing, advocacy, presentation, and communications skills are required.

**Education:**

* Master’s degree in gender studies, gender and development, environment, sustainable development or closely related area.

**Language:**

* English

**TOR Annex 1: List of Documents to be reviewed by the Gender Specialist**

1. The [PIF document](http://gefpims.undp.org/documents/1/g5447/g2_20078/5447%20LDCF_Kiribati_Revised%20PIF%2031%20Mar%202015.doc), and [Review Sheet](http://gefpims.undp.org/documents/1/g5447/g2_20078/9041-2015-04-22-111241-GEFReviewSheetGEF61.pdf) document
2. [UNDP-GEF Gender Toolkit](https://intranet.undp.org/unit/bpps/sdev/gef/SitePages/Gender.aspx) (UNDP intranet access required)
3. [UNDP Gender Equality Strategy](http://www.undp.org/content/undp/en/home/librarypage/womens-empowerment/gender-equality-strategy-2014-2017/)
4. [GEF Gender Action Plan](https://www.thegef.org/gef/sites/thegef.org/files/publication/GEF_GenderEquality_CRA_lo-res.pdf)
5. [UNDP Social and Environmental Standards](http://www.undp.org/content/undp/en/home/librarypage/operations1/undp-social-and-environmental-standards.html)
6. [UNDP Training Manual: Gender Mainstreaming](http://www.undp.org/content/dam/undp/library/Environment%20and%20Energy/Sustainable%20Energy/Gender_Mainstreaming_Training_Manual_2007.pdf)

**TOR Annex 2: Guide to Conducting a Participatory Gender Analysis for projects supported by UNDP with GEF financing*[[9]](#footnote-9)*
When:** A gender analysis must be carried out during the PPG phase to inform the design of the project. The findings should be fully incorporated into the project document, including into the project’s theory of change and results framework.

**Who:** A gender expert (with specialized expertise in gender issues and/or sector-specific and region/country expertise) – in the form of an external consultant or internal expert – should work as part of the project document development team to carry out the gender analysis and integrate gender considerations into the project document.

**What:** Gender analysis is a fundamental component of gender mainstreaming and is used to fully consider the different needs, roles, benefits, impacts, risks and access to/control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) given a project’s context, and appropriate measures taken to address and these and promote gender equality and women’s empowerment, when relevant.

**Why:** A gender analysis helps ensure women’s and men’s equal opportunities to participate in, contribute to, and benefit from project resources, activities and results. A gender analysis provides concrete approaches to address gender inequalities and identifies strategies to advance women’s and other marginalized groups’ participation and empowerment. It can reveal the linkages between inequalities at different societal levels and how these inequalities may impact the participation of women and other vulnerable social groups in the project. Since neither women nor men form a homogeneous group and gender relations intersect with many categories of social identities, such as religion, political affiliation, ethnicity, social status, age, and sexual orientation, if we don’t make those linkages we run the risk to reinforce the existing imbalances and limit meaningful participation of women and other vulnerable social groups.

**How:** Use the guiding questions in the gender analysis template below to analyse the national and local context, and understand issues around gendered division of labour and time use, access and control, power and decision making, and knowledge and capacities. A review of national gender statistics, time-use surveys, national action plans, and qualitative data generated through policy and academic research and participation assessments should be used to inform the analysis. Information from stakeholder consultations and interviews should be incorporated into the analysis. A site visit to the proposed projects sites may also be necessary depending on the project context and availability of data.

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| **Gender Analysis Template** |
| 1. What is the context?
 | *To help better understand:* legal rights and status; the status of women and gender relations in the local and national context and project substantive technical area; relevant background information. *Guiding questions:* What is the legal status of women in the country of intervention? Are there national policies, plans or commitments on gender equality and women’s empowerment? How are women and men regarded and treated by customary and formal legal codes and the judiciary system (this includes an assessment of state issued documentation such as identification cards, voter registration, and property titles, the right to land, inheritance, employment, atonement of wrongs, and legal representation)? What are the gender norms and values? What are commonly held beliefs, perceptions and stereotypes relating to gender? Are there differences between women and men in the local context in terms of rights, resources, participation, and gender-related mores and customs? Identify and analyze any additional issues related to the context of specific areas of work and types of interventions, outcomes and impacts related to the proposed project. |
| 1. Who does what?
 | *To help better understand:* Time use and the gendered division of labour. How the gender division of labour and patterns of decision-making effect the project, and vice versa, how the projects effects the gender division of labour and decision- making. Information on time use and decision making recognizes gender differences surrounding various needs of availability and allotment of time. It examines the implications that gender differences have on commitments and in turn the effect on poverty and work-life balance and acknowledges the division of productive and reproductive work. We can infer how this determines the contribution of men and women to the welfare of the family, community, and society.*Guiding questions:* What is the division of labour among women and men? What is the participation of women and men in the formal and informal economy? Who makes decisions and manages household time and resources? Who takes responsibility for the care of children and the elderly? Are there certain tasks that only women or men are expected to perform? Are there shifts in the household division of labour? Are these shifts shared equitably? Discuss the gendered division of labour relevant to the project’s interventions including how the gendered division of labour and patterns of decision-making effect the project, and vice versa how the project could affect the gendered division of labour and decision-making. Include an assessment of the gender differences surrounding various needs, availability and allotment of time examining the implications that gender differences have on commitments and in turn the effects on poverty and work-life balance. What is the gendered division of productive and reproductive work; how do women and men spend their time throughout the day, week, month, and/or year, and during the seasons? Identify and analyze any additional issues related to who does what in the specific areas of work and types of intervention related to the project. |
| 1. Who has access and controls what?
 | *To help better understand:* Activities surrounding access to control over resources. It includes a perception of gender differentials of access to and control over resources, income, time, technologies and services. In addition, it helps us identify who has the better means to opportunities.*Guiding questions:* Who has access to and control over resources? Do women and men benefit equally from resources and are women and men likely to benefit equally from the resources, products or activities proposed by the project during its different phases? Identify who benefits from opportunities, for example in regards to land, livestock, financial services, health and education, employment, information and communication. What are the barriers and opportunities in relation to mobility, as well as in access to services? Part of this is understanding the risks and barriers that women and men, and girls and boys take when entering public or private sector spaces and accessing services. What are the barriers they face in accessing quality services that are accountable, transparent and responsive to their needs and interests? Identify and analyze any additional issues related to meaningful access, participation and control in the specific areas of proposed project work/types of interventions. |
| 1. Who decides?
 | *To help better understand:* Power and decision-making; women’s priorities, restraints and motivations. This set of information refers to people’s ability to decide, influence, control, and enforce individual and governmental power. It examines the capacities of existing institutions and the mechanisms in place to reach out equitably to girls and boys, women and men, and to promote gender equality among target groups. It also refers to one’s capacity to make decisions freely, and to exercise power over one’s body, whether in one’s household, community, municipality, and state. This category also includes a review of the different, but equally significant, needs and interests of women and men; depictions of the barriers faced by women in seeking to meet their practical and strategic gender interests; an identification of opportunities for greater equality and empowerment for women and other vulnerable social groups in the contexts of the proposed project.*Guiding questions:* Who participates in the decision-making in the household, the public sector and the private sector? Are the bargaining positions of women and men different? Are women involved in making economic decisions? What are the decision making structures related to the proposed project? Who is likely to participate in the proposed decision making structures at the different levels or phases of the project?What are women’s and men’s capacities to make decisions freely, and to exercise power over one’s body, whether in one’s household, community, municipality, and state. In what kinds of decisions do women in the household participate? Or which ones do they decide on their own (household management, schooling for children, family decision-making, family planning, etc.)? In what avenues or strategies do women engage to influence household decisions? What barriers do women and other vulnerable social groups face in meeting their practical needs and interests? Identify and analyze any additional issues related to decision-making in the specific areas of work and types of intervention related to the project.  |
| 1. Who knows what?
 | *To help better understand:* capacity needs, skills, knowledge level and the value associated women’s and men’s knowledge and capacity. This can help identify practical and strategic needs and constraints related to knowledge and capacity.*Guiding questions:* What are the training, education and literacy levels of women, men and other social groups in relation to the proposed project? Do women and men have equal access to education, technical knowledge and/or skill upgrading? Do men and women have different skills and capacities and face different constraints? What is the value associated with women’s and men’s respective knowledge and skills? Are women’s or men’s knowledge or skills in specific areas valued differently? Identify and analyze any additional issues related to knowledge and capacity in the specific areas of work and types of intervention related to the project. |

The results of the gender analysis are the foundation for taking gender into account in all steps of a project cycle. Conducting a gender analysis should provide the basis to:

1. Respond to gender issues within the scope of project interventions;
2. Answer questions in regard to the baseline situation;
3. Develop a gender-responsive theory of change;
4. Develop a gender responsive results framework;
5. Develop a Gender Action Plan with outputs and activities that respond to the gender analysis.
6. Develop a gender responsive budget.
7. Comply with UNDP’s project quality assurance standards.

Both the gender analysis and action plan should be attached as annexes to the project document.

Additional tools for conducting a gender analysis:

1. UNDP-GEF gender toolkit: <https://intranet.undp.org/unit/bpps/sdev/gef/SitePages/Gender.aspx>
2. UNDP (2015). [Mainstreaming Gender in Mitigation and Technology Development and Transfer Interventions Capacity Building Package](http://www.undp.org/content/dam/undp/library/gender/Gender%20and%20Environment/Mainstreaming%20Gender%20in%20Mitigation%20FNL2.pdf?download), particularly pp 12-14.
3. UNDP (2010). [Gender, Climate Change and Community-based Adaptation Guidebook](http://www.undp.org/content/undp/en/home/librarypage/environment-energy/climate_change/gender/gender-climate-change-and-community-based-adaptation-guidebook-.html).
4. World Agroforestry Centre. [Compilation of Gender Research Methods and their Application](http://www.worldagroforestry.org/sites/default/files/compilation-of-gender-research-methods.xls).
5. [UNDP Gender Inequality Index](http://hdr.undp.org/en/content/gender-inequality-index-gii)
6. [UNDP Gender Development Index](http://hdr.undp.org/en/content/gender-development-index-gdi)
7. [FAO Gender and Land Rights Database](http://www.fao.org/gender-landrights-database/en/)
8. [World Bank Gender Databank](http://data.worldbank.org/topic/gender)
1. Coping with climate change in the Pacific Island Region (CCCPIR)' programme [↑](#footnote-ref-1)
2. Kiribati Adaptation Project (KAP) I through III. KAP has built upon NAPA V&As and conducted assessments. <http://www.worldbank.org/en/results/2011/09/15/kiribati-adaptation-program-phase-3> Current KAPIII works in Tarawa. [↑](#footnote-ref-2)
3. Enhancing national food security in the context of global climate change [↑](#footnote-ref-3)
4. Ridge to Reef project [↑](#footnote-ref-4)
5. Coping with climate change in the Pacific Island Region (CCCPIR)' programme [↑](#footnote-ref-5)
6. Kiribati Adaptation Project (KAP) I through III. KAP has built upon NAPA V&As and conducted assessments. <http://www.worldbank.org/en/results/2011/09/15/kiribati-adaptation-program-phase-3> Current KAPIII works in Tarawa. [↑](#footnote-ref-6)
7. Enhancing national food security in the context of global climate change [↑](#footnote-ref-7)
8. Ridge to Reef project [↑](#footnote-ref-8)
9. This guide aligns the latest requirements to meet UNDP and GEF standards on conducting a gender analysis as of August 2016. For more information on gender mainstreaming requirements see the UNDP-GEF gender toolkit available here: <https://intranet.undp.org/unit/bpps/sdev/gef/SitePages/Gender.aspx> [↑](#footnote-ref-9)