Initiation Plan / GEF PPG

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| **Project Title: Integrated approach to proactive management of human-wildlife conflict and wildlife crime in hotspot landscapes in Namibia**  **Country: NAMIBIA**  **Country Programme Outcome 3** ***Environmental Sustainability***: By 2023, vulnerable populations in disaster-prone and biodiversity-sensitive areas are resilient to shocks and climate change effects (and benefit from natural resource management)  **UNDP Strategic Plan Output: Under Signature Solution 4 (Promote nature-based solutions for a sustainable planet), Outputs:** 1.4.1 Solutions scaled up for sustainable management of natural resources, including sustainable commodities and green and inclusive value chains  **and** 3.4.1 Innovative nature-based and gender-responsive solutions developed, financed and applied for sustainable recovery  **Gender Marker rating:** GEN 2  **SESP Pre-Screening Categorization:****HIGH** | | |
| ATLAS Project ID: 00119990  ATLAS Output ID: 00116338  PIMS ID: 6303  Management Arrangement: *DIM* | **Total budget:**  Allocated resources:   * GEF * Government * UNDP | **US$175,000**  US$175,000  US$  US$ |

Agreed by

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|  |  | *Day/Month/Year* |
| Ms. Alka Bhatia, UNDP Resident Representative | Signature | Date |

Table of Contents

[I. Brief Description of the Initiation Plan/GEF PPG 3](#_Toc11412333)

[II. Stakeholder Engagement, public disclosure and other requirements 5](#_Toc11412334)

[III. GEF PPG Activities 5](#_Toc11412335)

[Component A: Preparatory Technical Studies & Reviews 5](#_Toc11412336)

[Component B: Formulation of the UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes 9](#_Toc11412337)

[Component C: Validation Workshop and Report 12](#_Toc11412338)

[IV. Total Budget and Work Plan for GEF PPG 12](#_Toc11412339)

[V. GEF PPG Activities timeframe and budget 14](#_Toc11412340)

[VI. Mandatory Annexes 15](#_Toc11412341)

[Annex 1: GEF CEO PIF/PPG Approval Letter 15](#_Toc11412342)

[Annex 2: Draft Terms of Reference (TORs) of Consultants Financed by the Project Preparatory Grant (GEF PPG) 17](#_Toc11412343)

# Brief Description of the Initiation Plan/GEF PPG

**Objective & Final Outputs**

This Initiation Plan (IP) describes how the GEF Project Preparation Grant (PPG) will be used to develop a full Project Document (Prodoc), and supporting materials, for the project: “**Integrated approach to proactive management of human-wildlife conflict and wildlife crime in hotspot landscapes in Namibia**”. The Project Concept Note (PIF), which was submitted by the Government of Namibia, with support of UNDP as the GEF Agency, forms part of a package of child projects included in the Programme Framework Document (PFD) that was submitted to the June 2019 GEF Council for consideration through the World Bank Group-led Global Wildlife Programme.

In brief, this project sets out to incentivize conservation in selected Human Wildlife Conflict (HWC)/illegal Wildlife Trade (IWT) hotspot landscapes by addressing the twin challenges of human wildlife conflict and wildlife crime in pro-active and integrated ways that generate benefits for rural communities from wildlife-based value chains. Through the adoption of these approaches, critical populations of high-value and at-risk wildlife species will be more strategically and effectively managed to reduce threats to their survival, and coexistence between wildlife and HWC-resilient communities will be incentivized, with increased benefits flowing to affected communities. The project will also work to enhance coordination, cooperation and knowledge-sharing to enable integrated and proactive management of HWC and wildlife crime, and build the HWC-IWT community of practice, both locally and regionally. The project is structured around four Components: (1) Management, prevention and mitigation of HWC; (2) Combating poaching and protecting wildlife populations; (3) Building the wildlife economy; and (4) Knowledge management, stakeholder coordination and M&E. Its strategy is centred on socially-inclusive multi-stakeholder collaboration at national, regional and local scales; evidence-driven decision-making and management approaches (based on integrated social, economic and ecological research); implementation of innovative, fit-for-purpose technologies and best-practices that enhance capacity for prevention and management of wildlife crime and human-wildlife conflict; and entrepreneurship and sustainable business models that enable rural communities to gain greater benefits from wildlife conservation through diversified value chains. The project will operate in three broad in which there is both a high incidence of HWC and risk of IWT, but good potential to build rural livelihoods based on a vibrant wildlife-based economy.

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

* PIF cleared for WP inclusion or GEF Council-approved PIF (Global Wildlife Programme PFD and relevant child project concept note)
* SESP pre-screening (of PIF)
* Comments from GEF Secretariat, Council, STAP
* [Annotated UNDP-GEF Project Document Template](https://intranet.undp.org/unit/bpps/sdev/gef/Templates1/Annotated%20UNDP%20GEF%20Project%20Document%20Template%2011%20July%202017.doc) and associated guidance included therein
* [UNDP policies and procedures](https://popp.undp.org/SitePages/POPPRoot.aspx)
* [GEF policies](https://www.thegef.org/documents/policies-guidelines)

The final outputs of the GEF PPG are:

1. UNDP-GEF Project Document (ProDoc), completed using the relevant template.
2. Mandatory annexes to the ProDoc ,listed in the [Annotated UNDP-GEF Project Document Template](https://intranet.undp.org/unit/bpps/sdev/gef/Templates1/Annotated%20UNDP%20GEF%20Project%20Document%20Template%2011%20July%202017.doc).
3. [GEF CEO Endorsement Request.](https://www.thegef.org/documents/templates)
4. Validation Workshop Report (required for all projects with a high SESP categorization).

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

**Key Dates for the GEF PPG**

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| **Milestone** | **Date** | **Notes** |
| **Internal submission date**for UNDP-GEF review and clearance | April 12, 2020 | Must be at least two (2) months prior to CEO Endorsement Submission Deadline. Date to be confirmed with RTA during PPG. |
| **CEO Endorsement Submission Deadline** after which the project will be cancelled. | May 30, 2020 | Failure to submit a ProDoc and CEO ER to the GEF Secretariat by this deadline will lead to the automatic cancellation of the project by the GEF Secretariat. |
| **CEO Endorsement Deadline**after which the project will be cancelled. | November 30, 2020 | Failure to receive CEO endorsement by this deadline will lead to the automatic cancellation of the project by the GEF Secretariat. |

**Management Arrangements**

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

As appropriate, a Working Group will guide the GEF PPG team, and review and endorse the GEF PPG deliverables. The Working Group is responsible for ensuring that the deliverables outlined in this GEF PPG IP are completed on time and in line with UNDP and GEF requirements. The Environment Commissioner and GEF Operational Focal Point will chair the Working Group. Working Group members will be drawn from (indicative list): UNDP Namibia; UNDP RTA for Ecosystems and Biodiversity; Ministry of Environment and Tourism (MET); Ministry of Agriculture, Water and Forestry (MAWF); Ministry of Finance (MoF), the National Planning Commission (NPC), Namibia’s Sustainable Development Advisory Council, the Environmental Investment Fund of Namibia (EIF), and representatives of other key stakeholders such as the Namibian Association of CBNRM Support Organizations (NACSO), the Namibian University of Science and Technology (NUST ), and representatives of the KAZA TFCA.

Quality assurance and technical advice for the full project development phase will be provided by the UNDP GEF Regional Technical Adviser for Ecosystems and Biodiversity based in the Addis Ababa Regional Service Centre/Hub.

The GEF PPG team will be composed of the following consultancies, which are described in further detail the draft Terms of Reference (TORs) in Annex 2 to this IP.

1. International Project Developer with specialization in Natural Resources Management - with a focus on protected area planning and/or management, wildlife management, human-wildlife conflict and the illegal wildlife trade (Team Leader).
2. International Social and Environmental Safeguards Specialist
3. National Specialist on Wildlife Management (Lead National Consultant)
4. National Specialist on CBRNM, Nature-based Business, Livelihoods and Enterprise Development (preferably with experience in the nature-based tourism sector).
5. National Specialist on Safeguards, Gender and Stakeholder Engagement.

# Stakeholder Engagement, public disclosure and other requirements

To ensure strong country ownership, and in line with the stakeholder engagement requirements outlined in UNDP’s [Social and Environmental Standards](http://www.undp.org/content/undp/en/home/librarypage/operations1/undp-social-and-environmental-standards.html) (SES), the [SES Guidance Note of Stakeholder Engagement](https://info.undp.org/sites/bpps/SES_Toolkit/SES%20Document%20Library/Uploaded%20October%202016/Final%20UNDP%20SES%20Stakeholder%20Engagement%20GN_Oct2017.pdf), the GEF’s [Guidelines on the Implementation of the Policy on Stakeholder Engagement](https://www.thegef.org/sites/default/files/documents/Stakeholder_Engagement_Guidelines.pdf) and the GEF Policy on Gender Equality, the development of the project to be undertaken during this GEF PPG phase will be done in full consultation and close engagement with government, CSOs and all other relevant stakeholders – in particular those who will benefit from and be directly involved in the implementation of the project (i.e. direct project beneficiaries) and those who may be impacted (positively or negatively) by the project. Stakeholder Engagement and analysis must be conducted in an inclusive and gender-responsive manner, so that the rights of women and men and the different structural barriers, knowledge, needs, roles and interests of women and men are recognized and addressed.

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

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

1. A final validation workshop report will be prepared summarizing the outcomes of the validation workshop and other consultations undertaken during the PPG phase. This report will become a key reference document should an environmental and social complaint/grievance be filed during project implementation. This is mandatory for high risk projects and recommended for moderate risk projects.
2. The UNDP-GEF project document, SESP and related draft management plans, and other relevant information/documents, will be made available to the public on the UNDP Country Office website or [open.undp.org](http://open.undp.org/#2017). It is recommended to make these documents available for 30 days in advance of the LPAC meeting for moderate risk projects, and 120 days in advance for high risk projects.

See the [SES Supplemental Guidance on Disclosure](https://info.undp.org/sites/bpps/SES_Toolkit/SES%20Document%20Library/Uploaded%20October%202016/Supplemental%20Guidance_Disclosure%20of%20Project-related%20Social%20and%20Environmental%20Screening,%20Assessment,%20and%20Management%20Plans.pdf) for more information.

# GEF PPG Activities

## Component A: Preparatory Technical Studies & Reviews

The following technical studies and reviews will be conducted.

### Desktop and field-based studies and data collection

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

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

In particular, the following must be addressed:

Working in close co-operation with officials in the Ministry of Environment and Tourism and other relevant stakeholders, and drawing on all available policies, reports and guidelines, conduct desk-top assessments, consultations and field research (where necessary) to:

Project Component 1: Management, prevention and mitigation of HWC

* Determine current numbers and types of HWC incidents in the targeted landscapes, with data disaggregated by HWC-implicated species and location, and establish the baseline on wildlife movements (of targeted HWC-implicated species) in the targeted landscapes
* Determine current response rates to incidents of HWC, to contribute to development of targets for improvement in the project lifespan
* Establish resourcing needs for establishment of HWC Rapid Reaction Units in each of the three target landscapes. The assessment should include, but may not be limited to: staff complement and composition (including required competencies, qualifications and experience of team members; and costs); equipment needs (and accurate costings); operational costs (for set-up and maintenance over at least the next five years); capacity development and training requirements; partnerships; and, advocacy needs
* Establish equipment, operating and capacity development needs (and costs) to develop a fully-functional National HWC Coordination Centre; the assessment should include, but may not be limited to: IT equipment and maintenance; data collection and management; communications; and the development of standard operating procedures and systems to enable the Centre to collect, manage, serve and monitor HWC-related data through a web-based platform
* Conduct an assessment and feasibility study in the target landscapes to identify and prioritize the types of HWC-preventive measures to be installed at selected HWC-hotspot sites. The study should include: (i) **type of measure**, drawing on fit-for-purpose measures identified in the *Measures and Guidelines for Implementation of the Revised National HWC Management Policy (MET, Nov. 2018*), and in line with local and international best-practices[[1]](#footnote-1), such as: lion-proof fixed and mobile night coralls; predator-proof live fencing; fladry/tin-can fencing; protective collars for small stock; crocodile fencing; deployment of trained visual monitors (community based); elephant-proofing of water points (walling, trenches, block barriers); provision of alternative water points; crop-raiding deterrants (chilli buffers, chilli darts; electric cable fencing, night-guard lights); and early-warning systems for lions and elephants (solar-powered electronic loggers and sirens, radio-collars and tracking systems). (ii) **equipment/materials required** and bills of quantities; (iii**) accurate costing** – for installation and maintenance; (iv) **lessons learnt** from other HWC-prevention schemes that have been piloted in the country to date; development of a **monitoring plan and system,** and establishment of maintenance agreements; (iv) **training** needs (especially for beneficiary communities, Conservancies, extension and outreach officers, People-Parks forums etc…)
* Determine the research, training, field equipment and operational requirements to enable implementation, monitoring and further refinement of species-specific HWC management plans. These shouldinclude implementation of the Lion Management Plan, finalization and implementation of the Elephant Management Plan and the development of new plans for crocodiles, wild dogs and hyenas.

Project Component 2: Combat poaching and protect wildlife populations

*Note: some of the data required to inform this component of project development may be classified or sensitive and care must be exercised to seek all necessary permissions from the Ministry regarding its collection and use*

* Collate current baseline data on illegal off-take of high-value species (to be identified in conjunction with officials of the MET, but should include at least elephants, rhinos and pangolins), including through subsistence and commercial poaching, illegal killings (e.g. retaliatory HWC-related killing, poisoning by farmers, and illegal trafficking and trade in animal parts/live animals; data to be disaggregated by species and location
* Establish current effectiveness and efficiency of anti-poaching patrolling in the three hotspot landscapes; data to include: number of incidents detected; no of arrests made; number of arrests leading to prosecution (disaggregated by targeted species and location)
* Determine staffing, equipment and operational needs (e.g. communications equipment and systems, data collection and monitoring systems) and costs to render Anti-Poaching Control Centres fully-effective and assess the feasibility of expanding the network of Anti-Poaching Centres to address any gaps in coverage
* Assess current status and future needs of APUs in the three hotspot landscapes in terms of: Anti-poaching surveillance and communications equipment (e.g. satellite phones, radio systems, surveillance equipment, GPS devices, look-out towers); Training and organizational support for effective patrolling, intelligence gathering and crime scene processing. The needs assessment should include an accurately-costed resourcing plan.
* Assess current levels of protected area management effectiveness using the METT in the three hotspot landscapes and identify and develop a resourcing plan for training, equipment and operational requirements for management and monitoring of high-risk, high-value species (including elephants, pangolins, rhinos) in accordance with science-based species management plans.

Project Component 3: Wildlife Economy

* Conduct a baseline survey/market analysis to: (i) enumerate existing wildlife-based CBNRM or IGA activities/businesses operating in the three hotspot landscapes (detailing type of business – e.g. tour guiding; accommodation establishment, catering business, crafts, etc; business model – e.g. PPP, JV, sole proprietor, etc.); number of people profitably employed – full-time, part-time, casual – data to be disaggregated for gender and youth; current financial investments; (ii) identify and analyse the socio-economic benefits of these interventions – and potential new ones – at local and national levels; (iii) collate lessons-learnt from existing enterprises, with a focus on factors contributing to success/failure; (iv) conduct a rapid market analysis of new opportunities for wildlife-based enterprises in the three target landscapes (at least one per targeted landscape).
* Scoping study for establishment of a predator-friendly farming best-practices and certification programme, including a rapid survey to assess willingness of farmers and ecotourism role-players to participate

*Note: In conducting these assessments, the consultant must work in close consultation with the leaders of the developing Biodiversity Economy Programme that is soon to be launched by the Government of Namibia, NACSO, as well as other role-players active in the CBNRM/wildlife economy sectors.*

Project Component 4: Knowledge Management, Stakeholder Coordination and M&E

* Prepare a framework for a baseline KAP survey to determine and quantify the baseline understanding, awareness of, and attitudes towards HWC (and its prevention) and issues of wildlife crime (and anti-poaching activities), and attitudes to living with wildlife, among target audiences (including PA-adjacent communities [including women and youth]), that can be re-completed at mid-term and end of project to assess the impact of project activities
* Conduct a survey of existing stakeholder forums (and identify gaps) to identify key participants in the proposed HWC-WC knowledge sharing platform, and develop through consultation a Terms of Reference, governance mechanism and programme of action for engaging more people in an active community of practice (with gender-disaggregated targets)
* Identify opportunities for enhancing learning and knowledge -sharing opportunities through the Global Wildlife Programme, and other avenues (e.g. regional capacity-development opportunities on IWT/HWC, training available through the IUCN Task Force on HWC)

### Gender Analysis

A gender analysis will be prepared to fully consider the different needs, roles, benefits, impacts, risks, differential access to and control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) and to identify appropriate measures to address these and promote gender equality and women’s empowerment. See guidance available [here](https://intranet.undp.org/unit/bpps/sdev/gef/SitePages/Gender.aspx).

The Gender Analysis and Action Plan must be included as an Annex to the Prodoc.

### Social and Environmental Standards: Screening and Assessments

The social and environmental safeguards pre-screening (pre-SESP) prepared during the PIF design phase has initially determined the overall risk categorization of this project as **HIGH**.

During the PPG, this screening (SESP) will be revised based on further assessments and on information gathered in the course of the development of the project.

Based on the updated screening, an Environmental and Social Management Framework (ESMF) must be prepared during the PPG phase, to ensure that the required assessments are carried out, or plans are developed, during the first phase of project implementation – it is recommended that these should include, though may not be limited to: an Environmental And Social Impact Assessment (ESIA) – for field-level activities, and an Environmental and Social Management Plan (ESMP); and a SESA, for any policy-level activities. If during the preparation of the ESMF and Stakeholder Engagement Plan (see item [f] below), it is determined that Free and Prior Informed Consent (FPIC) is a requirement in this project, then at least preliminary consultations will be carried out with the objective of achieving initial consent from the specific rights-holders, as appropriate and in line with SES Standard 6 requirements. FPIC would then be continued during project implementation, following the measures summarized in the ESMF and in the Indigenous Peoples Plan that is prepared as part of the subsequent ESMP.

A standard template for an environmental and social management framework is available here: [ESMF outline](https://info.undp.org/sites/bpps/SES_Toolkit/SES%20Document%20Library/Uploaded%20October%202016/Indicative%20Outline%20of%20an%20ESMF.docx?Web=1). The ESMF and ProDoc must clearly state that none of the associated project activities will commence until: the assessment(s) have been completed; the required management plan(s) have been prepared; and the plan(s) have been disclosed and approved by the Project Board.

### Identification of project sites

The Project Concept Document identifies three broad areas in which this project will be implemented, based on high incidence of HWC, a high risk of IWT and potential for developing wildlife-based livelihoods. These include: (i) the North-East (Kavango/Zambezi) Region, which centres on the Bwabwata-Mudumu National Park complex, and includes multiple-use areas and core protected areas; (ii) the North-Central Region, centred on Etosha National Park and surrounding communal conservancies and farmlands to the north and west (2,235, 000 ha); and, (iii) the North-West (or Kunene) Region, centred on the Palmwag, Etendeka and Hobatere Concession Areas and their associated greater community conservancies.

Based on the reviews and assessments carried out during the PPG phase (see (a) to (c) above), and through consultation with stakeholders, the targeted project *demonstration* sites will be identified, ensuring that geo-referencing and maps are clearly presented for all targeted protected areas and surrounding landscapes. This should include providing geographic coordinates and maps (preferably with supporting shapefiles) for inclusion in ProDoc and GEF CEO Endorsement Request, as appropriate. A set of selection criteria must be established and FPIC must be secured wherever appropriate.

### Financial planning

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

### Stakeholder analysis

Building on the initial identification of stakeholders in the PIF, an appropriately-scaled analysis of project stakeholders will be undertaken. This stakeholder analysis will provide the foundation for development of the project’s comprehensive Stakeholder Engagement Plan and will facilitate prioritization of engagement activities with particular stakeholder groups and individuals. See the [UNDP SES Guidance Note on Stakeholder Engagement](https://info.undp.org/sites/bpps/SES_Toolkit/SES%20Document%20Library/Uploaded%20October%202016/Final%20UNDP%20SES%20Stakeholder%20Engagement%20GN_Oct2017.pdf).

The Comprehensive Stakeholder Engagement Plan must be appended as an Annex to the Prodoc.

### Other required studies

During inception, the Team leader shall be responsible for determining if any additional studies are required to be carried out during the PPG phase. These must be approved by the Working Group that will oversee the PPG.

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

Based on the technical studies and reviews undertaken under **Component A**, the UNDP-GEF Project Document will be developed (following the annotated UNDP-GEF Project Document available [here](https://intranet.undp.org/unit/bpps/sdev/gef/Templates1/Annotated%20UNDP%20GEF%20Project%20Document%20Template%2011%20July%202017.doc)), and the GEF CEO Endorsement Request (available [here](https://www.thegef.org/gef/guidelines_templates)) will be prepared. See additional guidance notes below.

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

### Stakeholder Engagement Plan:

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

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

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

* A project-level Grievance Redress Mechanism (GRM) must be described in the comprehensive Stakeholder Engagement Plan and established in the first year of project implementation. See the UNDP [guidance on GRM](http://www.undp.org/content/dam/undp/library/corporate/Social-and-Environmental-Policies-and-Procedures/Stakeholder%20Response%20Mechanism%20-%20Overview%20and%20Guidance%20%28Rev%209%20June%29.pdf) and [sample TOR](https://info.undp.org/sites/bpps/SES_Toolkit/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/bpps/SES_Toolkit/SES%20Document%20Library/Uploaded%20October%202016/Sample%20Terms%20of%20Reference%20-%20Project-level%20Grievance%20Redress%20Mechanism.docx&action=default).
* A comprehensive Stakeholder Engagement Plan is required.

See the [UNDP SES guidance on Stakeholder Engagement](https://info.undp.org/sites/bpps/SES_Toolkit/SitePages/Stakeholder%20Engagement.aspx), the [standard SEP template](https://info.undp.org/sites/bpps/SES_Toolkit/SES%20Document%20Library/Uploaded%20October%202016/Stakeholder%20Engagement%20Plan.docx?Web=1), and the [GEF guidelines on stakeholder engagement](https://www.thegef.org/sites/default/files/documents/Stakeholder_Engagement_Guidelines.pdf).

### Gender Action Plan

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

See guidance available [here](https://intranet.undp.org/unit/bpps/sdev/gef/SitePages/Gender.aspx).

### Social and Environmental Standards: Screening and Management Measures

In line with the assessments conducted during **Component A** (above) and [UNDP’s Social and Environmental Standards (SES) policy and all associated SES Guidance Notes](https://info.undp.org/sites/bpps/SES_Toolkit/SitePages/Guidance%20and%20Templates.aspx), the SESP will be updated and all risks identified in the SESP will be reflected in the risk table and risk section of the ProDoc.

As the pre-SESP rating was High, an ESMF will be developed during the PPG Phase to ensure the preparation of an an Environmental and Social Impact Assessment (ESIA) and Environmental and Social Management Plan (ESMP) for site-based activities during implementation. The ESMF should also make provision for development of a SESA for any policy-level activities during implementation. If during the preparation of the ESMF, it is determined that Free and Prior Informed Consent (FPIC) is a requirement in this project, then at least initial consultations will be carried out with the objective of achieving initial consent from the specific rights-holders, as appropriate and in line with SES Standard 6 requirements. FPIC would then be continued during project implementation, following the measures summarized in the ESMF and in the Indigenous Peoples Plan that will be prepared as part of the ESMP.

Moderate and low risks can be managed through the design of the project.

See the [SES Guidance Note on Assessment and Management](https://info.undp.org/sites/bpps/SES_Toolkit/SES%20Document%20Library/Uploaded%20October%202016/Final%20UNDP%20SES%20Assessment%20and%20Management%20GN%20-%20Dec2016.pdf) for further guidance. Please contact UNDP for additional information as needed.

### GEF and LDCF/SCCF Core Indicators

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

The completed [Core Indicators worksheet](https://www.thegef.org/documents/3-core-indicators-worksheet-march-2019)—with both the original PIF-stage data and the CEO endorsement-stage data—will be annexed to the ProDoc. The Core Indicators will be used in the project’s Results Framework, at the Objective level, where appropriate. See the [GEF policy and guidance](https://www.thegef.org/sites/default/files/documents/Results_Guidelines.pdf).

*Other mandatory tracking tools will include:*

* The GEF-& Management Effectiveness Tracking Tool: As part of the GEF Core Indicators requirement, the required METTs will be prepared in the GEF-7 Excel [template](https://www.thegef.org/documents/gef-7-biodiversity-protected-area-tracking-tool); the relevant details will be included in the Core Indicators template; and the final Excel METT file will be submitted to UNDP (but will not be annexed to the ProDoc).
* The GEF-7 GWP Tracking Tool (provided by the World Bank), if required – to be confirmed at inception.

### Completion of the required official endorsement letters

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

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

### Mandatory Annexes:

In addition to the documents listed above, the following Annexes should be prepared by the GEF PPG team: Initial Project Team Procurement Plan and TORs for key Project Team staff; List of people consulted during project development

## Component C: Validation Workshop and Report

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

# Total Budget and Work Plan for GEF PPG

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| **Award ID:** | 00119990 |
| **Award Title:** | 00116338 |
| **Business Unit:** | NAM |
| **Project Title:** | **Integrated approach to proactive management of human-wildlife conflict and wildlife crime in hotspot landscapes in Namibia** |
| **Project (PIMS) ID:** | 6303 |
| **Implementing Partner:** | 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 Notes** |
| **Project preparation grant to finalize the UNDP-GEF project document for project “Integrated approach to proactive management of human-wildlife conflict and wildlife crime in hotspot landscapes in Namibia** | **UNDP** | **62000** | **GEF TRUSTEE** | 71200 | International Consultants | **59,500** | **A** |
| 71300 | Local Consultants | **68,500** | **B** |
| 71600 | Travel | **30,000** | **C** |
| 72500 | Supplies | **2,000** | D |
| 74500 | Miscellaneous Expenses | **3,000** | **E** |
| 75700 | Trainings | **12,000** | **F** |
|  |  |  |  |
|  |  |  |  |  | **PROJECT TOTAL** | **175,000** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Note** | **Items** | **Total estimated person weeks** | **Budget** | **Budget Note** |
| A | IC 1 (Team Leader | 13 | 45,500 | Please see Annex 2 for key responsibilities of consultants. |
| IC 2 (Social and Environmental Safeguards Specialist) | 4 | 14,000 |
| B | NC 1 Wildlife Management Consultant | 12 | 30,000 |
| NC 2 CBNRM Consultant | 12 weeks | 21,000 |
| NC 3 Gender, and stakeholder engagement specialist | 10 weeks | 17,500 |
| C | Travel |  | 30,000[[2]](#footnote-2) | Provision for travel and per diems for consultants as well as field missions; travel costs of invited resource people to various meetings |
| D | Supplies |  | 2,000 | Stationery, workshop materials, advertising materials etc |
| E | Miscellaneous |  | 3,000 | Contingency - for example to hire in an FPIC expert to make specific inputs if required |
| F | Trainings |  | 12,000 | Inception and validation workshops, consultations, including travel cost for participants (e.g. communities) as required. |

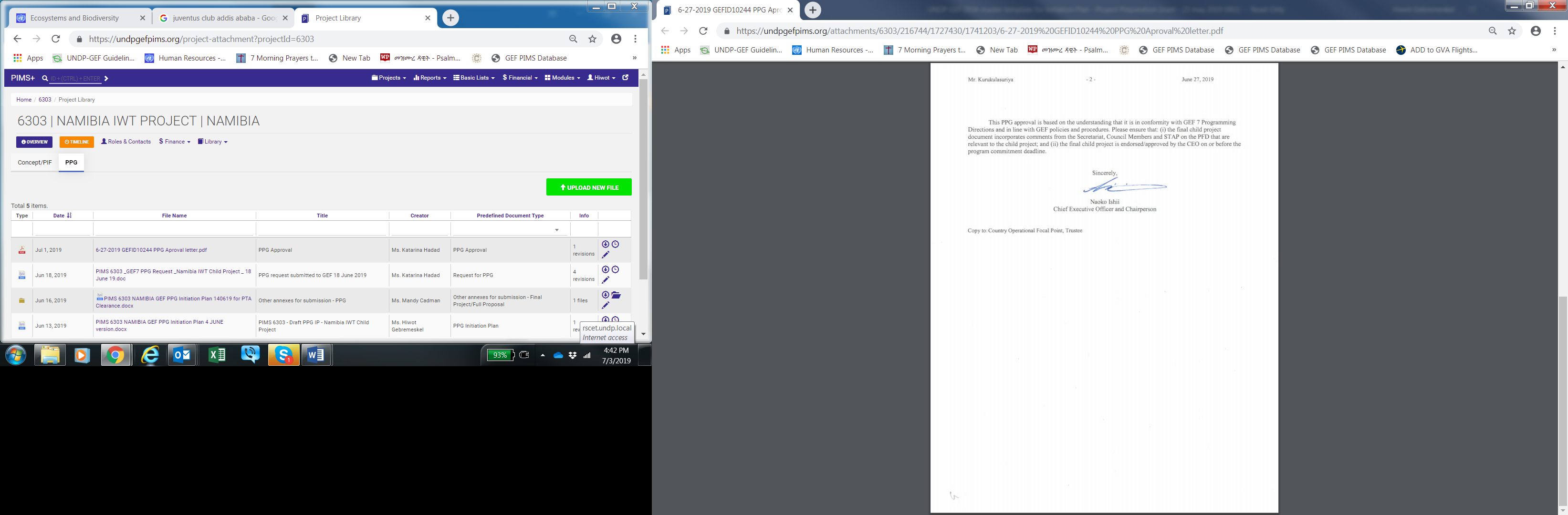
# GEF PPG Activities timeframe and budget

*This section is optional*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PPG Activity** | **Month**  **1** | **Month**  **2** | **Month**  **3** | **Month**  **4** | **Month**  **5** | **Month**  **6** | **Month**  **7** | **Month**  **8** | **Month**  **9** | **Month**  **10** | **Budget (US$)** |
| **Component A:** Technical studies, etc. | X | X | X | X | X |  |  |  |  |  |  |
| **SESP (to be submitted for approval)** |  |  |  |  | X |  |  |  |  |  |  |
| **Component B:** Formulation of ProDoc, etc. |  |  |  | X | X | X | X |  |  |  |  |
| **Component C:** Validation Workshop |  |  |  |  |  |  |  | X |  |  |  |
| **Review and refinement of outputs and preparation for submission** |  |  |  |  |  |  |  |  | X |  |  |
| **Delivery of final outputs** |  |  |  |  |  |  |  |  |  | X |  |

# Mandatory Annexes

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



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

|  |  |
| --- | --- |
| **Position, Type and Cost** | **Role, Deliverables and Qualifications** |
| **Position:** Protected Area/Biodiversity Conservation/Wildlife ManagementProject Development Specialist (GEF PPG Team Leader)  **Type:** IC - International  **Cost per person week:** US$3,500  **Number of person** 13 weeks  **Total = US$45,500** | **Role**  The *Protected Area/Biodiversity Conservation/Wildlife Management* Project Development Specialist will be the GEF PPG Team Leader and will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project- specific Annexes and other supporting documentation, including the Final Validation Workshop Report. S/he will be responsible for managing all consultants on the GEF PPG Team, and coordinating the Team’s work, as well as maintaining close liaison with the Working Group that will oversee the PPG phase. The Team Leader must ensure coherence of the project with national environmental and development priorities, the UNDP Country Programme, the GEF-7 Focal Area Strategy on Biodiversity, the UNDP Global Strategy on Ecosystems and Biodiversity and, in particular, must ensure alignment with the programmatic outcomes of the Global Wildlife Programme (as reflected in the GWP Project Framework Document).  The following lists the overall responsibilities and deliverables that will be expected from the consultant. Note that the UNDP PPG Initiation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly.  **Duties of the Team Leader will include:**  Management of the GEF PPG Team   * + Provide overall **orientation to the PPG team** in relation to GEF requirements for project planning and monitoring, and provide **methodological guidance** for data collection   + Define and submit a **detailed methodology and work plan** in consultation with the other consultants, with clear delegation of responsibilities for the International Consultant (ICs), National Consultants (NCs) and any other contributors;   + Ensure that project development is **participatory, gender-responsive and based on extensive stakeholder engagements**; and   + Verify and ensure that all project components are **technically sound and cost effective**   + **Review all inputs** to the project documentation by national consultants and take overall responsibility for the quality of the final deliverables.   Preparatory Technical Studies and Reviews (Component A): With inputs from the national consultants, as detailed in their respective TORs, and incorporating inputs from key national stakeholders:   * + Ensure project design is fully aligned with the Global Wildlife Program, which this project falls under.   + Compile the **baseline/situational analysis** for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate   + **Establish baselines and targets** for all indicators included in the Strategic Results Framework, applying SMART principles, and incorporating information from all relevant studies and assessments undertaken during the PPG phase   + Develop the project’s **monitoring and evaluation system**, including quality control of relevant tracking tools   + Prepare a **quantified assessment of global environmental benefits** for biodiversity conservation to be delivered through the project   + Oversee the **stakeholder analysis and consultations** and ensure that they are complete and comprehensive and comply with relevant UNDP policies and standards and international best practice   + Oversee the preparation of the **gender analysis, in compliance with relevant UNDP policies and standards,** and ensure its findings are meaningfully integrated into the project’s strategy, theory of change and results framework and that adequate budgetary provision is made for implementation of any activities required under the Gender Action Plan   + Ensure action points, including risk assessments, from the **UNDP Social and Environmental Screening Procedure** (SESP) at the PIF stage (“pre-screening”) are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate, following UNDP guidelines and procedures and using the prescribed template (checklist and summary report)   + Working closely with the Safeguards Specialist, direct the development of **the Environmental and Social Management Framework**, and ensure that adequate provision is made in the Prodoc, both at output level and in the budget, for development of the **Environmental and Social Management Plan** (and any supporting assessments and plans) that are indicated in the Environmental and Social Management Framework   + Oversee the **identification of the demonstration project sites**, with documentation of selection criteria, and ensure that any requirements for Free and Prior Informed Consent (FPIC) are met (and that any requirement for further FPIC during implementation is built into the project design and budget)   + **Oversee, and, where appropriate, contribute to the technical assessment**s and studies to be undertaken by the national specialists during the PPG   + Oversee the consultations with partners regarding **financial planning** including overseeing an update of assessment of investment mobilized, with details of co-financiers.   + **Ensure completion of** **any additional studies** that are determined as necessary for the preparation of the ProDoc and all other final outputs.   Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): With inputs from the other national and international consultants, as detailed in their respective TORs, and based on consultation with key national stakeholders and in line with international best practice:   * + Develop, present and articulate the project’s **theory of change** and ensure coherence with the Strategic Results Framework   + Develop the project’s **Results Framework** in line with UNDP-GEF policy, and the guidance provided in the annotated Prodoc template and by the UNDP-GEF RTA;   + Develop a detailed **Monitoring and Evaluation Plan and Budget**   + Oversee and ensure the preparation of a comprehensive **Stakeholder Engagement Plan** and budget by the Safeguards/Gender/ Stakeholder Engagement consultant   + Oversee and ensure the preparation of a **Gender Action Plan and budget**   + Update the **SESP** based on assessments undertaken during Component A, and ensure the development of required **environmental and/or social management plan(s), as specified**   + Ensure **completion of the relevant tracking tools, including the METT** (using the relevant GEF 7 spreadsheet template)   + Prepare the required **GEF Core Indicators Worksheet and Rio Markers scores**   + Secure and present agreements on **project management arrangements** and **develop Terms of Reference** for consultants and staff to be employed by the project   + Ensure the completion of the **required official endorsement letters**   + **Prepare the full project budget, using the specific format, with detailed budget notes**   + **Prepare an indicative Procurement Plan and Multi-Year Workplan** for the project   + Work with the CO to select an indicator for one of the outcomes of the Integrated Results and Resources Framework (IRRF).   + Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce **the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes**, using the required templates.[[3]](#footnote-3)   Validation Workshop (Component C):   * + Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans; and   + Oversee all necessary revisions that arise during the workshop.   + Ensure completion of Validation Workshop Report.   Final Deliverables:   * + Consolidation of all technical and consultation inputs including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance and as approved by the UNDP-GEF RTA   + Completion of the GEF CEO Endorsement Request   + All documentation from GEF PPG (including technical reports, etc.)   + Validation Workshop Report.   **Qualifications**   * Master’s degree or higher in a relevant field or the natural sciences, with specialisation in fields such as Natural Resource Management, Wildlife Management, Biodiversity Conservation, Ecology or similar * Minimum 10 years of demonstrable experience in preparing high quality project documents, in particular for UNDP-supported, GEF-financed projects * Specialist knowledge and experience in the technical areas of natural resources management, biodiversity conservation and land-use planning and management, protected area planning and management; human-wildlife conflict, the Illegal Wildlife Trade (and other aspects of managing wildlife crime) * Prior experience of working in the biodiversity/protected area management sector in southern Africa * Excellent coordination and leadership skills, as well as good relationship management skills and capacity to work well with diverse stakeholders in Africa, and particularly in the context of community conservancies will be an asset |
| **Position:** Social and Environmental Safeguards Specialist  **Type:** International Consultant  **Cost per person-week:** US$3,500  **Number of person-weeks needed:** 4 weeks  **Total = $14,000** | **Role**  The **Social and Environmental Safeguards Specialist** will support the Team Leader to conduct the necessary assessments to identify potential environmental and social risks, and ways to avoid negative environmental and social impacts where possible, and where risk avoidance is not possible, to identify appropriate mitigation and management measures, in line with the UNDP Social and Environmental Standards.  The following lists the overall responsibilities and deliverables that will be expected from the consultant. Note that the UNDP PPG Initiation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly.  Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:   * Support action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage (“pre-screening”) and ensure that proposed risk mitigation measures are fully implemented during the PPG * Determine what management plan(s) are most appropriate (Environmental and Social Management Framework (ESMF) or stand-alone management plan(s), i.e. Livelihood Action Plan and Biodiversity Management Plan * Assist and/or advise the PPG Team in securing initial FPIC, if required * Develop the draft management plan(s), in line with [UNDP’s Guidance Note on Assessment and Management](https://info.undp.org/sites/bpps/SES_Toolkit/SES%20Document%20Library/Uploaded%20October%202016/Final%20UNDP%20SES%20Assessment%20and%20Management%20GN%20-%20Dec2016.pdf?Web=1) and all other relevant Guidance Notes * Finalize the management plan(s) in coordination with the PPG Team Leader, based on stakeholder consultations and close engagement * Incorporate any comments from UNDP and GEF related to SES * Update and finalize the SESP, based on the management plan(s) * Support completion of **any additional studies** that are determined to be needed for the preparation of the ProDoc and all other final outputs.   Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:   * Contribute to the updated the **SESP**, as needed, based on assessments undertaken during Component A * Support the development of **environmental and social management plan(s)** for all risks identified as Moderate or High in the SESP * Support the agreements on **project management arrangements**.   Final Deliverables:   * A completed SESP Report * Fully documented and comprehensive Initial FPIC consultations * An Environmental and Social Management Framework (ESMF) or Environmental and Social Management Plan (ESMP) * Project Risks Log   **Qualifications**   * Master’s degree in field related to international development, with specific academic background in natural sciences, engineering, business, sociology, anthropology or related field * At least 10 years of experience related to social and environmental standards and impact assessment in an international development context. * Fluency in English is required * Familiarity with the UN System, in particular UNDP and UNDP’s SES standards and FPIC procedures * Familiarity working with Indigenous People’s (with prior experience in Namibia a distinct advantage) * Excellent analytical, writing, advocacy, presentation, and communication skills |
| **Position:**  **Wildlife Management/HWC-IWT Expert (National)**  **Type: NC**  **Cost per person week: US$ 2,500**  **Number of person weeks: 12**  **Total = US$30,000** | **Role:** The Wildlife Management specialist will work closely with the International Team Leader to lead the project development process at the national level, and will be specifically responsible for conducting baseline assessments and technical studies to inform Components 1 and 2 of the project, as well as contributing to other assessments, as determined by the Team Leader.  The following lists the overall responsibilities and deliverables that will be expected from the consultant. Note that the UNDP PPG Initiation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly.  **Duties of the Wildlife Management Expert will include:**  Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies under Components 1 and 2, as agreed with the PPG Team Leader, and working in collaboration with the other consultants. Studies which this consultant must lead or contribute to include:   * Determine current numbers and types of HWC incidents in the targeted landscapes, with data disaggregated by HWC-implicated species and location, and establish the baseline on wildlife movements (of targeted HWC-implicated species) in the targeted landscapes * Determine current response rates to incidents of HWC, to contribute to development of targets for improvement in the project lifespan * Establish resourcing needs for establishment of HWC Rapid Reaction Units in each of the three target landscapes * Establish equipment, operating and capacity development needs (and costs) to develop a fully-functional National HWC Coordination Centre * Conduct an assessment and feasibility study in the target landscapes to identify and prioritize the types of HWC-preventive measures to be installed at selected HWC-hotspot sites. * Determine the research, training, field equipment and operational requirements to enable implementation, monitoring and further refinement of species-specific HWC management plans. * Collate current baseline data on illegal off-take of high-value species (to be identified in conjunction with officials of the MET, but should include at least elephants, rhinos and pangolins * Establish current effectiveness and efficiency of anti-poaching patrolling in the three hotspot landscapes * Determine staffing, equipment and operational needs (e.g. communications equipment and systems, data collection and monitoring systems) and costs to render Anti-Poaching Control Centres fully-effective and assess the feasibility of expanding the network of Anti-Poaching Centres to address any gaps in coverage * Assess current status and future needs of APUs in the three hotspot landscapes * Assess current levels of protected area management effectiveness using the METT in the three hotspot landscapes and identify and develop a resourcing plan for training, equipment and operational requirements for management and monitoring of high-risk, high-value species (including elephants, pangolins, rhinos) in accordance with science-based species management plans   Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader, but including at least:   * Based on the studies above, prepare inputs for the **baseline/situational analysis** for the full-size project (FSP),with specific reference to Components 1 and 3. This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices * Support the **stakeholder analysis and consultations** and ensure that they are complete, comprehensive and gender responsive * Support the preparation of the **gender analysis and action plan** * Support the action points, including risk assessments, from the **UNDP Social and Environmental Screening Procedure** (SESP) at the PIF stage (“pre-screening”) are fully implemented during the PPG, and support the iterations of that screening in an iterative fashion throughout the PPG, as appropriate; * Support the **identification of the project sites**, with documentation of selection criteria (with specific reference to sites related to achievement of outcomes under Components 1 and 3 of the project);   Validation Workshop (Component C):   * Contribute to the validation workshop and drafting of the Validation Workshop Report * Support all necessary revisions to the Prodoc documentation that arise during the workshop, as appropriate.   Final Deliverables:   * Baseline assessment and feasibility study on HWC in the target landscapes to determine resourcing needs and develop an implementation plan (including a resourcing plan) to implement HWC prevention, mitigation and management measures, in line with the project objective and outcomes * Baseline assessment to assess current efficiency and effectiveness of anti-poaching efforts in the three target landscapes, and to determine resource needs and an implementation plan to strengthen APUS, in line with the project’s objective and outcomes * Completed baseline METTs   **Qualifications**   * Master’s degree or higher in a relevant field, such as Natural Resource Management, Wildlife Biology or Management; Ecology, or similar * Minimum 8 years of demonstrable experience in the technical area of protected area management, wildlife management, HWC and illegal trade in wildlife; CBNRM * Well-developed and demonstrable analytical and research skills, and capacity to collate and present data systematically and in concise formats * Prior experience of working as part of a project development team on a UNDP-supported, GEF-financed project will be an asset * Practical experience and proficiency in report-writing and presenting technical information in accessible ways * Good interpersonal skills * Fluency in written and spoken English and fluency in at least one indigenous language spoken in the target landscapes in Namibia |
| **Position:**  **CBNRM/ Livelihoods Expert (National Consultant)**  **Type:** NC  **Cost per person-week:** US$1 ,750  **Number of person-weeks needed:** 12  **Total = US$21,000** | **Role**  The CBNRM/Livelihoods Expert will be specifically responsible for conducting the relevant assessments and collation of data to inform Component 3 (Wildlife Economy), as well as contributing to other assessments and development of the Prodoc and supporting documents, under the guidance of the Team Leader and in collaboration with the other PPG team members.  The following lists the overall responsibilities and deliverables that will be expected from the consultant. Note that the UNDP PPG Initiation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly.  **Duties of the CBNRM/Livelihoods Expert shall include:**  Preparatory Technical Studies and Reviews (Component A): prepare inputs and support the required analyses/studies under Component 3, as agreed with the PPG Team Leader, including:   * With specific reference to the components of work related to developing the wildlife economy, the National CBNRM Consultant will prepare inputs for the **baseline/situational analysis** for the full-size project (FSP). This will include: (a) a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices; (b) Conduct a baseline survey/market analysis to: (i) enumerate existing wildlife-based CBNRM or IGA activities/businesses operating in the three hotspot landscapes (detailing type of business – e.g. tour guiding; accommodation establishment, etc; business model – e.g. PPP, JV, sole proprietor, etc.); number of people profitably employed – full-time, part-time, casual; current financial investments – data to be disaggregated for gender and youth; (ii) identify and analyse the socio-economic benefits these interventions at local and national levels; (iii) collate lessons-learnt from existing enterprises, with a focus on factors contributing to success/failure; (iv) conduct a rapid market analysis of new opportunities for wildlife-based enterprises in the three target landscapes (at least one per targeted landscape).(c) Conduct a rapid survey to assess willingness of farmers and ecotourism roleplayers to participate in development and piloting of a predator-friendly farming best-practices and certification programme, with links to ecotourism sector   Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader, including:   * Contribute to the surveys and assessments required to **inform the implementation of Component 4 on Knowledge Management, Stakeholder Coordination and M&E** * Support the **stakeholder analysis and consultations** and ensure that they are complete, comprehensive and gender responsive * Support the preparation of the **gender analysis and action plan** * Support the action points, including risk assessments, from the **UNDP Social and Environmental Screening Procedure** (SESP) at the PIF stage (“pre-screening”) are fully implemented during the PPG, and support the iterations of that screening in an iterative fashion throughout the PPG, as appropriate * Support the **identification of the project sites**, with documentation of selection criteria (with specific reference to sites for development of wildlife-based businesses and the establishment of partnerships * Support the completion of **any additional studies** that are determined to be needed for the preparation of the ProDoc and all other final outputs.   Validation Workshop (Component C):   * Contribute to the validation workshop; and * Support all necessary revisions that arise during the workshop, as appropriate.   Final Deliverables:   * Market-assessment and Socio-Economic Report, including a baseline survey and assessment to (i) enumerate existing wildlife-based CBNRM or IGA activities/businesses operating in the three hotspot landscapes (ii) identify and analyse the socio-economic benefits of these interventions – and potential new ones – at local and national levels; (iii) collate lessons-learnt from existing enterprises, with a focus on factors contributing to success/failure; (iv) conduct a rapid market analysis of new opportunities for wildlife-based enterprises in the three target landscapes (at least one per targeted landscape) * Report on scoping study for establishment of a predator-friendly farming best-practices initiative, including a survey of willingness of farmers and eco-tourism operators to participate in such a programme   **Qualifications**   * Master’s degree or higher in a relevant field, such as Natural Resource Management, or related fields * Minimum of 10 years years of demonstrable experience in the technical area of natural resource management, CBNRM, nature-based enterprise development, resource economics, or similar * Prior experience carrying out socio-economic assessments and data collection * Prior experience of working as part of a project development team, particularly on a UNDP-supported, GEF-financed project * Well-developed capacity to collect, verify and analyse data and present work with a high degree of accuracy and technical quality in a short period of time * Fluency in written and spoken English and fluency in at least one indigenous language spoken in the target landscapes in Namibia |
| **Position:**Gender and Stakeholder Engagement Specialist  **Type:** National Consultant  **Cost per person week:** US$1,750  **Number of person-weeks needed:** 10 weeks  **Total = $17,500** | The **National Gender and Stakeholder Engagement Specialist** will provide technicalexpertise and guidance and lead the assessment/analysis of gender dimensions and stakeholder participation in the proposed project. The assessment will guide the project team to mainstream gender equality and women’s and youth empowerment into project implementation, taking into account the differences, needs, roles and responsibilities of men, women and youth.  The gender assessment will at a minimum utilise the UNDP GEF Guide to Gender Mainstreaming in UNDP Supported GEF Financed Projects for conducting gender analysis and will seek to provide guidance for the project to be gender responsive or gender transformative using the following gender results effectiveness scale as outlined in the UNDP evaluation of gender mainstreaming in UNDP:  *Gender negative: result have a negative outcome that aggravate or reinforce gender inequalities and norms.*  *Gender blind: results pay no attention to gender and fail to acknowledge the different needs of men, women, girls and boys, or marginalized populations.*  *Gender targeted: results focus on the number or equity (50/50) of women, men or marginalized populations that targeted.*  *Gender responsive: results address differential needs of men or women and equitable distribution of benefits, resources, status and rights but did not address root causes of inequalities in their lives.*  *Gender transformative: results contribute to changes in norms, cultural values, power structures and the roots of gender inequalities and discriminations. The aim is to redefine systems and institutions where inequalities are created and maintained.*  Guidance should facilitate the mainstreaming of gender equality considerations into the Project Strategy and Result Framework through a process of assessing the implications for women and men of any planned action, in all areas and at all levels. The project strategy should ensure that women’s, men’s, youth and other marginalised groups’ concerns and experiences are an integral dimension of the design, implementation, monitoring and evaluation of projects so that all stakeholders benefit equally from the project interventions.  The following lists the overall responsibilities and deliverables that will be expected from the consultant. Note that the UNDP PPG Initiation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly.  To facilitate the development of an inclusive and gender-transformative project, the expert will at a minimum:   * Lead the stakeholder identification (including identification of indigenous groups) and profiling process, by conducting an analysis of data on demographic profiles of communities in the project sites, and consultations and ensure that these are complete and comprehensive. This process should be informed by a review of the PIF Social and Environmental (SESP) pre-screening report, and the existing UNDP guidance on Social and Environmental Standards and other best practice approaches to stakeholder engagement[[4]](#footnote-4) and gender mainstreaming * Lead and advise on the stakeholder analysis and consultations and ensure that they are complete and comprehensive * Prepare a comprehensive **Stakeholder Engagement Plan** and an **Indigenous Peoples’ Plan** based on the outcomes of the stakeholder analysis and consultations * Determine the number of men and women, disaggregated by age, and their roles, responsibilities and priorities in relation to management, prevention and mitigation of HWC and IWT in the target landscapes * Conduct a participatory analysis of the differentiated impacts of HWC and IWT on women and men, disaggregated by age * Based on the findings, prepare a **Gender Action Plan** for incorporation into the Project Document (PRODOC) to ensure that the project strategy and its implementation are monitored as appropriate in terms of gender-responsiveness * Using the findings of the gender analysis exercise, **propose gender-disaggregated indicators and targets** for integration into the Project Results Framework * Provide responses to the UNDP SESP on sections related to gender and women’s empowerment and make recommendations for the Gender Marker Rating for the overall project strategy.   Key deliverables for the expert include:   * A profile of the stakeholders and right-holders in the proposed project areas, and the community institutions (norms, rules and procedures) governing access to, control over and use of natural resources, and the mechanisms for sharing the benefits derived from these * A **gender analysis** report outlining the key findings for use in formulating the gender strategy for the project * A gender responsive project results framework, including sex disaggregated indicators (also indicating the share of men and women direct beneficiaries). * A **gender action plan** (outlining the process to be followed) for incorporation of gender aspects in the project * A **comprehensive stakeholder engagement plan** * Appropriately detailed documentation of community consultations and workshops * An **Indigenous Peoples Plan**, including a budget and progress indicators as described by UNDP’s Guidance Note on SES Standard 6: Indigenous Peoples   **Qualifications:**   * Excellent knowledge and minimum 7 years of demonstrable experience in community development or project management * Master’s degree in Development Studies/ Political Science/ Political Ecology/ Sociology/Anthropology * Training on gender issues/ gender studies and participatory development theories * Excellent understanding of the dynamics around gender and natural resource management; * Demonstrated understanding of the national legal and institutional context related to local and indigenous communities in Namibia highly desirable * Specific technical expertise in indigenous peoples engagement and application of FPIC * Previous work on similar projects * Good command of English is a requirement * Fluency in one or more of the local languages spoken in the target landscapes in Namibia is required |

1. Such as those advanced through the Global Wildlife Programme community of practice, and the IUCN SSC Task Force on Human Wildlife Conflict [↑](#footnote-ref-1)
2. Given the extreme distances that will need to be travelled in Namibia to reach the three target landscapes, a generous provision for travel has been made [↑](#footnote-ref-2)
3. Please verify with the UNDP-GEF team that the correct templates are being used as these are subject to change from time to time. [↑](#footnote-ref-3)
4. For guidance of ‘meaningful stakeholder engagement’, see UNDP guidance here: <https://info.undp.org/sites/bpps/SES_Toolkit/SitePages/Stakeholder%20Engagement.aspx> other guidance available here: <https://publications.iadb.org/bitstream/handle/11319/8454/Meaningful-Stakeholder-Consultation.pdf?sequence=3> [↑](#footnote-ref-4)