

TERMS OF REFERENCE / VACANCY ANNOUNCEMENT

NATIONAL MARINE SECTOR ENGAGEMENT SPECIALIST

1 Information

Position Title:	National Specialist in Maritime Sector Engagement (PPG National Focal Point)
Location:	Home-based with missions in Djibouti
Type of contract:	Individual contract
Post level:	Local/national consultant
Languages required:	Full proficiency in French, with working knowledge of English preferred
Expected duration of assignment:	Estimated 60 working days spread over the period 15 June 2016 to GEF CEO Endorsement (expected at the latest by May 2017)

2 Background

The Government of Djibouti has sought UNDP support to implement the Project Preparation Grant (PPG) for the UNDP-GEF full-sized project **“Mitigating key sector pressures on marine and coastal biodiversity and further strengthening the national system of marine protected areas in Djibouti”**. The project seeks to *Enhance the resilience of Djibouti’s marine biodiversity through increasing institutional capacity, enhancing financial sustainability and management effectiveness of the MPA system, and mainstreaming marine biodiversity into key maritime sectors’ development*, and has three components: 1) Strengthening the effectiveness of Djibouti’s MPA system through enhanced capacity of all stakeholders, including dialogue to mainstream biodiversity into maritime sectors, 2) Expanding the national MPA network and strengthening MPA management at site level, and 3) Sustainable financing mechanism for marine biodiversity and protected areas. The GEF resources allocated to the endeavour project amount to US\$ 3,200,000 (including Project, PPG and UNDP Fee).

The GEF Council approved the Project Identification Form on 19 April 2016. Project development now will include a preparatory phase in the form of a **Project Preparatory Grant (PPG)**. **During the PPG**, a team of national and international consultants together with the UNDP Country Office in Djibouti and the responsible UNDP-GEF Regional Technical Advisor (based in Istanbul) – and working in close collaboration with key government officials, donors, NGOs, CBOs, and the private sector – will undertake a number of literature reviews, studies, stakeholder consultations and field visits, with the view to further develop the approved PIF into a fully formulated project ready to start full-fledged implementation.

The UNDP Country Office in Djibouti will lead the PPG/IP, in close coordination with the Ministry of Housing, Urban Planning and Environment (MHUPE) of Djibouti. The **Key Expected Outputs of the PPG/IP** will be a technically robust **UNDP Project Document (PRODOC)** and a **Request for GEF-CEO Endorsement package ready for submission to the GEF Secretariat**. The preparatory phase will moreover fully determine the baseline and GEF incremental benefits, confirm the lead national implementing agency, identify further implementing partners and responsible parties, and negotiate and define implementation arrangements. Consultation with stakeholders relevant for project activities will put emphasis on building the partnerships required for realizing the project’s objectives and the mobilization of co-financing. The national consultation process will also include the local communities that are expected to benefit from the Project, and address gender issues as well as social and environmental safeguards as indicated.

Considering the above PIF approval date and the 18-month milestone established by the GEF, the GEF CEO Endorsement Request package and PRODOC must be submitted to the GEF CEO by 18 October 2017. Failure to meet this deadline will lead to automatic cancellation of the project by the GEF. However to accelerate project development, **UNDP-GEF in the present case aims to submit the CEO Endorsement Request package and PRODOC to the GEF CEO within 12 months after PIF approval, i.e. by 18 April 2017 or anytime before that deadline**. The PPG team (which includes the PPG consultants, the Government of Djibouti, UNDP Djibouti and the UNDP-GEF regional support team) is requested to submit final draft versions for internal clearance to UNDP at the latest two months before this deadline. Subsequent revisions addressing UNDP-GEF or GEF Secretariat queries may be required and are part of the PPG. The

final submissions to the GEF will require prior government validation and clearance. Submission to the GEF will only be effected after all due clearances have been obtained.

The UNDP Country Office (CO) in Djibouti is seeking the services of a **National Specialist in Maritime Sector Engagement (PPG National Focal Point)** to support the implementation of the Project Preparation Grant (PPG).

The National Specialist in Maritime Sector Engagement (PPG National Focal Point) will be part of a team of consultants to work closely with, and under the overall guidance of, the UNDP Country Office, the UNDP-GEF Regional Technical Advisor and the project counterparts in the Djibouti Government. In addition to the National Specialist in Maritime Sector Engagement (PPG National Focal Point), the team is expected to consist of:

- An International Specialist for GEF Biodiversity Project Development and Social and Environmental Safeguards (Team Leader)
- An International Specialist on Marine Biodiversity, Financing and Sector Mainstreaming
- A National Specialist in Community Engagement/Socio-economics

3 Duties and responsibilities

The National Specialist in Maritime Sector Engagement (PPG National Focal Point) will act as an experienced national focal point for the international consultants, and coordinate/enact national PPG activities together with UNDP Djibouti; contribute relevant country-specific background information/analyses (desktop studies, data collection, consultations), most notably for defining the situation and barrier analyses and the baseline scenario underpinning project development; lead national level stakeholder engagement and mobilisation, especially of key sector authorities, agencies, institutes and related projects and partners; organise and co-facilitate national-level stakeholder consultations, trainings and the validation workshop; help negotiate national engagements required for project development and implementation; support the formulation of the PRODOC and GEF CEO Endorsement Request package through draft text sections on aspects related to sector mainstreaming. He/She will work closely with UNDP and government specialists and other key stakeholders at the country level as well as with the team of fellow consultants. Several field missions in Djibouti will be required for a total of up to 20 days.

Under the above overall responsibilities, and working together with the team of fellow PPG consultants, more specific tasks of the National Specialist in Maritime Sector Engagement (PPG National Focal Point) are expected to include, but may not be limited to:

Component A: Technical review and stakeholder consultations

- Together with the UNDP-GEF RTA and fellow consultants, help scope PPG activities & work plan.
- Act as translator for the international consultants as required, in general and on matters relating to the particular field of expertise and responsibilities.
- Participate in regular exchanges between the UNDP Country Office, UNDP-GEF RTA, Government Partners and further stakeholders on the development and finalization of the PRODOC and CEO Endorsement Request package.
- Participate in PPG inception at the onset of the PPG, bringing together the leading stakeholders from government, partners and UNDP (country office and RTA), as well as the team of PPG consultants to agree on process and roles and quality assurance. Contribute agreed sections to the key-point inception report.
- Stakeholder analysis and engagement:
 - Building on the tentative list of stakeholders already identified in the PIF, contribute to the further elaboration of the analysis of relevant stakeholders, including from national government (sector administrations/ ministries/ agencies), local administrations, civil society/NGOs, local communities, the private sector, and universities and research institutes, especially with regard to their interest, potential conflicts of interest and roles in the project;
 - With support from UNDP, Government and fellow consultants, reach out, engage and sensitise stakeholders about the project and secure their input to its design (project strategy, results framework), including through national and regional/local workshops; including to determine needs in terms of strengthening the CSO, CBO and private sector in understanding impacts on and benefits from the conservation of marine and coastal biodiversity;

- Lead the definition of entry points that will yield the highest leverage for strengthening the management of marine and coastal biodiversity in Djibouti;
- With support from UNDP, Government and fellow consultants, co-lead the development of the stakeholder participation/ engagement plan for PPG and especially FSP;
- Lead securing a strong national ownership, ensuring full participation of – and agreement by – key government representatives and other stakeholders in the development of the project.
- Lead integration of the project with the goals and priorities of relevant national and sector development plans, policies and budgets.
- Lead identification of other relevant existing and planned initiatives, possibly negotiating partnerships to align activities and build synergies, and reflecting this in the project strategy.
- **Provide inputs/deliverables towards desktop and field-based research and stakeholder consultations aimed at further elaborating the situation analysis and project interventions (building on the PIF).** This will include *inter alia*:
 - Support research into the problems and barriers, to include *inter alia*
 - a review and data collection regarding the existing and anticipated sector-specific impacts on marine and coastal biodiversity and marine living resources (from port and infrastructure construction and operations, shipping and maritime risks, petroleum development and transport, tourism, hotel construction, urban development, fisheries, solid waste, waste water, etc.);
 - a review of government sector and private sector policies, plans and investments due to impact marine and coastal biodiversity and MCPAs;
 - a review of the institutional set up and decision making processes (evolution, main actors, roles and responsibilities, coordination, partnership, decentralization and local governance, level of participation of actors, procedures and operational mechanisms), legal and regulatory frameworks, planning and approval systems, and common practices in the key sectors affecting the marine environment and biodiversity; with an assessment of their strengths, weaknesses/gaps, opportunities and threats/risks, and of mainstreaming entry points;
 - identification of barriers impeding a better management of marine and coastal biodiversity and marine and coastal protected areas; of barriers to the expansion of the national system of MCPAs; and of barriers to and opportunities for increased finance for marine and coastal biodiversity and MCPAs and for effective operationalisation of the National Environmental Fund;
 - research into the value of the pre-selected sites for MPA system expansion and PA management, justifying their current and future relevance (to include information, including spatial information, on globally significant biodiversity, ecosystem status, socio-economics/ livelihoods, local threats);
 - Support research into baseline investment of the government and its partners in relation to the issues to be addressed by the project, in order to help determine the incrementality of the GEF intervention;
 - Support an assessment of institutional/technical/individual capacity and capacity development needs for key stakeholder groups on marine and coastal biodiversity, marine living resources, marine protected areas, and on sector mainstreaming;
 - Support any further research compiling relevant information/data (including primary) required to confirm or define suitable objective-level and outcome-level quantitative and qualitative SMART indicators (including socio-economic and sex disaggregated indicators) and determine end-of-project targets and means of measurement; the indicators should build on those in the PIF and attempt to include: state indicators (e.g. spatial coverage, ecosystems quality, species populations), pressure indicators (threats and drivers) and response indicators;
 - Support the definition of adequacy, technical feasibility, incrementality and cost-effectiveness of the project's interventions;
- Contribute to the identification / confirmation of specific sites for intervention and MPA system expansion.
- Help design and organise capacity training workshops on issues related to the project and its development.

Component B: Institutional and management arrangements, co-financing investments

- Coordinate and contribute to consultations with partners to secure a coherent and sustainable financing package

for the project including post-GEF grant phase, exploring multilateral and bilateral co-financing opportunities as required.

- Together with UNDP Djibouti, actively support the pursuit of co-financing letters/guarantees to be collected from participating government institutions and other co-financiers who committed to provide cash or in-kind contributions to the project.
- Together with UNDP Djibouti, lead consultations with key government representatives and other stakeholders to define the institutional, implementation and management arrangements (including roles, responsibilities and accountabilities of lead and partner agencies, and the organisational structure and board governing the project).

Component C: Consolidation, Validation and Finalisation of Key Outputs

- Building on the above, **actively support the formulation/consolidation of the PRODOC and Request for CEO Endorsement Package**, including through quality draft text sections (incl. on baseline scenario, multi-year budget and work plan, configuration of the implementation team, and completing/updating GEF and UNDP Tracking Tools required for the project; and review the PRODOC and Request for CEO Endorsement Package in their entirety to ensure coherence and consistency including with the national context.
- Coordinate, co-organise and participate in a **validation workshop** gathering key stakeholders to present and discuss **the final draft PRODOC** in all its aspects.
- If required, **compile expertise-specific responses to any reviews by the GEF Secretariat** for resubmission of the PRODOC and Request for CEO Endorsement package.

4 Key UNDP/GEF references for this Project/PPG

- GEF-6 Focal Area Strategy for Biodiversity;
- PIF for “Mitigating key sector pressures on marine and coastal biodiversity and further strengthening the national system of marine protected areas in Djibouti”;
- GEF Secretariat Review Sheet and GEF STAP Review of the PIF/Project;
- UNDP Project Document and GEF CEO Endorsement Request package guidelines and templates;
- UNDP & GEF M&E Guidance;
- GEF Biodiversity Tracking Tools and UNDP Capacity Development Scorecard;
- UNDP Environmental and Social Screening Procedure - Guidance Note and PIF Environmental and Social Screening;
- UNDP Guidance on Gender Assessment;
- Relevant UNDP Programme and Operations Policies and Procedures;
- Relevant documents of the predecessor project UNDP # 4049 GEF # 3713 “Establishing Effectively Managed Marine Protected Areas in Djibouti”, most notably annual implementation reports and terminal evaluation
- Relevant national sector development and investment plans
- Documents of relevant other initiatives, most notably of UNEP, PERSGA and IUCN

5 Key deliverables and terms and conditions for provision of services

The National Specialist in Maritime Sector Engagement (PPG National Focal Point) contributes country-specific research, stakeholder consultations/engagement and text preparation in his field of expertise (mainstreaming environmental. Concerns / biodiversity into maritime sectors in Djibouti), and thereby actively supports the timely completion of the full GEF CEO Endorsement Request Package and PRODOC in appropriate quality. The key deliverables under this contract are:

- The outcome of work (studies, reviews, consultations, field work, etc.) identified under *Duties and responsibilities* above to be led/conducted by the National Specialist in Maritime Sector Engagement (PPG National Focal Point), which may be written for direct integration into the PRODOC and CEO Endorsement Request as draft text sections in suitable and approved quality;
- Quality contributions to and reviews of further work streams that the National Specialist in Maritime Sector Engagement (PPG National Focal Point) is expected to support as per the *Duties and responsibilities* above.
- The completed UNDP and GEF Tracking Tools and Scorecards.

UNDP may contact the contractor at any time during working hours and request the contractor's expert support and guidance, technical inputs, participation in meetings and elaboration of a document pertaining to the execution of the PPG/Initiation Plan outlined above.

Payment is based upon output and will be made upon confirmation by UNDP that contract obligations have been met in a satisfactory manner in accordance with milestones, i.e. delivery of the services specified in the ToR to be approved by UNDP and meeting agreed deadlines. The tentative payment schedule is as follows: Upon contract signature: 20% of the total amount. Upon submission of the complete set of sections expected towards the draft CEO Endorsement Request Package and draft PRODOC and clearance for submission by UNDP: 40% of the total. Upon subsequent review and final approval by the GEF Secretariat of the PRODOC and issuance of CEO Endorsement: 40% of the total. It remains understood and agreed between the parties that this last payment will be due also in the event that the GEF Secretariat were not to grant final approval and the project were not to be endorsed for reasons not related to the contractor's delivery.

Approval: Review of the deliverables regarding quality and timeliness will be undertaken by the UNDP Country Office and the Government counterpart, then the UNDP/GEF Regional Technical Advisor and eventually the UNDP/GEF Principal Technical Advisor to ensure alignment and compliance with UNDP and GEF requirements.

6 Competencies

- Good technical, analytical and editing skills, allowing effective communication of complex technical information
- Excellent team player with good interpersonal skills
- Ability to manage workload with minimum supervision
- Ability to work under pressure and tight deadlines
- Ability to accommodate additional demands at short notice
- Ability to work in a multi-cultural environment
- Displays cultural, gender, religion, nationality and age sensitivity and adaptability
- Skills in achieving results through persuading, influencing, & working with others
- Skills in negotiating effectively in sensitive situations
- Skills in facilitating meetings effectively and efficiently and to resolve conflicts as they arise

7 Required qualifications and experience

Education	Bachelor degree in a field relevant to maritime/coastal development and/or the marine environment (biology, ecology, environmental sciences, geography, natural resources management, environmental policy, environmental economics, etc.) is desirable but not essential if relevant work experience and sector networks are proven
Experience	<ul style="list-style-type: none"> • Relevant and proven country-specific knowledge of and experience in work streams engaging maritime/coastal economic sectors, preferably with experience in the mainstreaming of environmental matters; • Experience desirable in project formulation/development; • Experience with UNDP or GEF projects is an asset; • Experience in writing UNDP-GEF Project Documents and CEO Endorsement Request packages is an asset; • Experience in working and collaborating with governments an asset; • Experience with using IT and related communication tools; • Experience working within the UN system an asset.
Language Requirements	<ul style="list-style-type: none"> • Full proficiency in French, with working (including writing) knowledge of English preferred.

8 Implementation arrangements

To guide and assist the team of national and international consultants, a joint project development and facilitation team will be established that includes the UNDP-GEF Regional Technical Advisor, the UNDP Country Office, as well as project focal points at the Ministry of Housing, Urban Planning and Environment of Djibouti. The main responsibilities

will be to provide the required data/information and feedback to the team of consultants; backstopping and providing relevant templates; supporting stakeholder consultations and ensuring their participation; supporting problem analysis; liaising with partners and leading national stakeholder involvement on project strategy and institutional and management arrangements and on co-financing matters; and supporting alignment with national priorities and understanding of the local and national contexts.