



Lead International Climate Change Project Development Specialist to Prepare the Full Project Document for a GEF-7 Project ‘Ecosystems/Landscape Approach to Climate Proof the Rural Settlement Program of Rwanda’

Application type:	External vacancy
Job Title:	Lead International Climate Change Project Development Specialist
Category	Environment / Climate Change
Duty station	Home based with travel to Rwanda
Application Deadline:	2nd April 2019
Type of contract:	Individual Contract
Expected starting date:	Immediately
Duration	80 working days in 15 calendar months

1. Background

Rwanda’s topography, rainfall patterns, land cover and soil types combined with high population densities of communities highly dependent on subsistence agriculture for livelihoods and economic development make it highly sensitive to climate change. Covering a relatively small surface area (26,338 km²) of land largely 1,000 meters above sea level, the country is highly mountainous with high rainfall (on average above 1,200 mm per year). With a total population of close to 12 million people and an average density of 497 persons per square kilometre, which is the highest in Africa, human settlements have spread to land with over 50% slopes on hills and hilltops. It is predicted that the population will more than double, reaching 26 million by 2050, with a population density of 987 persons per square kilometre.

Like the rest of the country, livelihoods in Gakenke and Kirehe Districts are based on an agricultural production system that is characterized by small family farms, with farmers practising mixed farming that combines rainfed grain crops, traditional livestock-rearing and some vegetable production. Inhabitants of these two districts, especially the poor farmers, are amongst the most vulnerable people in Rwanda, and are the target of the government’s rural settlement program (imidugudu). The program aims to regroup households in rural areas on serviced sites equipped with the basic infrastructure and community amenities. However, the risks associated with climate change are not incorporated in the planning and implementation of the program, jeopardizing intended development

gains. Specific climate-change induced problems the program faces include flood, polluted water, soil erosion, land slide and drought.

In order to address these pertinent issues, a project concept titled **'Ecosystems/Landscape Approach to Climate Proof the Rural Settlement Program of Rwanda'** is being developed to support climate proofing the imudugudu program in Gakenke and Kirehe districts. The concept was submitted to and was approved by the Global Environmental Facility (GEF) in December 2018 for further development into a full project document (Prodoc). The GEF has since granted Rwanda a Project Preparation Grant (PPG) to develop the Prodoc.

The objective of this project is to mainstream climate risks into the imudugudu program and build resilience, in order to safeguard the benefits of the rural component of the human settlement program. The project will be piloted in the abovementioned two districts: Gakenke in Northern Province and Kirehe in Eastern Province. The project will be delivered through four interrelated components. Component one will enhance institutional and community capacity to support the planning and implementation of a landscape approach and community based adaptation that integrates climate risks to ensure the resilience of the imudugudu program. Component two will facilitate implementation of adaptive livelihood practices at imudugudu level, including income generating activities to further boost resilience. Component three will provide the policy enabling environment to ensure that the pilot project creates pathways for replication and scale up so that future investments in the imudugudu mainstream climate risk. Component four will codify knowledge and promote its dissemination to further support replication and upscaling. Gender will be mainstreamed throughout project planning, implementation, monitoring and evaluation.

In this regard, UNDP Rwanda is hiring an **International Climate Change Project Development Specialist** to lead the preparation of the full project document relevant to achieve the outcomes and adaptation benefits outlined in the approved PIF. The consultant will work with and lead a team of consultants, comprising of a National Specialist in Climate Change Adaptation, an International Specialist in Safeguards; a National Specialist in Gender; an International Specialist in Private Sector Engagement and Innovation and a National Specialist in Livelihoods and Development.

2. Objective and Scope of Work

(1) Objective

The Lead International Climate Change Project Development Specialist will be the GEF PPG Team Leader and will be responsible for the overall drafting of the Project Document (ProDoc), quality assurance and timely preparation of all studies, reports and documentation, including the finalized UNDP ProDoc and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing and coordinating all consultants on the GEF PPG Team.

(2) Scope of Work

The scope of work, which is to be completed by the team of consultants and quality assured by the Lead Climate Change Project Development Specialist, are outlined below.

Undertake the Preparatory Technical Studies and Reviews

The preparatory technical studies will be comprised by several studies, as elaborated below. The set of studies and reviews will be presented to and validated by stakeholders in a validation workshop before embarking on the drafting of the ProDoc.

a. Desktop and field-based studies and data collection

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

- Development challenge and strategy (including threats, problems and barrier assessment);
- Review of national policy and legislative frameworks;
- Problem and solution trees developed in consultation with project stakeholders, for a robust Theory of Change (to be prepared in the full ProDoc, below);
- Review of relevant past and ongoing projects for lessons; and
- Any other analyses required to address all comments on the PIF received from GEF Secretariat, GEF Council members and STAP
- Specific activities to support the provision of climate information under component 1;
- Cross-sectoral coordination opportunities to be codified in a Memorandum of Understanding under component 2 will be identified;
- Private sector involvement during and after the project, including models and incentives for private sector investment and ownership.

b. Gender Analysis

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

c. Environmental and Social Safeguard Assessments

The social and environmental safeguards pre-screening (pre-SESP) prepared during the PIF design phase determined the overall risk categorization of this project as Moderate and highlighted potential safeguard risks to be further assessed during the PPG phase.

The purpose of these assessments is to identify ways to avoid negative environmental and social impacts where possible (e.g., through site selection). If risk avoidance is not possible, then mitigation and management measures must be identified, in line with the UNDP Social and Environmental Standards (see section B-f below). If the required assessments cannot be undertaken or finalized during the PPG, they must be completed during the first phase of project implementation.

d. Identification of project sites

Based on the above reviews, and through consultation with stakeholders, the targeted project sites will be identified.

e. Financial planning and private sector analysis

Co-financing will be confirmed and additional sources identified through a series of consultations with partners to ensure a coherent and sustainable financing package for the project, including post-GEF grant phase to the extent possible. The potential private sector partners to be involved in the project will also be identified, together with their potential roles. Discussions and agreements will be made with specific private sector partners, and included in a strategy and plan for their involvement in the project.

Develop the UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes

Based on the technical studies and reviews undertaken, the full UNDP-GEF Project Document will be developed (following the 2017 annotated UNDP-GEF Project Document available [here](#)), and the GEF CEO Endorsement Request (available [here](#)) will be prepared. The final ProDoc, which addresses all comments received from the stakeholders and UNDP-GEF will have to be prepared and submitted to the GEF before 30th November 2019, and all comments from GEF Secretariat must be addressed and Prodoc be endorsed by 30th May 2020.

Preparation of the UNDP-GEF ProDoc includes a specific focus on the following areas, which do not exhaustively capture the required ProDoc content:

a. Theory of Change

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

b. Results Framework

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

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

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

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

d. Stakeholder Engagement Plan

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

e. Gender Action Plan and Budget

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

f. Private Sector Strategy and Plan

Following the assessments and engagements with private sector actors, including those in the financial services sector, a strategy for the participation of the private sector will be developed, including a specific action plan that will be integrated into the project work plans.

g. Social and Environmental Standards

In line with the assessments conducted during the preparatory studies and in line with [UNDP's Social and Environmental Standards \(SES\) policy and all associated SES Guidance Notes](#), the SESP will be finalized and all moderate and high risks identified in the SESP will be reflected in the risk table and risk section of the project document.

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

h. GEF-7 Core Indicators

The required GEF-7 Core Indicators will be prepared, in line with the relevant GEF objectives, and included as an Annex to the ProDoc. See the [GEF's website](#) for the most up-to-date templates as these may change.

i. Project Management Arrangements

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

j. 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.

A GEF OFP endorsement letter will also be required for any new participating countries to a global or regional program/project that was not included with the PIF/PFD submission. Updated GEF OFP endorsements letters are also required if the requested GEF grant amount has changed since PIF/PFD approval.

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. A validation workshop report will be prepared for projects with an overall safeguards risk rating of moderate or high and approved by the technical working group.

(3) Specific Tasks

Specific tasks of the Lead International Climate Change Project Development Specialist will include:

- 1) Management of the GEF PPG Process and Team of Consultants
 - a. Engage all consultants and ensure there is common understanding of tasks and roles of each consultants, with clear delegation of responsibilities for the International Consultants (ICs) and National Consultants (NCs);
 - b. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements;
 - c. Follow-up with individual consultants to ensure timely submissions of their inputs;
 - d. Verify and ensure that all project components are technically sound, cost effective and consistent with GEF 7 and UNDP requirements.
- 2) Lead PPG Inception
 - a. Develop and submit an inception report, which defines a detailed methodology and work plan in consultation with the other consultants;
 - b. Lead an Inception Workshop with the key national stakeholders to ensure the methodologies and scope are understood and agreed.
 - c. Revise inception report to integrate contributions of stakeholders at Inception Workshop.
- 3) Preparatory Technical Studies and Reviews: With inputs from the other national and international consultants, as detailed in their respective TORs:
 - a. Compile baseline/situational analysis for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate;
 - b. Oversee the stakeholder analysis and consultations and ensure that they are complete and comprehensive;
 - c. Ensure the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
 - d. Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage ("pre-screening") are fully implemented during

- the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate;
- e. Conduct/oversee the identification of the project sites, with documentation of selection criteria;
 - f. Oversee the consultations with partners regarding financial planning and private sector involvement; and
 - g. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.
 - h. Lead a review / validation workshop of the studies
- 4) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes: With inputs from the other national and international consultants, as detailed in their respective TORs, and based on international best practice:
- a. Develop, present and articulate the project's theory of change;
 - b. Develop the Results Framework in line with UNDP-GEF policy;
 - c. Develop a detailed Monitoring and Evaluation Plan and Budget;
 - d. Oversee and ensure the preparation of a Stakeholder Engagement Plan;
 - e. Oversee and ensure the preparation of a Gender Action Plan and Budget;
 - f. Oversee and ensure preparation of private sector engagement plan;
 - g. Update the SESP based on assessments undertaken during Component A, and ensure the development of environmental and/or social management plan(s) for all risks identified as Moderate or High in the SESP;
 - h. Prepare the required GEF-7 Core Indicators;
 - i. Secure and present agreements on project management arrangements;
 - j. Address all GEF comments made during the PIF stage;
 - k. Ensure the completion of and secure required official endorsement letters and co-financing letters; and
 - l. 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.¹
- 5) Validation Workshop:
- a. Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans; and
 - b. Integrate all necessary revisions that arise during the workshop.
 - c. Prepare Validation Workshop Report with inputs from other consultants.
- 6) Prepare Final Deliverables:
- a. Consolidation of all technical and consultation inputs including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;
 - b. Completion of the GEF CEO Endorsement Request;
 - c. All documentation from GEF PPG (including technical reports, etc.); and
 - d. Validation Workshop Report.
- 6) Follow through:
- a. Finalize documents addressing all comments from UNDP-GEF and GEF secretariat

¹ Please verify with the UNDP-GEF team that the correct templates are being used.

3. Outputs/Expected deliverables

The Lead International Climate Change Adaptation Project Development Specialist will provide the following key deliverables:

Deliverable 1: Inception Report. The inception report will be presented at the inception workshop and will be accepted upon validation by the stakeholders and after duly addressing the comments received, to be approved by the technical working group and UNDP RTA. To be delivered within 1 month from the signing of the contract (estimated number of work days - 5).

Deliverable 2: Preparatory Technical Studies & Reviews. The deliverable will be accepted upon validation by stakeholders and after duly addressing the comments received, to be approved by the technical working group and UNDP RTA. To be delivered within 4 months from the signing of the contract (estimated number of work days - 30).

Deliverable 3: Draft of the UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes. The GEF PPG Team Leader will be responsible for the consolidation and finalization of all required materials. The deliverable will be accepted upon submission and approval by the technical working group and UNDP RTA. To be delivered within 6 months from the signing of the contract (estimated number of work days - 30).

Deliverable 4: Validation Workshop and Report. The report will be accepted upon submission and approval by the technical working group and UNDP RTA. To be delivered within 7 months from the signing of the contract (estimated number of work days - 3).

Deliverable 5: Final UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes. The final deliverable shall duly address the comments from the validation workshop and UNDP-GEF. The deliverable will be accepted upon submission and approval by the UNDP RTA. To be delivered within 9 months from the signing of the contract and before the submission deadline (estimated number of work days - 7).

Deliverable 6: Final document addressing all comments from GEF secretariat for CEO endorsement. The deliverable will be accepted upon submission and approval by the UNDP RTA. To be delivered within 15 months from the signing of the contract and before the submission deadline (estimated number of work days - 5).

4. Duration of the contract

The assignment is expected to take 80 work days in the period of 15 months. The approval and clearance by UNDP-GEF should be secured within 9 months.

5. Institutional arrangement

UNDP will recruit and contract the individual consultant who will be selected through a competitive process and to undertake the assignment as described in this ToR. The consultant will report to the Programme Specialist and Head of Unit, Sustainable Growth Unit of UNDP Rwanda or any person delegated to perform such duty after being cleared by a technical working group.

A technical working group will be formed, which should be composed of UNDP Country Office, Rwanda Environment Management Authority, Ministry of Environment, Rwanda Housing Authority, Ministry of Finance and Economic Planning, Ministry of Agriculture and Animal Resources, Ministry of Emergency Management, Ministry of Local Government, Gender Monitoring Office, Gakenke District, Kirehe District, relevant Civil Society Organizations, representative of private sector and any other which deemed important to be part of this. Guidance will be given by this technical working group, UNDP/GEF Regional Technical Advisor (RTA) and if necessary senior managers in UNDP CO. Deliverables submitted by the individual consultant should be accepted by both the technical working group and/or UNDP-GEF RTA (specified under 4. Deliverables) and approved by DG REMA before any payment is made.

6. Duty station

The assignment is home based with required travels to Rwanda (Kigali, project site and workshop venue). The consultant is required to travel at least 3 times over the duration; for the inception workshop and field visit, for the validation workshop of the preparatory technical studies and for the final validation workshop. UNDP will facilitate international travel (flight ticket, daily subsistence allowance) and transportation to field visits.

7. Required expertise and experience

Academic Qualifications/Education:

- Master's degree or higher in a relevant field, such as climate change, environmental or natural sciences, social sciences, political sciences or any other relevant disciplines;

Experience:

- Proven experience in developing climate change adaptation projects;
- Minimum 10 years of demonstrable experience in the technical area of preparing high quality UNDP and GEF MFA project documents with sound knowledge and understanding of sustainable land management and livelihood enhancement. Sound knowledge on and exposure to international financing mechanisms will be an asset;
- Experience in leading multi-disciplinary team of senior experts;
- Demonstrated ability in analytical and report drafting work in concise format and of high quality and strong technical writing skills, excellent coordination and leadership skills and demonstrated experience in designing landscape based projects; and in emissions calculations;

Language skills:

- Excellent writing, editing, and oral communication skills in English. Knowledge of French or Kinyarwanda is an asset.

Competencies:

- Demonstrates practical knowledge of inter-disciplinary development issues;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills;

8. Payment modality

The consultant will be paid the consultancy fee upon completion of the following deliverables.

10% after the submission and acceptance of the inception report (Deliverable 1)

20% after the submission and acceptance of the preparatory technical studies and reviews (Deliverable 2)

20% after the submission and acceptance of the draft UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes (Deliverable 3) and delivering of the validation workshop and report (Deliverable 4)

40% after the submission of the final UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes, duly addressing comments from the validation workshop and from UNDP-GEF (Deliverable 5)

10% after addressing all comments from GEF secretariat for CEO endorsement (Deliverable 6)

9. Application procedures

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- Personal CV or P11, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- Brief description of why the individual considers him/herself as the most suitable for the assignment and a methodology, on how they will approach and complete the assignment;
- Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, to be provided by the UNDP procurement.

10. Evaluation criteria

The consultant will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. The technical evaluation will include the following:

Criteria	Weight	Max. point
Excellent proposed methodology for accomplishing the assignment	20	20
Master's degree or higher in a relevant field, such as environment or natural sciences, social sciences, political sciences or any other relevant disciplines	10	10
Proven experience in developing climate change adaptation projects	25	25
Minimum 10 years of demonstrable experience in the technical area of preparing high quality UNDP and GEF MFA project documents with sound knowledge and understanding of sustainable land management and livelihood enhancement. Sound knowledge on and exposure to international financing mechanisms will be an asset.	30	30
Demonstrated ability in analytical and report drafting work in concise format and of high quality and strong technical writing skills, excellent coordination and leadership skills and demonstrated experience in designing landscape based projects; and in emissions calculations	10	10

Excellent writing, editing, and oral communication skills in English. Knowledge of French or Kinyarwanda is an asset.	5	5
Total	100%	100

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply. All applicants will be treated with the strictest confidence.

Prepared by:

Signature _____

Name and Designation Reina Otsuka, Environmental Specialist

Date of Signing _____

Reviewed and Cleared by:

Signature _____

Name and Designation Madeleine Nyiratuza, Head of Unit, Sustainable Growth Unit

Date of Signing _____

Approved by:

Signature _____

Name and Designation Stephen Rodrigues, Resident Representative

Date of Signing _____