

# GEF-7 Project “Enduring Earth: Accelerating Sustainable Finance Solutions to Achieve Durable Conservation”

## Terms of Reference Package to Support Project Development in Gabon

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**Terms of Reference Overview: Safeguards Consultant/s to develop Environmental and Social Management Framework and other safeguards documents in Gabon, Stakeholder Engagement Plan and Gender Mainstreaming Plan for “Enduring Earth: Accelerating Sustainable Finance Solutions to Achieve Durable Conservation”**

**1. Background and Introduction**

The GEF-7 Enduring Earth Project (“the project”) will catalyze Project Finance for Permanence (“PFP”) initiatives in Gabon and Namibia, as well as develop a PFP design in one additional geography (likely the Eastern Tropical Pacific or “ETP”), and undertake global work to promote enabling conditions for sustainable financing for protected and conserved areas.

The project objective is to catalyze sustainable, long-term investment in globally significant conservation areas in two target countries and enable scaling out of the Enduring Earth approach in additional countries, contributing to 30x30 goals.

In Gabon, the GEF project will catalyze government commitments toward a comprehensive and ambitious nation-wide PFP and advance durable protection for Gabon’s important biodiversity and carbon stocks, thus helping to close land and freshwater protection gaps and contributing to the protection and effective management of 30% of its terrestrial, freshwater, and marine ecosystems by 2030. The Government of Gabon aims to transition from an oil-based economy to a more sustainable, inclusive low-carbon, blue-green economic model. Conservation of this 30% coverage will provide biodiversity, climate, and livelihood benefits in line with this vision. Also, this project will directly contribute to the achievement of Global Biodiversity Framework (“GBF”) Target 3 currently in design as part of the Post-2020 GBF – that is, to ensure that at least 30% globally of land and sea areas are conserved through effectively and equitably managed, ecologically representative, and well-connected systems of protected areas and other effective area-based conservation measures and integrated into the wider landscapes and seascapes.

In Namibia, the project aims to develop the first PFP in the developing world to focus on community conservancies as an area-based management strategy. The conservancies are self-governing entities legally recognised by the Ministry of Environment, Forestry and Tourism (MEFT).<sup>1</sup> The conservancy model has empowered rural communities to manage their lands and wildlife sustainably, resulting in recoveries in wildlife populations, including lions, rhinos, cheetahs, and giraffes. The conservancies cover about 20.2 percent of the country (166,179 km<sup>2</sup>) and encompass approximately 227,802 community members (9% of Namibia's population). As Category VI Protected Areas under the IUCN Protected Area Categories System, conservancies have greatly contributed to the protection of Namibia’s major biomes, vegetation types and wetlands. Specifically, conservancies have increased the protection of savanna landscapes by

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<sup>1</sup> Namibia's Nature Conservation Amendment Act (Act 5 of 1996) grants rights to manage and benefit from wildlife to communal area residents who choose to voluntarily organize themselves as conservancies. These communal conservancies are recognized as Category VI areas by IUCN.

70%, and river systems, lakes, dams and flood plains by 68%, respectively, of what is protected under the State Protected Areas system.

The project will channel resources to an endowment that would fully-fund the provision of critical extension services in perpetuity to strengthen community-based natural resource management in Namibia and deliver community-driven protection and conservation impact in approximately 100 communal conservancies covering an estimated 20M hectares of land.

The Theory of Change will be implemented through in-country investment in Gabon and Namibia (Component 1), global scale out of PFP in Component 2, and project level monitoring and evaluation (“M&E”) and knowledge management (“KM”) in Component 3. Project Component 1 will develop a multi-partner strategy for long term financial sustainability of the marine, freshwater and terrestrial protected and conserved areas of Gabon, and the terrestrial conservancies of Namibia. PFP will be the approach used to deliver long term financial sustainability, which will be tailored to the scope and characteristics of each country. Initial assessments suggest that PFP will be viable in both Gabon and Namibia. If inherent risks or other factors jeopardize either deal, the project support will still be used to establish sustainable financing mechanisms for Gabon’s protected area system and for support services to Namibia conservancies. In Gabon, this would be complemented with a revision in the scope of the conservation plan, focusing the available resources in a subset of jointly agreed priority areas and interventions. In Namibia, this could occur either through a scaled down level of sustainable financing for extension services for conservancies, or through directly funding those extension services. Component 2 will assess the viability of a PFP in the additional geographies (ETP) and also facilitate learning and exchange among countries with PFPs in implementation or design. Component 3 will conduct project level KM and will ensure effective project M&E.

The project’s proposed “reference” sites, i.e. a representative sample of conservation areas that will anchor safeguards analyses will be determined in the coming weeks and shared in due course.

The project development process will require, among other things, carrying out the development of the full GEF project document, the definition of institutional arrangements, and the costing of proposed activities under the project.

WWF GEF Accredited Entity requires that all GEF projects comply with WWF’s Environmental and Social Safeguards Framework, as detailed in the Environment and Social Integrated Policies and Procedures (SIPP). WWF’s Environment and Social Safeguards Integrated Policies and Procedures include the following standards:

- Standard on Environment and Social Risk Management
- Standard on Protection of Natural Habitats
- Standard on Restriction of Access and Resettlement
- Standard on Indigenous Peoples
- Standard on Grievance Mechanisms
- Standard on Pest Management
- Standard on Cultural Resources
- Standard on Stakeholder Engagement

- Standard on Community Health, Safety and Security
- Guidance Note on Dams and Dam Safety
- Guidance Note on Labor and Working Conditions
- Guidance Note on Gender-Based Violence and Sexual Exploitation, Abuse and Harassment

The necessary safeguards assessments and/or mitigation plans will be commissioned subsequent to the Environmental and Social Safeguards (ESS) Screening for Gabon. The Screening was started at an early stage of the project development phase to determine the local socio-cultural, economic and political baselines. The consultant/s will assist in completing any missing information from the screening, which will result in defining the detailed scope of the necessary safeguards management plans by providing a preliminary description of potential environmental and social impacts to be analyzed and specific instruments required by the standards triggered.

## **2. Objective**

The objective of the consultancy is to prepare the necessary safeguards documents **in Gabon** to comply with WWF's Environment and Social Safeguards Framework (ESSF), as detailed in the Safeguards Integrated Policies and Procedures (SIPP), as well as with the mandatory requirement of conducting a gender analysis and developing a gender action plan, separate from the ESSF.

This includes a team of consultants working in close coordination with one another on the three components of the Environmental and Social Safeguards Framework. This call for consultants is predicated upon a team approach, and all positions must be submitted as part of a package. This must include an explanation of how the consultants will work in tandem to coordinate efforts, activities, research and stakeholder engagement.

In line with WWF's SIPP (2019:40), an Environmental and Social Management Framework (ESMF) shall be developed and address the risks and impacts identified in an Environmental and Social Assessment Report (ESAR) required to ensure compliance with the specific safeguard policies included in WWF's SIPP 2019.

The objective of the ESMF is to propose mitigation measures identified during the screening and due diligence visits to mitigate any potential negative social and environmental impacts triggered by the Project. The ESMF might encompass other mitigation plans such as the Indigenous Peoples Planning Framework, Process Framework, Environment Management Plan or any other specific type of mitigation plan depending on the needs identified in the ESS Screening.

## **3. Scope of Work and Tasks**

The analysis should make use of existing literature and available statistics and analysis and will involve comprehensive exchange with all relevant stakeholders. The ESMF will be prepared after visits to the sites and through consultations with local communities, indigenous people groups and other key stakeholders that may potentially be affected by project activities. The ESMF will

include guidance for developing site specific management plans once the project design activities have been identified during project implementation (see Annex 1).

### ***Scope of Work***

The scope of work details the process the consultant must follow to complete the assignment:

1. Coordinate with the Project Development Team (PDT) for the general planning and development of the Environmental and Social Management Framework and the associated documentation necessary for the proposal to the GEF.
2. Develop a work plan, including interviews or other consultation mechanisms.
3. Hold meetings with PDT staff.
4. Assist PDT staff in filling in missing information/gaps in the ESS Screening in order to finalize the screening.
5. Evaluate and identify existing institutional, political, and legal frameworks of relevant sectors to ensure the development of the Environmental and Social Management Framework, including the Indigenous Peoples Planning Framework and Process Framework (see Task A below).
6. Conduct a thorough review of relevant literature and documents, including, but not limited to: background documents related to environmental and social safeguards; the PIF; current GEF projects and their action plans and policies on environmental and social issues; WWF's Environmental and Social Safeguards Integrated Policies and Procedures (SIPP); the WWF landscape screenings for each of the target landscapes (if available); Government of Gabon policy, legislation and regulation related to safeguards; and any other documentation relevant to the project area of Gabon and for the development of the project.
7. Collect primary data in the project area:
  - a. Perform stakeholder mapping and analysis.
  - b. Organize information exchange meetings with project stakeholders (local authorities, community leaders, nature scientific studies organizations, etc.) to inform them about research objectives, methodologies used and timeline for data collection.
    - i. The objectives, methodologies and timeline for data collection must be approved by the PDT.
    - ii. These meetings should also include consultation events held with affected people and other stakeholder groups.
  - c. Conduct individual interviews and/or conduct discussions in focus groups with local people, grassroots organizations, indigenous people, local authorities, scientific research organizations and others, to collect more qualitative and quantitative data in the context of each particular area.

- d. Collect gender-specific data that will lead to the identification of gaps, opportunities and in gaining knowledge on roles of women and men in the project area (which can also be done through individual interviews, focus groups, consultations, household surveys, etc.).
  - e. Conduct interviews with households according to pre-selected sites for surveys.
8. With all the primary and secondary information obtained, carry out an analysis of the environmental and social risks, identifying the risks, their likelihood and intensity (see Task D below).
9. Identify and recommend environmental and social mitigation activities that are appropriate in the implementation of the project, and thereby develop the Environmental and Social Management Framework for the project, which will include the elaboration of the Process Framework and the Indigenous Peoples Planning Framework. This document details the processes that the project team will use to work with communities to identify and manage the potential negative impacts of project activities (see Task E below).
10. Provide a list of related environmental and social indicators that must be included in the Monitoring and Evaluation (M&E) plan.
11. Ensure compliance with WWF and government policies and best practices, from an environmental and social safeguards perspective, are included in the project design, implementation arrangements, and budget, incorporating lessons learned from past projects.
12. Carry out a process of review and validation of the work, to ensure that the Environmental and Social Management Framework meet the needs of various stakeholders and the requirements of WWF and the Government of Gabon.
13. Completion of the Environmental and Social Management Framework for the project, incorporating all observations and suggestions of the PDT team.

### ***Tasks***

In relation to the above scope of work, the Consultant is expected to undertake the following tasks:

a) Policy, legal and administrative framework

Analyze the policy, legal and administrative framework within which the project takes place and identify any laws and regulations that pertain to environmental and social matters relevant to the project. This includes:

- regulations about assessment and management of environmental and social risks;
- policies and regulations related to issues covered by WWF Environment and Social Safeguards Integrated Policies and Procedures;
- requirements for public consultation and disclosure;

- environmental authorization procedures relevant to the project; and
- policies and regulations implementing the host country's obligations under international law (e.g. on indigenous peoples, human rights.).

If gaps are identified, it will need to be described how this will be addressed by the project.

b) Environmental and social baseline

Describe and analyze the environmental and social context in which the project operates. The main purpose of this step is to provide an understanding of current environmental and social conditions that form the baseline against which project impacts can be predicted and measured during project implementation. While some broad contextual information is necessary, the analysis should focus on the immediate context of the project site and aspects that relate to the identified impacts in order to be relevant to decisions about project design, operation, or mitigation measures. The analysis will cover a range of physical, biological, socio-economic and cultural conditions relevant and/or potentially impacted by the project.

c) Identification of affected groups

Based on the stakeholder analysis prepared by the project design team, stakeholders need to be identified that might be affected by project activities (positively or negatively). The analysis should cover all relevant social groups present in the sites, in particular vulnerable groups, including women, youth, indigenous, tribal or traditional peoples. It should consider formally organized stakeholder groups such as government organizations, civil society organizations, academia and private sector as well as individuals present in the intervention sites without any formal organization. The identification of affected groups is instrumental for identifying the stakeholders to be consulted during the development of the ESMF. This activity will require coordination with the stakeholder engagement consultant and gender consultant to ensure proper identification of stakeholders and project affected people.

d) Assessment, prediction and significance of environmental and social impacts

This Project is considered a moderate-risk project and hence does not require a scoping study. Therefore, the first step is to complete and substantiate the results of the ESS Screening by confirming potential impacts and/or identifying other potential impacts in consultation with relevant stakeholders and key informants. The WWF GEF Agency Safeguards Coordinator will make a determination of which safeguards management plans are needed based on this ESS Screening.

Once the list of impacts has been consolidated, predictions need to be made in terms of the impact's probability and their magnitude. In accordance with the WWF's Policy on Environment and Social Risk Management, the assessment should pay particular attention to impacts related to the WWF Environment and Social SIPP such as adverse impacts on indigenous peoples, cultural heritage, biodiversity or on people's livelihood through access restrictions or resettlement. However, thematic coverage of the WWF's Policy on Environment and Social Risk Management also involves other potential social impacts including impacts on women or vulnerable groups, health

and safety risks, environmental risk issues not covered by the Standard on Protection of Natural Habitats or risks triggered by the project failing to take climate change effects into consideration.

When analyzing the risks both direct and indirect impacts should be taken into consideration, such as inadvertent knock-on effects or cumulative effects that materialize through interaction with other developments, impacts occurring at the project site or within the project's wider area of influence and impacts triggered over time. Once the impact issues have been confirmed, they need to be rated on their significance, which is important for prioritizing the mitigation measures. For social impact issues this task should be undertaken in consultations with the respective affected groups. Significance rating should consider the expected likelihood of the potential impact and the impact's anticipated magnitude. The magnitude is influenced by factors such as sensitivity of receptor, severity of impact, manageability of impact, its duration and reversibility.

The methods and analytical tools for analyzing impacts should be commensurate with the type and significance of the impacts. It should allow rigorous assessment of the significant impacts using qualitative and to the extent possible, quantitative methods. Participatory research and assessment tools should be employed wherever sensible to enable participation of affected groups in the assessment of significance of impacts and the development of mitigation measures.

e) Environmental and social management framework (ESMF) (see Annex 1).

The main output of the ESMF process is a strategy for managing risks and mitigating impacts at the project sites. The aim of the project is to arrive at a suite of interventions for achieving intended restoration and ecosystem management outcomes in which adverse environmental and social impacts are avoided; if complete avoidance is not feasible it will need to be ensured that impacts are minimized and/or compensated for in a fair, equitable and agreed way

f) Stakeholder Consultation and Plan (SEP) (see Annex 2)

An appropriate level of stakeholder engagement in the ESMF process will ensure that impact scoping is comprehensive, that significance is thoroughly assessed, and that proposed mitigation actions are feasible, culturally appropriate and gender inclusive. Following WWF's Standard on Stakeholder Engagement, the scale and depth or intensity of engagement in the ESMF process is dependent on the concerns expressed, as well as the magnitude of expected impacts.

Consultation events held with affected people and other stakeholder groups need to be documented by providing dates of consultations, a list of participants together with a summary of issues raised and how they are or could be addressed in project design. A final stakeholder meeting should be organized towards the end of the fieldwork for gathering views on the draft ESMF.

g) Gender assessment and Gender Action Plan (see Annex 3)

This assessment's purpose is to collect gender-specific data that will lead to the identification of gaps, opportunities and in gaining knowledge on roles of women and men in the "Enduring Earth: Accelerating Sustainable Finance Solutions to Achieve Durable Conservation" project area to identify gender-specific actions and indicators relevant to the project and as part of the gender action plan, mainstreamed in all project components and results framework.



#### 4. Deliverables

As outlined above, the consultant/s shall complete the following documents tailored to the identified project-specific risks and impacts in line with the requirements defined in WWF's SIPP 2019:

1. Finalization and verification of the Environmental and Social Safeguards Screening information
2. Environmental and Social Assessment Report
3. Documentation of Consultations and Consultation Summary
4. Environmental and Social Management Framework, including:
  - a. Process Framework
  - b. Indigenous Peoples Planning Framework
5. Stakeholder Engagement and Stakeholder Engagement Plan
6. Gender Assessment and Gender Action Plan
7. Executive Summaries of the ESMF, IPPF and PF

All deliverables will be in English. The Annexes at the end of this document include further details about the expected content of the deliverables.

#### 5. Remuneration and Payment Schedule

<b>Deliverables</b>	<b>Due date</b>	<b>Payment structure</b>
1. Work plan, ESS Screening	3 weeks from start of contract	15% (USD) (which includes advance of travel cost)
2. Environmental and Social Assessment Report	3 weeks from submission of previous deliverable	15% (USD)
3. Field Visits/Consultations and Associated Documentation and Summary	Documentation due within two weeks after field visits	10% (USD) + actual travel cost and reimbursement of travel costs against evidence after acceptance of initial draft by WWF *
4. Draft ESMF, potentially including Process Framework and IPPF (including FPIC steps and process) (in English); draft gender analysis and action plan.	Within 4 weeks after determination of the final deliverables based on final activities, WWF's safeguards assessment and post-	40% (USD) against evidence after acceptance of initial draft by WWF

	scoping project documents	
5. Final ESMF, potentially including Process Framework and IPPF (in English, with Executive Summary in [country’s main language]); Final gender analysis and action plan.	Within 2 weeks of receipt of PWG edits	20% (USD) against evidence after acceptance of by WWF

\*Should the consultant not be able to travel for field visits due to regulations or risks associated with COVID-19 or for other purposes, the consultant will hire a national/local consultant/s to do the field visits. The consultant will be responsible for any capacity building, instructions, work, and deliverables of the subcontracted consultant/s and ensuring the overall quality of the ESMF and other safeguards deliverables.

**Start Date:** January 2023

**Duration:** The consultancy will include approximately 18-28 days for field visits to the 3-5 project landscapes (to be confirmed). The work will start in January 2023.

**6. Management and Reporting Arrangements**

The consultancy work will report to the WWF Gabon Office ([endong@wwfgab.org](mailto:endong@wwfgab.org)) and the WWF GEF project manager ([robbie.bovino@wwfus.org](mailto:robbie.bovino@wwfus.org)). The consultant will work closely with TNC Gabon, the lead project development consultant, and the WWF US Safeguards Specialist. The final document approval is with the WWF GEF Agency, and the lead consultant/s for the final project document.

**7. Qualifications**

**Education**

At least a master’s degree in the area of forestry, water resource management, environmental sciences, natural resource management, anthropology, social science, or another closely related field.

**Professional experiences**

The team leader (international or national expert) should demonstrate:

- At least ten (10) years of relevant experience in environmental assessments, flood risk management, evaluating risks for indigenous peoples. Socio-economic analysis, environment and social safeguards and environmental and social impact assessments (ESIA) and management frameworks (ESMFs);

- Working experience creating ESMFs and designing mitigation measures for projects in the field of protected areas management and finance.
- Experience with other GEF projects;
- Experience in designing, managing or monitoring conservation and/or natural resource management projects;
- Experience working in Central Africa would be an advantage;
- Fluent in English, French (required), and any local languages in the region (preferred).

Other team member/s (national expert) should demonstrate:

- At least five (5) years of experience in environmental assessments, working with indigenous peoples; socio-economic analysis; environment and social management plans;
- Education background complementary to the field of the international expert;
- Proven track record in facilitating participatory processes and engaging local communities;
- Working experience in contributing to the preparation of an ESMF report concerning national resources management;
- Fluent in English, French (required), and any local languages in the region (preferred).

## **8. Submission Requirements**

All candidates interested in conducting this assessment on a consultant basis should submit, no later than 13 January 2023 a detailed application proposal including:

- A curriculum vitae detailing his/her experience in relation to the topic of the consultancy;
- An analysis, comprehension, and eventual comments on the Terms of Reference, including a proposed chronogram of activities;
- A detailed budget proposal (Financial proposal) which takes into account the financial conditions specified in this ToR and specifies the honorarium (daily rate) as well as any other costs; and
- A sample of a previous safeguards-related assignment completed by the consultant.

All applications should be sent to [robbie.bovino@wwfus.org](mailto:robbie.bovino@wwfus.org) and copy to [endong@wwfgab.org](mailto:endong@wwfgab.org) with reference “Safeguards Consultancy For Enduring Earth: Accelerating Sustainable Finance Solutions to Achieve Durable Conservation.”

## **Annex 1. Terms of Reference: Environmental and Social Management Framework (ESMF)**

### **Objective**

The objective of the consultancy is to prepare the necessary safeguards documents to comply with WWF's Environment and Social Safeguards Framework (ESSF), as detailed in the Safeguards Integrated Policies and Procedures (SIPP). In line with WWF's SIPP (2019:40), an Environmental and Social Management Framework (ESMF) shall be developed and address the risks and impacts identified in an Environmental and Social Assessment (ESA) required to ensure compliance with the specific safeguard policies included in WWF's SIPP 2019. The ESA and ESMF will be informed by the Environmental and Social Safeguards (ESS) Screening.

### **Tasks**

The Consultant is expected to undertake the following tasks:

- Work with local safeguards consultant/s and provide inputs into their work, if the consultant is international.
- Assist WWF Gabon and project partners in filling out the ESS Screen for the WWF GEF Agency.
- Coordinate with WWF Gabon, the WWF GEF Agency, and the lead project consultant for the general planning and development of the ESMF, and the associated documentation necessary for the project submission to the GEF.
- Develop a work plan, including interviews or other consultation mechanisms.
- Gather (or guide the local consultant/s on the type of) primary and secondary data that needs to be collected for the development of the SEP and ESMF, including its PF and IPPF (if necessary). This includes the development of any questionnaires, surveys or interview tools that would enable data collection on the ground. In addition, the consultant will technically clear all of the local consultant's deliverables before payment (as applicable).
- Closely working with the local consultant or relevant WWF/government/partner office on the organization of consultations with local communities, in line with the ESMF including its PF and IPPF requirements. Particular attention will be paid to the engagement of IPs in the consultative processes.
- Liaising with any other local stakeholders that may be relevant for the development of the ESMF including its PF and IPPF.
- Compiling the data collected by the local consultant (as applicable) into the project's ESMF including its PF and IPPF.
- With all the primary and secondary information obtained, carry out an analysis of the situation and thereby write the Environmental and Social Management Framework for the

project, which will include the elaboration of the Process Framework and the Indigenous Peoples Planning Framework. This document details the processes that will allow the project implementation team to work with communities to identify and manage the potential negative impacts of project activities.

- Identify and recommend environmental and social mitigation activities that are appropriate in the implementation of the project.
- Provide a list of related environmental and social indicators that must be included in the Monitoring and Evaluation (M&E) plan.
- Ensure compliance with WWF and government policies and best practices, from the environmental and social approach, are included in the project design, incorporating lessons learned from past projects.
- Carry out a process of review and validation of the work, to ensure that the Environmental and Social Management Framework meet the needs of various stakeholders and the requirements of WWF and the Government of Gabon.

### **Deliverables**

1. ESS Screening
2. Environmental and Social Assessment Report
3. Environmental and Social Management Framework, (potentially) including
  - a. Process Framework
  - b. Indigenous Peoples Planning Framework
  - c. Any necessary annexes
4. Consultation Log and Summary of Consultations
5. Grievance Mechanism (to be included in the ESMF and the Stakeholder Engagement Plan)
6. Executive Summaries of the ESMF, PF and IPPF

### **The ESMF**

The Environmental and Social Management Framework (ESMF) is a framework instrument that examines safeguards issues and impacts of the project and/or a series of sub-projects. It will ensure that adverse environmental and social impacts are avoided or appropriately mitigated and/or compensated for. The objective of the ESMF is to propose mitigation measures identified during the screening and due diligence visits to mitigate any potential negative social and environmental impacts triggered by the Project. Based on the results of the ESS Screening, the ESMF may need to include other mitigation plans such as the Indigenous Peoples Planning Framework, Process Framework, Labor Code of Conduct, or any other specific type of mitigation plan. The specific purposes are to: 1) establish clear procedures and methodologies for the environmental and social

assessment, review, approval and implementation of interventions to be financed under the project; 2) specify appropriate roles and responsibilities, and outline the necessary reporting procedures, for managing and monitoring environmental and social concerns related to project interventions; and 3) determine the training, capacity building and technical assistance needed to successfully implement the provisions of the ESMF. Please note that a template of the ESMF will be provided to the selected consultant.

### ***Structure***

The ESMF should include the following sections:

1. Executive Summary
2. Introduction
3. Project Description
4. Project Area Profiles
  - An environmental and social baseline to monitor the effectiveness of mitigation measures; social baseline to be disaggregated between relevant social groups (e.g. vulnerable groups, indigenous people, etc.); studies to include demographic profiles, population mapping, poverty assessments, disaggregated socio-economic indicators (e.g. natural resource dependence, social inclusion, etc.)
5. Environmental and Social Policies, Regulations and Guidelines
  - An analysis of the legal national framework for addressing social and environment impacts and a gap analysis between the national framework and WWF's ESSF
6. Institutional Arrangements
7. Anticipated Environmental and Social Impacts and Mitigation Measures
  - An assessment of environmental and social risks including risk matrix specifying likelihood and magnitude of each impact issue;
  - Identified mitigation measures presented with budget, implementation schedule and organisational responsibilities;
8. Procedures for the Identification and Management of Environmental and Social Impacts
  - Development of other safeguard tools as required by the due diligence and screening of the project and the respective safeguards policies triggered;
9. Guidelines for ESMP Development
10. Process Framework (PF) (see section below)
11. Indigenous People Planning Framework (IPPF) (see section below)
12. Grievance Redress
  - Development of a project-level grievance mechanism;
13. Capacity Building

14. Disclosure

15. Monitoring

- A list of key environmental and social indicators are identified and mainstreamed into the results framework and included in the project M&E plan.

16. Budget

#### **a. Process Framework (PF)**

It is reasonable to assume that some activities could restrict access to natural resources in areas where the project activities will be located. Therefore, WWF's Standard on Restriction of Access and Resettlement has been triggered on a precautionary basis and the consultant would need to prepare a Process Framework (PF) as per the SIPP. Should there be the possibility of access restriction identified in the Environmental and Social Safeguards Screening, a Process Framework will be developed as part of the ESMF.

The Process Framework should describe the process by which project affected people (PAP) participate in identification, design, implementation and monitoring of relevant project activities and mitigation measures. The purpose of the PF is to ensure PAP do not become worse off as a result of the project while recognizing and protecting their interests and ensuring that they. Specifically, the PF will:

- Describe activities that may involve new or more stringent restrictions on the use of natural resources in the project area.
- Establish the mechanism through which the local communities can contribute to the project design, implementation and monitoring.
- Identify the potential negative impacts of the restriction on the surrounding communities.
- Describe the mitigation measures required to assist PAP in their efforts to improve their livelihoods, or at least to restore them, in real terms.
- Describe the grievance procedure or process for resolving disputes to natural resource use restrictions.
- Describe the participatory monitoring arrangements with neighboring community members.

The intent of the framework is to ensure transparency and equity, in the planning and implementation of activities by the project. As such, it should detail the principles and processes for assisting communities to identify and manage any potential negative impacts of the project activities. Since the exact social impacts will only be identified during project implementation, the Process Framework will ensure mitigation of any negative impacts from project investments through a participatory process involving the affected stakeholders. It should also ensure that any desired changes in the ways in which local populations exercise customary tenure rights in the project sites would not be imposed, but should emerge from a consultative process.

The Process Framework should define the steps for participation of key stakeholders, in particular local communities in project related activities and decisions, namely through social screening, community orientation and mobilization, mapping of local level or community resources and their utilization, development of investment plans at the village level and mitigation of possible social impacts, participatory monitoring and feedback, conflict resolution, etc. It should also define institutional arrangements for implementation of the Process framework, including staffing, training and capacity development.

### **b. Indigenous Peoples Planning Framework (IPPF)**

Based upon the Environmental and Social Assessment, the consultant may need to prepare an Indigenous Peoples Planning Framework (IPPF). WWF adheres to the ILO definition of indigenous people when determining if the Indigenous Peoples Policy should be applied. Indigenous people are defined by ILO Convention No. 169 as: (a) tribal peoples in independent countries whose social, cultural and economic conditions distinguish them from other sections of the national community, and whose status is regulated wholly or partially by their own customs or traditions or by special laws or regulations; or (b) peoples in independent countries who are regarded as indigenous on account of their descent from the populations which inhabited the country, or a geographical region to which the country belongs, at the time of conquest or colonization or the establishment of present state boundaries and who, irrespective of their legal status, retain some or all of their own social, economic, cultural and political institutions. Self-identification as indigenous or tribal shall be regarded as a fundamental criterion for determining the groups to which the provisions of this Convention apply.

The target project areas may be near indigenous communities.

An FPIC process based on WWF's Standard on Indigenous People as stated in the SIPP would need to be developed and would only be applied to those activities that would affect indigenous communities. The process would be part of the project design and the Stakeholder Engagement Plan developed as part of the project preparation

An IPPF should contain the following elements:

- An introduction to the types of components, subcomponents, and subprojects likely to be proposed for financing under the project;
- A short introduction to the vulnerable/marginalized indigenous peoples who might be affected by the project (ethnicity, demographics, socioeconomic situation, etc.);
- The potential positive and adverse effects of the project on the IP;
- A plan to carry out social assessments for such programs/subprojects;
- A framework to ensure FPIC and consent processes with the affected IP's communities at each stage of the preparation and implementation of the project;
- Institutional arrangements (including capacity building where necessary) for screening project-supported activities, evaluating their effects on IP, preparing IPPs, and addressing any grievances;



- Monitoring and reporting arrangements, including mechanisms and benchmarks appropriate to the project; and
- Disclosure arrangements for IPPs to be prepared under the IPPF.

### **Qualifications**

- Master's degree in social science (anthropology, sociology) or related field, and experience of at least 8 years in the field.
- Familiarity with the environment, natural resources management and social issues.
- Experience in developing ESMFs, IPPFs and PFs for large public funded projects.
- Demonstrated experience working with national and local governments, Indigenous Peoples and issues related to natural resource restriction issues;
- Experience should include at least 4 years of working with the funding requirements of multilateral funding institutions and banks such as the GCF, GEF, WB and other international organizations;
- Experience working in Gabon required, knowledge of the existing governance structures within Gabon, Central Africa preferred;
- Familiarity with the social, political and cultural norms, challenges and risks in Gabon; and
- Fluent in English and French (required) and local languages (preferred).

## **Annex 2. Terms of Reference: Stakeholder Engagement**

### **Objectives**

#### ***General objectives***

Lead the development of the workplans and documents necessary for the preparation of the ProDoc related to stakeholder engagement and involvement.

The consultant will be responsible for proposing and implementing the mechanisms, methodologies and tools necessary to ensure the recommendations of rightsholders, stakeholders and beneficiaries are integrated into the Project design and implementation. This includes an FPIC process for working with indigenous communities, as well as ensuring that proposed activities are in line with National, GEF and WWF policies, national and local norms, practices and customs. The participation plan must be aimed at ensuring stakeholder engagement during the execution of the Project and beyond so as to ensure its sustainability. Relevant stakeholders include government departments and agencies, local communities, private sector and civil society organizations, universities, research institutions, regional and local organizations and individuals.

The consultant is required to work in close coordination with the Project Coordinator, the consultant responsible for the drafting and structuring of the ProDoc, the technical team, the ESFM and Gender consultants, other consultants as applicable, as well as government-appointed focal points and specialists within WWF Gabon and the WWF GEF Agency, to review and provide inputs that contribute to the development of the proposal.

#### ***Specific objectives***

- Design and lead the implementation of the stakeholder engagement plan for the project execution phase, inclusive of explicit FPIC processes for working with communities, for the preparation of the ProDoc.
- Support the ESMF Consultant in the preparation of the documents related to the ESMF and associated PF and IPPF
- Prepare the Stakeholder Engagement Plan of the ProDoc, which contains the summary of the consultations carried out during the ProDoc stage
- Support the Gender Consultant with the preparation of documents related to the Gender Assessment and the Project's Gender Plan
- Provide technical support in the social aspects of the ProDoc of the Project.
- Represent the project in meetings where required, including work with the Project development technical team, partners, beneficiaries and others that are necessary to complete the funding proposal within the expected deadlines and scope

### **Scope of the Consultancy**

The consultant will lead the necessary participation and consultation processes for the development phase of the project and will be responsible for preparing a Project level Stakeholder Engagement plan that includes specific FPIC processes for working with indigenous communities, and also includes a summary of consultations that happened during the development of the ProDoc. They will also support the development of ESS and Gender documents in collaboration with the ESMF and Gender Consultants, who are both party to this consultancy.

As part of the Stakeholder Engagement Plan, the consultant must identify the necessary mechanisms to ensure full and effective stakeholder engagement for all stakeholders and FPIC processes for indigenous communities. They must also ensure that all stakeholder engagement is gender-responsive, rights-based and considers the needs and contributions of those most at risk of marginalization. They must lead the implementation of the plan, with the support of local managers.

The consultant will work from the information collected and generated by the Accredited Entity (WWF), the Technical Team for the development of the project, and whatever is produced during the consultancy. In addition, the consultant will facilitate, with the support of the project technician, field consultations with national and regional government representatives, local communities and leaders, regional and other strategic actors, as well as meetings with National Government and other relevant entities for the culmination of the consultancy.

### **Key Tasks**

- Design the stakeholder engagement plan for the project development phase in coordination with the Project's technical team and the ESMF and Gender consultants who are party to this consultancy.
- Undertake a comprehensive review of relevant literature and documents, including but not limited to: national laws on stakeholder engagement and FPIC, project background documents submitted to GEF, concept note/equivalent, projects that are currently funded by GEF, and any other relevant documentation for the GEF-7 Project "Enduring Earth: Accelerating Sustainable Finance Solutions to Achieve Durable Conservation."
- Collect gender-responsive socio-economic and governance information from the sites selected for project implementation.
- Lead the implementation of the stakeholder engagement plan:
- Implement the mechanisms, tools, and methodologies to ensure the full and effective participation of stakeholders and FPIC processes for indigenous communities according to the design of the stakeholder engagement plan
- Coordinate the compilation of letters of commitment from interested and potential parties, rightsholders and beneficiaries.

- Support the drafting of documents in the project's Environmental and Social Safeguards Framework document.
- Write the Summary of consultations and the Stakeholder Engagement Plan.
- Support the drafting of the Gender Assessment and Action Plan for the project.
- Provide technical support on the social issues of the ProDoc.
- Meet, at a minimum, on a monthly basis with the WWF GEF Agency ESS team to review progress and discuss any challenges or support needs.
- Assist WWF Gabon in filling out the ESS Screen for the WWF GEF Agency.

For the implementation of this consultancy, the consultant will have:

- a. The cartography and complete georeferenced information of the project.
- b. List of all project activities.
- c. Progress reports and final reports of the other consultancies hired for the development of the proposal document (full proposal).
- d. Access to all documents that will be relevant for this consultancy.

During their work, the consultant will also have the opportunity to talk with the Project team, Government, local and community partners, other consultants hired by the accredited entity (WWF) and will receive ongoing support from WWF staff.

### **Deliverables**

- Work plan detailing timeline of activities and deliverables for the successful completion of the consultancy, drafted in collaboration with the ESMF and Gender consultants.
- Proposal for the gender-responsive consultation plan that will be carried out during the ProDoc stage.
- Brief write up of each of the stakeholder consultations conducted by the Consultant, including list of participants, overview of topic and discussion, any follow up action items and documentation of any complaints or grievances mentioned during consultation.
- Documented contributions to Environmental and Social Safeguards and Gender Assessment and Plan of the Funding Proposal.
- All documentation required for the ProDoc: Summary of the results of consultations during the ProDoc stage and a gender-responsive, rights-based Stakeholder Engagement Plan that includes an explicit FPIC process for working with indigenous communities to be used during Project Implementation.
- Any revisions or final contribution to the SEP, ESS documents or Gender documents of the ProDoc.

## **Qualifications**

The consultant should have:

- A minimum of master's degree in Sociology and/or Anthropology, coupled with experience in natural resource management;
- At least 8 years of experience in the field of social science, working on community consultation and Stakeholder Engagement;
- Demonstrated experience working with national and local governments, Indigenous Peoples and issues related to natural resource restriction issues such as no-take zones or protected areas;
- Demonstrated ability to design and conduct equitable, participatory, gender-responsive and culturally appropriate community-level stakeholder engagement that meets both Project and community needs and desires;
- Experience should include at least 4 years of working with the funding requirements of multilateral funding institutions and banks such as the GCF, GEF, WB and other international organizations;
- Knowledge of the existing governance structures within Gabon preferred;
- Familiarity with the social, political and cultural norms, challenges and risks in Gabon;
- Fluent in English, French (required) and local language/s (preferred).

### **Annex 3. Terms of Reference: Gender Assessment and Action Plan**

#### **Objective**

The main objective of the gender assessment is to collect gender-specific data that will lead to the identification of gaps, opportunities and in gaining knowledge on roles of women and men in the GEF-7 Project “Enduring Earth: Accelerating Sustainable Finance Solutions to Achieve Durable Conservation” project area (once identified), the decision-making processes among women and men at the community level, control over the management of natural resources and the types of resources, access to resources by women and men in the project area, how benefits from projects and other opportunities are shared, differential vulnerability and impact experienced by women and men relating to climate change and how they adapt to these changes, etc. The aim is to identify gaps, opportunities and solutions to improve active and equal participation of both women, men and youth in project activities and opportunities, while promoting more equitable management of, and benefits from, the use and protection of natural resources.

The WWF GEF Agency requires that all GEF projects comply with WWF Gender Policy in the design and development of the gender analysis and action plan.

#### **Key Tasks**

- Provide clear background information on the context and the situation relating to gender issues in the project area (local, national, regional level as appropriate) and more generally, through a desk study; include an analysis of the legal framework, laws, policies, institutional practices on gender equality, women’s empowerment, sexual exploitation, abuse and harassment (SEAH) and other related fields that can provide a positive enabling environment to promote and support gender mainstreaming within the context of the project;
- Engage with all project stakeholders at various levels to collect sex- and age-disaggregated data in at least five domains of the gender assessment – access to, use of and control over resources (revenues, employment, land, natural resources, etc.); roles, responsibilities and utilization of time; norms, beliefs and perceptions (including the situation relating to SEAH); sharing of benefits at household and community level; and decision-making processes;
- Identify constraints and opportunities for the full and equal participation of women and men into the project activities;
- Identify sustainable economic activities of interest to women and men to improve their livelihoods and wellbeing in accordance with project objectives;
- Formulate recommendations to orient the implementation of a gender-responsive project;
- Reinforce all project staff knowledge and capacity in their skills to conduct gender-responsive and inclusive stakeholder consultations, and in their capacity for the implementation of a project sensitive and responsive to gender issues and mainstreaming.
- Assist WWF Gabon in filling out the ESS Screen for the WWF GEF Agency.

#### **Scope of Work**

- Elaboration and preparation for the data collection:
  - Literature review and desk study of existing gender-related data and information, generally in the country and specific to project areas, if available;
  - Preparation of the data collection tools- taking into consideration knowledge gaps identified through the literature review and desk study;
  - Plan partner identification meetings;
  - Work closely with the safeguards consultant to provide specific recommendations into the design of the component on gender equity and SEAH in the Environment and Social Management Plan (ESMP), to develop measures that will enhance gender equity and prevent, address and eliminate SEAH risks.
  - Support project development staff and partners to build knowledge and capacity to conduct gender-responsive stakeholder consultations throughout the project development phase (and the whole project cycle) to provide details on gender-related issues, dynamics, and roles specific to the project area(s) necessary to consider in achieving the project objectives.
- Data collection in the project site(s) (for each survey site, the general steps mentioned below should be followed):
  - Organize information sharing meetings with project stakeholders (local authorities, community leaders, etc.) to inform them of the survey objectives, the methodologies used and the timeline for data collection, and the potential timeframe for sharing survey results;
  - Organize a separate meeting with community-based organizations and local associations identified in the project area;
  - Hold individual interviews or conduct focus group discussions with various age-groups (mixed groups or with women and men separately as appropriate for the context) to gather further qualitative data about the local gender dynamics and the context of this particular area;
  - Proceed to conduct household interviews in the various pre-selected sites for the survey as appropriate;
  - Set up a meeting with local authorities and other relevant stakeholders to provide feedback/report on the data collection process and schedule follow up community meetings to communicate survey results and recommendations.

### **Expected Deliverables**

1. A Gender Assessment detailing baseline data on the gender dynamics and the status of women in the context of the project. The information will constitute the project's base for a monitoring and evaluation plan for gender integration;
2. Documentation of consultations and summary of the issues raised in relation to gender (joint deliverable in collaboration with the Safeguards consultant);
3. A set of recommendations that can be incorporated into project design, including into the Stakeholder Engagement Plan and the Grievance Redress Mechanism, in order to ensure

improvement in the conditions of the most vulnerable groups, including women, in general and more specifically as it relates to equitable access to, and benefit from, resources in each targeted area of the project;

4. A Gender Mainstreaming Action Plan is developed according to the survey results, recommendations, and relevant results obtained in the stakeholder consultations for implementation of gender-responsive activities throughout the life of the project;
5. A list of key gender-related indicators is identified and mainstreamed into the results framework (including into the gender action plan), where relevant, and included in the project M&E plan, which includes sex-disaggregated data wherever possible.

## **Qualifications**

Professional experience: The team leader (international expert) should have:

1. Proven experience in conducting surveys (socio-economic, gender, etc.) and evaluation with strong expertise in stakeholder engagement and gender-related work, including on SEAH;
2. At least (10) years of experience preferably;
3. Proven track record in facilitating participatory processes and engaging local communities;
4. Previous experience and good comprehension of the local context where the survey will be conducted;
5. Experience with other GEF-related projects is an asset; Fluent in English, French (required), and any local languages in the region (preferred)

Other team member/s (national expert) should demonstrate:

- At least five (5) years of experience in conducting surveys (socio-economic, gender, etc.) and evaluation with strong expertise in stakeholder engagement and gender-related work;
- Education background complementary to the field of the international expert;
- Proven track record in facilitating participatory processes and engaging local communities;
- Working experience in contributing to the preparation of a Gender Assessment and Gender Mainstreaming report
- Fluent in English, French and any local languages in the region (preferred).