



## Terms of Reference for National Project Development Consultant, Gabon

**Project:** “Enduring Earth: Accelerating Sustainable Finance Solutions to Achieve Durable Conservation”

The World Wildlife Fund (WWF) is requesting Expressions of Interest from consultants or consultancy teams to lead the national project development and documentation process for the GEF-7 Enduring Earth project in Gabon. Applicants should send a CV and cover letter to Robbie Bovino ([robbie.bovino@wwfus.org](mailto:robbie.bovino@wwfus.org)).

**\*\*Deadline: September 30, 2022\*\***

As an EOE/AA employer, WWF will not discriminate in its employment practices due to an applicant’s race, color, religion, sex, national origin, age, marital status, genetic information, sexual orientation, gender identity and expression, disability, or protected Veteran status.

### 1. Background

The project information form for the above-referenced six-year, full-size GEF-7 project was approved by the GEF Council on June 21, 2022. The PIF is available here <https://www.thegef.org/projects-operations/projects/11014>. The project will support the goals of the broader “Enduring Earth” initiative (<https://enduringearth.org/>), a collaboration of The Nature Conservancy, The Pew Charitable Trusts, World Wildlife Fund and ZOMALAB, the family office of Ben and Lucy Ana Walton which is committed to using Project Finance for Permanence to accelerate conservation and community development around the world.

**Project Objective:** To catalyze sustainable, long-term investment in globally significant conservation areas in 2-3 target countries and enable scaling out of the Enduring Earth approach in additional countries, contributing to the 30x30 goals.

**Countries:** Global, Gabon, Namibia, and an additional geography (likely the Eastern Tropical Pacific, to be confirmed in August/September 2022)

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 M&E and 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. “Project Finance for Permanence” (PFP) will be the approach used to deliver long term financial sustainability. The PFP approach will be tailored to the scope and characteristics of each country. Initial assessments suggest that PFP will be viable in both Gabon and Namibia. Component 2 will assess the viability of a PFP in an additional geography(ies) and facilitate learning and exchange among countries with PFPs in implementation or design. Component 3 will conduct project level knowledge management and will ensure effective project monitoring and evaluation.

The development of the ProDoc and associated documents for the global WWF GEF project “Enduring Earth: Accelerating Sustainable Finance Solutions to Achieve Durable Conservation” requires significant input and support from each of the countries included in the project. This will involve (in coordination and consultation with global teams) completing work in the following four themes:

- a) **In-country project development**, including:
  - Developing and managing a detailed workplan of activities to ensure timely delivery, in line with the overall project development workplan
  - Reviewing and commenting on the processes, templates, guidance notes etc for national level inputs (including ToRs, templates for situation & stakeholder analysis, execution strategy inputs etc.)
  - Recruiting and managing national consultants, as necessary
  - Ensuring that **letters of co-financing** etc. from stakeholders are acquired in a timely manner.
- b) **Stakeholder engagement**, to ensure that stakeholders are involved in design through processes that enable timely and meaningful consultations informed by an in-depth stakeholder analysis. This includes close engagement with the GEF OFP and others.
- c) **Country-level technical input**. Gathering, synthesizing, and compiling **national level technical inputs** to the ProDoc and associated documents in accordance with guidance and templates provided. These include:
  - Situation analysis
  - Stakeholder analysis and stakeholder engagement plan for the project development phase
  - Gender and youth analysis and gender and youth action plans
  - Safeguard requirements (including providing required information, local and national disclosure of final safeguard documents together with stakeholder engagement plan for execution)
  - National level priorities (strategic activities, targets, budget and workplan)
- d) **Review and quality control**. Country teams will be responsible for reviewing draft ProDoc documents in a timely manner

## 2. Objective for this Role

The detailed project design process will be undertaken over the period July 2022 until June 2023. The lead national project development consultant will support full project development in Gabon over this period, by gathering, synthesizing, and compiling technical inputs; incorporating the inputs and perspectives of stakeholders; reviewing and providing timely comment on project documents; and providing review and quality control over relevant materials.

## 3. Main Responsibilities

The National Consultant reports to the WWF GEF Agency and is required to work in close collaboration with members of the Project Development Team in Gabon, including:

- WWF Gabon, responsible for providing logistical support, supporting stakeholder engagement, as well as reviewing technical outputs;
- TNC, the lead technical entity for this design process and responsible for ensuring that the National Consultant has access to credible and relevant sources of information and for reviewing and signing off on all technical outputs; and
- Direction Générale de l'Environnement et de la Protection de la Nature, on behalf of the Ministry of Environment responsible for providing institutional support, access to strategic information on government approach for sustainable development and reviewing technical outputs.

The Lead National Consultant is responsible for working with other national consultants and experts and takes responsibility for ensuring that the national project development workplan is delivered with high quality technical outputs and in a timely manner.

More specifically, the National Consultant is responsible for the following:

### A) Supporting in-country project development

- In collaboration with the Project Developing Team, develop a workplan of activities for discussion and finalization together with the GEF Project Development Lead Consultant in order to ensure alignment across all countries. The

workplan will be aligned with the overall project development workplan, and map out key tasks, timelines, roles and responsibilities.

- Support the design and delivery of the project design workshop. This will include supporting the development of the agenda and facilitating and writing of the workshop report
- Support WWF and other stakeholders to establish and convene stakeholder technical working groups, ensuring representation from key stakeholders and actors and clarity of functions and modus operandi
- Attend and support facilitation of project development team meetings, including supporting the development of the agenda, facilitation and write up of meeting minutes
- Review and provide timely input to the ProDoc and accompanying documentation (Request for CEO Endorsement document, Results Framework and GEF core indicators, and other requested materials)
- Identify relevant national projects and build synergies among them;
- Help to socialize the PFP approach among key stakeholders including administration, University and CSOs

## **B) Stakeholder engagement**

***Each country is required to carry out the following in relation to stakeholder engagement:***

- Development and implementation of a Strategy for Stakeholder Engagement during the project development Phase (in accordance with the stakeholder engagement guidance note included that will be provided), which will involve:
  - o Updating the stakeholder list provided in the PIF, ensuring that all key stakeholders have been identified and the information on each is accurate and up to date
  - o Developing a Strategy for Stakeholder Engagement during the project development phase
  - o Ensuring that stakeholder engagement during project development is implemented in line with the strategy, including:
    - Supporting design and validation workshops (which will involve developing the agenda, facilitating, and writing of workshop reports);
    - Undertaking meaningful, gender-sensitive and inclusive stakeholder consultations from community to national level to inform project design, in compliance with WWF policies and guidelines. This will include (but not be limited to):
      - Coordinating with national government, Project Partners, the Global Lead Consultant and other key stakeholders for overall planning and development of the project design, including participation in team meetings and workshops as required.
      - Engaging with relevant line ministries to ensure that the project development process is in line with national priorities and plans.
  - o Preparing the national stakeholder analysis and stakeholder engagement plan for the execution phase according to GEF and WWF standards and guidance and using templates provided
  - o Assist in the preparation of technical briefing notes to facilitate the understanding of the project development and opportunities

## **C) Technical inputs and research**

***Through a literature review and stakeholder consultations the consultant is required to deliver the following:***

- Detailed information on the current situation, data and information gathered through the use of literature reviews, stakeholders, consultants and (if necessary and feasible) site visits (as outlined in the approved workplan of activities). Detailed requirements are outlined in guidance notes which will be provided, and include (but are not limited to):
  - o Barriers, threats and root causes
  - o National and sectoral context
  - o Baseline scenario

- **Project strategy:** Informed by the situation analysis and the consultation process, and in line with the existing project strategy developed in the PIF: Assess priorities, identify and elaborate/identify appropriate national level activities, outputs and targets (with particular attention to community engagement) and associated budget;
- Support process for determining site selection, including the development of criteria and modalities for their application
- Complete METT Scorecards for the first group of sites to be funded with resources in the project endowment and/or sinking funds, as needed.
- Undertake a screening of potential risks related to the project, and identify mitigation measures
- Carry out a detailed review and provide inputs to the gender and youth analysis and action plan as well as the climate risk screening tool and other technical products developed by the other national consultants
- Develop the national-level budget excel and budget notes for the GEF funds (using the template provided by the lead global consultant)
- GIS maps, area figures (map of PAs/Conservancies, as appropriate; map of Tranche 1 PAs/conservancies)

**D) Support other tasks to ensure the quality and timely project development**

- Perform other duties as required by the PDT in the project development process
- Capacity building and Knowledge sharing

**4. Reporting and Coordination**

The **GEF Project Development Lead National Consultant** reports to WWF US and will work closely with the Lead Global Consultant<sup>1</sup>, TNC, and the WWF Country Office at all stages of the project development process.

A **Project Development Team** has been established and provides technical leadership and guidance to the process, working through the Team Lead. The PDT provides overall oversight for ensuring that the project development process proceeds in a timely manner and in accordance with Gabon’s priorities and WWF policies and guidelines.

In addition, technical thematic experts may be brought in to provide specific technical inputs, drawing on global knowledge and best practice.

**5. Deliverables**

Deliverables	Due Date	Payment structure
<ul style="list-style-type: none"> <li>● Detailed work plan and methodology</li> <li>● Stakeholder Engagement Plan for the project development phase validated by PDT</li> </ul>	Month 1	20%

<sup>1</sup> The role of the Lead Global Project Development Consultant is to lead the development of the project design and the associated project documents, working closely with the Project Development Team (PDT), the WWF Country Office (and national stakeholder when needed), the GEF operational focal point, other consultants, and the extended WWF GEF Agency team.

<ul style="list-style-type: none"> <li>● Situation analysis report (using the template provided in Annex 3), including barriers, threats and root causes; national and sectoral context and baseline scenario. This expands upon and validates the PIF situational analysis (threats, barriers, baseline, etc.). This report should also contain recommendations on the criteria for identification of sites that will receive first tranche of transition fund resources.</li> </ul>	Month 3	20%
<ul style="list-style-type: none"> <li>● Inputs to the project strategy: Informed by the situation analysis, identify national priority activities under each of the Components; and make recommendations on the criteria for selection for priority sites and communities and institutional arrangements.</li> <li>● Detailed activity budget with budget notes</li> <li>● Stakeholder Engagement Plan for Execution Phase and the project development stakeholder consultation report</li> <li>● Safeguards documents, gender analysis and gender action plan (GAP), and climate risk screening with national level inputs</li> <li>● GIS maps, area figures (map of PAs/Conservancies, as appropriate; map of Tranche 1 PAs/conservancies) (as needed) <ul style="list-style-type: none"> <li>● METT Scorecards for first tranche of sites (as needed)</li> </ul> </li> <li>● Listing of relevant project and note on synergies and opportunities</li> <li>● Briefing notes on PFP development</li> </ul>	Month 6	25%
<ul style="list-style-type: none"> <li>● ProDoc with feedback from Gabon stakeholders</li> <li>● Commented versions of ProDoc drafts with detailed inputs and feedback as required</li> <li>● Note on lesson learn</li> </ul>	Month 9 - 11	35%

## 6. Reporting and Coordination

A **Project Development Team (PDT)** will be established as a decision-making body and will ensure participation from key stakeholders for project development for the attainment of project goals and objectives. This role administratively reports to the WWF GEF Agency, with close coordination with the full PDT.

## 7. Qualifications and Experience

Required experience and expertise of the consultant or consultancy team:

- At least seven years of experience in natural resource management, community management, project development, or related field;
- Master's Degree in Social Sciences or natural resources management, rural development, public policy, or other related fields;
- Excellent analytical, research, project design and presentation skills;
- Excellent verbal communication and writing skills in French and English;
- Proven record of similar work in country.

Preferred experience and expertise:

- Knowledge of conservation finance, specifically of project finance for permanence (PFP) initiatives and other relevant technical expertise;
- Experience engaging with government and national-level partners in Gabon;
- Experience developing or contributing to development of GEF or other multi-lateral projects;
- Available for possibility of missions to field sites later in the year;

- Experience integrating gender and youth considerations;
- Able to collaborate with project development partners and take guidance and feedback from the WWF GEF Agency and Lead Global Consultant(s).