

The Regional Environmental Centre for the Caucasus is an independent, not-for-profit organisation with international character based in Tbilisi, Georgia. The mission of REC Caucasus is to assist the Caucasus states in solving environmental problems and support in building the civil society through promotion of public participation in the decision-making process, development of free exchange of information and encouragement of cooperation at national and regional levels among NGOs, governments, businesses, local communities and all other stakeholders.

TERMS OF REFERENCE

Project Title: UNEP/GEF “Land Restoration and Ecosystem Service Improvement through Use of Fruit and Nut Tree Biodiversity in Armenia” Project GEF ID 11140

Leading Organization: The Regional Environmental Centre for the Caucasus (REC Caucasus)

Post Title: International Expert on Project Development

Contract type: Service Agreement

Starting Date: December 2023

Duration: 15th December 2023 – 30th April 2024

Duty Station: International Expert, 24 days of desk study, including 7 days in the Republic of Armenia

THE MAIN DUTIES AND RESPONSIBILITIES

Under the direct supervision of REC Caucasus and Project Manager, will be responsible to implement the following responsibilities:

1. Perform the following tasks for the GEF Project Document Formulation:
 - Ensure understanding about the project's problem and barrier analysis among the project planning team;
 - Help to determine the project's system boundaries and scope;
 - Based on the inputs from the stakeholders compiled by the executing agency, compile baseline/situational analysis for the project. 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; presentation of results of the incremental cost-analysis in matrices;
 - Reconfirm project strategy and finalize project sections on: (a) An assessment of the social, economic and financial sustainability of proposed project activities; (b) Assessment of alternatives to the project strategy and establishing the cost effectiveness of the preferred strategy and suite of activities; (c) replication strategy for project activities; (d) assessment of the risks to the proposed project activities and identifying measure to mitigate these risks; (e) incremental cost analysis;
 - Define and validate the project outcomes, outputs, and activities based on a logical framework analysis and project's theory of change. Develop the results framework of the project with outcome level SMART indicators, baseline and targets. Facilitate the logical framework analysis workshop;
 - Based on the inputs from the executing partners, define options for the project's institutional and implementation arrangements;
 - Develop the project's sustainability strategy;

- Ensure that the project approach is the most cost-effective according to GEF guidelines;
- Prepare a costed M&E work plan for all activities, with defined indicators, to be funded by the GEF including clear identification of responsibilities and accountabilities, as well as an appropriate M&E budget. The plan will be based on the standard template provided in the UNEP-GEF project document template that reflects the mandatory requirements of the GEF M&E Policy;
- Finalize the project results framework as regards all activities. Further define the results framework with appropriate objective-level and outcome-level quantitative and qualitative SMART indicators, and end-of-project targets. Establish baseline and targets for indicators reporting on the UNEP Integrated Results and Resources Framework. Ensure that all related activities are in conformity with GEF-8 focal area guidelines and indicators. Special attention should be paid to include socio-economic and sex-disaggregated indicators;
- Compile and produce a fully-fledged GEF CEO Endorsement request document with all the required annexes/attachments;
- Coordinate with the team to address all comments on the project documentation by the Chief of the UNEP Task Manager
- Address all comments on the project documentation by UNEP Project Review Committee (PRC);

2. Address all comments on the project documentation by the GEF Secretariat.

Competencies:

- Knowledge on agrobiodiversity, including fruit and nut tree species, conservation and use in forest and land restoration,
- Excellent communication skills,
- Good interpersonal skills and ability to establish and maintain working relations in a multi-cultural and multi-ethnic environment with sensitivity and respect to diversity, great team player,
- Full proficiency in computer skills, especially in Word and Excel processing, Internet and email communication, web research.

Field of study:

Advanced university degree (Master's degree or equivalent) in environment related science, biological or social sciences.

Experience:

- At least 10 years of experience and successful track record in major project development, specifically in GEF project development;
- Knowledge of the Global Environmental Facility (GEF) policies and procedures, and GEF projects requirements, especially for the GEF Biodiversity Focal Area.

Language:

Excellent verbal communication and writing skills in English, speaking Russian or Armenian is an advantage.

Expected outputs

Major outputs should be delivered by the incumbent together with International Expert on Agrobiodiversity, Restoration and Capacity Building, PPG Manager/Coordinator and Technical Experts of PPG:

- CEO Endorsement /Approval Document and annexes.

Tentative schedule for delivery of outputs by the consultant: End of March, 2024

Payment mode

1. Lump sum payable consultancy fee (30 %), upon delivery of the following outputs:
 - a. Baseline/situational analysis for the project, including a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome; presentation of results of the incremental cost-analysis in matrices;
 - b. Project strategy and project sections on: (a) An assessment of the social, economic and financial sustainability of proposed project activities; (b) Assessment of alternatives to the project strategy and establishing the cost effectiveness of the preferred strategy and suite of activities; (c) replication strategy for project activities; (d) assessment of the risks to the proposed project activities and identifying measure to mitigate these risks; (e) incremental cost analysis.
- 2) Lump sum payable consultancy fee (40 %) upon submission of the following outputs:
 - a. Definition and validation of the project outcomes, outputs, and activities based on a logical framework analysis and project's theory of change, results framework of the project with outcome level SMART indicators, baseline and targets.
 - b. Facilitation of the logical framework analysis workshop,
 - c. Based on the inputs, define options for the project's institutional and implementation arrangements,
 - d. Development of the project's sustainability strategy;
 - e. Ensure elaboration of the most cost-effective project approach according to GEF guidelines,
 - f. Prepare a costed M&E work plan for all activities, with defined indicators, to be funded by the GEF including clear identification of responsibilities and accountabilities, as well as an appropriate M&E budget,
 - g. Finalization of the project results framework as regards all activities,
 - h. Further define the results framework with appropriate objective-level and outcome-level quantitative and qualitative SMART indicators, and end-of-project targets,
 - i. Establishment of baseline and targets for indicators reporting on the UNEP Integrated Results and Resources Framework,
 - j. Ensure that all related activities are in conformity with GEF-8 focal area guidelines and indicators with special attention for inclusion of socio-economic and sex-disaggregated indicators,
 - k. Compile and produce a fully-fledged GEF CEO Endorsement request document with all the required annexes/attachments;
- 3) Lump sum payable consultancy fee (30 %) upon satisfactory completion of the task and upon approval by the PPG Manager/Coordinator of all deliverables, including

- I. Coordination with the team to address all comments on the project documentation by the Chief of the UNEP Task Manager,
- m. Addressing all comments on the project documentation by UNEP Project Review Committee (PRC), and addressing all the comments on the project documentation by the GEF Secretariat.

In addition to the consultancy fee the expert will be paid cost of economy class round trip air tickets, airport and taxi fees, visa expenses, travel insurance, provided with accommodation, per diems, local transport and interpretation/translation during in country missions according to REC Caucasus established rates and procedures.

Interested candidates should submit their updated CVs and cover letters to the following address: inforeccaucasus@gmail.com by the 11th of December, 2023, by 12:00 a.m. EVN time. Late or incomplete applications will not be considered.