

## TERMS OF REFERENCE FOR

### PROJECT EXPERT – CONSERVATION FINANCE SPECIALIST FOR THE PREPARATION OF THE UNEP - GEF PROJECT “MEETING THE CHALLENGE OF 2020 IN THE BAHAMAS”

<b>Location:</b>	The Bahamas
<b>Type of Contract:</b>	Individual Contract
<b>Post Level:</b>	National Consultant
<b>Languages Required:</b>	English
<b>Starting Date:</b> (date when the selected candidate is expected to start)	1 <sup>st</sup> November 2018
<b>Expected Duration of Assignment:</b>	60 working days (over 5 months)

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#### **I. Scope of Work**

A Project Preparation Grant (PPG) has been requested from the GEF Secretariat to prepare the FSP for the project based on the project proposal concept. The PPG phase will support various data collection efforts and undertake stakeholder consultations to elaborate the approved project concept into a fully formulated project document. The final output of the PPG phase will be an UNEP-GEF project document and GEF CEO Endorsement Template ready for submission to UNEP and GEF, with all required supporting annexes, tracking tools and background information.

The Conservation Finance Specialist will be responsible for business planning and financial analysis components of the PPG for inclusion in the finalized UNEP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will report to the PPG Team Leader.

#### **II. Duties and Responsibilities**

The Conservation Finance Specialist should work closely with the other members of the PPG consultancy team and the executing agency. The deliverables will include data and information to be included in UNEP’s PRODOC and CEO-Endorsement package, with respective annexes and appendices.

The Conservation Finance Specialist will closely coordinate with the Team Leader and other national experts and partners to perform the following tasks (referring to the PPG Overall Plan):

#### **Under PPG Activity 2: Effective protected area management**

Provide input on project strategy / activities for the following outputs:

- Output 2.2.1 (Business plans developed and under implementation for Joulter Cays and Lucayan National Parks)

- Output 2.41. (Up to 5 carbon neutral Marine Protected Area facilities (photovoltaic substitute for diesel generators (minimum 1,052,769.6 tCO<sub>2</sub>-equivalent direct emission reduction over 15 years)

Key deliverables will include:

1. Collection of basic information for the cost analysis for the operations of the MPAs
2. Identification of key elements that should be considered for the eventual feasibility assessment for the potential use of new user fees at the sites, and to develop MPA business plans
3. Identification of existing financial resources and possible cost-saving activities (e.g. renewable energy and energy efficiency) in collaboration with the Renewable Energy Specialist
4. Identification of possible new sources of PA financing (including through partnerships with private operators to increase tourism visitation and generation of associated fees)
5. Identification of the types of services and amenities that need to be developed for the Lucayan National Park (LNP) in order to take advantage of the projected influx of visitors (more than 20,000/year) that are expected to visit the park
6. Collaboration with Renewable Energy Specialist on analysis of cost efficiencies for various options of renewable energy and energy efficiency methods in order to make the case of upscaling due to cheaper options

**Under PPG Activity 4: Definition of Project Strategy**

Develop project strategy / activities for the following project outputs:

- Output 4.1 Description of project baseline

Key deliverables will include:

- Assistance to the Team Leader in expanding the description of the project baseline from the Project Identification Form (PIF) to include data on government, donor-funded, non-governmental and private sector investments in natural resource management (e.g. conservation of soil and water resources). Results of data collection and analysis to be identified and briefly described include:
  - Sources of funding
  - Recipient of funding
  - Type and purposed of investment
  - Committed amount in USD-equivalent
  - Duration of the investment
- Assistance to Team Leader in completing a detailed incremental-cost analysis as per GEF guidance (inclusive of definition of GEF incremental value per outcome and output; presentation of results of the incremental cost-analysis in matrices)

**III. Timeline and Deliverables and Payment Schedule**

The Total Duration of the assignment is 60 working days spread over 5 months. The expected start date of the Contract is 1<sup>st</sup> November 2018.

<b>Deliverables</b>	<b>Timeline</b>	<b>Payment Schedule</b>
Signing of contract	November 2018	20%

Report on completion of deliverable 1 through 6 under PPG Activity 2	January 2019	25%
Report of stakeholder consultations	February 2019	10%
Documentation of contributions to deliverables under PPG Activity 4	March 2019	25%
Approval of Project by the GEF	April 2019	20%

## V. Competencies

- Good inter-personal and teamwork skills.
- Fully computer literate.
- Well-versed in conservation finance and financial analysis
- Excellent English writing and communication skills.
- Ability to work in complex, multi-stake-holder project environments.
- Demonstrates integrity by modeling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

## VI. Required skills and experience

The minimum key skills and expertise of the consultant shall cover the following:

### Education:

- Masters or higher degree in conservation finance, economics, or a related subject.

### Experience:

- At least 3 years' proven experience in conservation finance, economics and/or environment and natural resources management projects.
- Past working experience with the key national stakeholders of the project is required, and specific experience in conservation finance for natural resource management is preferred.
- Past experience in UNEP-GEF project formulation/design, or the design and development of projects for other donors, is an advantage.
- Ability to conduct research and analysis, with strong synthesis skills.

### Languages:

- Fluency in English is required.