

Job ID/Title :	STAKEHOLDER ENGAGEMENT SPECIALIST (SHES)
Brand :	UNDP-GEF (LDCF)
Practice Area :	CLIMATE CHANGE ADAPATION
Application Deadline :	05/10/2013
Type of Contract :	Individual Contract-IC-
Starting Date :	As soon as possible
Duration of Assignment :	4 WEEKS
Duration of Contract:	6 Months

INTRODUCTION

The Democratic Republic of São Tomé and Príncipe is an archipelago constituted by two main islands and four islets, located in the Gulf of Guinea, between the latitudes of 0° 01'Sul and 1° 43 ' North and longitudes of 6° 28 ' and 7° 28 ' East. The islands are respectively about 360 and 269 km off the Western coast of Africa continent. Príncipe is located 160 km to north of São Tomé. The area of the country is 1.001 km², being 859 km² for São Tomé island and 142 km² for the island of Príncipe. The population is approximately 137.599 inhabitants (R.G.P.H.) in 2001. The population is essentially young, 79% with less than 35 years and is predominantly urban.

These islands present a humid tropical climate, with abundant rains almost the whole year, with the exception of the months of June to August, corresponding to the period of the "gravana", where a decrease of the precipitation and temperature are verified, with winds blowing from the south-southwest quadrant. Due to the characteristics of the relief, many micro-climates prevail, being observed above all in the highest parts, areas with high rainfall.

The country has considerable natural resources, distributed in an irregular pattern in the whole territory, but with predominance in the southern area that is the least inhabited. The temperatures are equally influenced by the relief, even though it has been recognized that important variations in the increase from the highest areas to the lowest ones. The Human Development Report for 2011 ranks Sao Tome at 144/187. São Tomé and Príncipe has signed and ratified the UNFCCC.

As a member of the small islands group of states, São Tomé and Príncipe's geographical disposition increases its vulnerability to the effects of climate change. São Tomé and Príncipe is richly endowed with water resources and a dense tropical forest which on the other hand, is badly damaged, leaving future generations at a disadvantage. Current climatic conditions indicate that São Tomé and Príncipe is generally humid with geographic specific distribution in rainfall patterns. Projected increases in temperatures, decrease in annual amounts of rainfall and the gradual savanisation of the northern parts of the islands, is one outcome of climate variability and change.

In São Tomé and Príncipe appropriate solutions for adaptation to climate change do exist. The country is rich in water resources and it possesses a dense tropical forest. However, according to the National Adaptation Programme of Action, those resources are being very badly managed, putting de facto at risk the most poor and vulnerable communities of the six districts of the DRSTP and of the Autonomous Region of Principe. This put at stake the survival of the future generation and the country. According to the Sao Tome and Principe's NAPA, Sao Tome will have to adapt to these impacts of future weather events. Priority areas include interventions in the

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fisheries, forest, health and water sectors. The most vulnerable group of the population are in this context: women, youth, farmers, shepherders and artisanal fishermen.

Following the selection and prioritization of options, adaptation measures for São Tomé and Príncipe aim to improve the lives of the most vulnerable populations of country, endowing the capacity to minimize the disastrous effects of climate change and poverty reduction. In order to meet the challenges of adaptation to climate change, the government of São Tomé and Príncipe through UNDP-GEF has opted to develop a Project Identification Form(PIF) to tap into the LDCF to develop a full size project which aims to attain sustainable development in STP and address two of the most pressing challenges of our time : combating poverty and minimizing the impacts of climate change and disasters risks.

PROJECT JUSTIFICATION

The project identification form (PIF) titled *"Enhancing capacities of rural communities to pursue climate resilient livelihood options in the Sao Tome and Principe districts of Caué, Me-Zochi, Principe, Lemba, Cantagalo, and Lobata (CMPLCL)"* has been approved by the GEFSEC. This project aims to strengthen the resilience of rural community livelihood options against climate change impacts in the Sao Tome & Principe districts of Caué, Me-Zochi, Principe, Lemba, Cantagalo, and Lobata (CMPLCL). For this purpose, it seeks to : i) enhance the capacity of the CATAP, CIAT, district governments and assemblies, district councils, CSOs and CBOs to support the strengthening of climate resilience of rural community livelihoods; ii) reduce vulnerability of rural livelihoods to climate risks through climate risks management infrastructures and mechanisms; iii) design and transfer adaptation strategies to strengthen communities climate resilience in the 30 most vulnerable villages of the 6 districts of CMPLCL of Sao Tome and Principe

This project is centered on a common goal of achieving sustainable development through improved environmental management and communities' natural assets conservation and based on strengthening STP's communities resilience to climate risks, one of the key priorities outlined in the National Adaptation Programme of Action (NAPA) completed by STP in 2006.

In order to reach the stage of UNDP Project Document completion and CEO endorsement, the project development includes a preparatory phase, which foresees the collection of information and gathering of useful data for project design, the validation of the indicative outcomes and outputs contained in the PIF, the development of a full M&E plan including appropriate indicators and baseline, a participatory plan to involve communities as well as the identification of implementing partners and negotiation pertaining to implementation arrangements and co-financing.

A team of one international consultants and three national consultants will be contracted to produce the UNDP project document and request for CEO endorsement.

Financed by GEF through a 'Project Preparation Grant' (PPG), this Project Initiation Document (PID) operationalizes PPG implementation, whose main goal is to produce a LDCF eligible UNDP project document for this project accompanied by a Request of CEO Endorsement document making direct reference to it.

Under the operational leadership of the national 'Climate Change Adaptation Expert', and technical leadership from the international "GEF/LDCF Climate Change Adaptation Specialist", the team of consultants is expected to produce in a timely manner and in full compliance with the now tighter deadlines a UNDP-GEF Project Document and a CEO Endorsement document (using the appropriate templates). This will be done through a balanced combination of consultations and studies as thoroughly described in the PPG. Technical guidance and support

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pertaining of the GEF modality (project scoping and budgeting, best practices, knowledge management, partnerships etc.) will be provided by the UNDP-GEF Regional Technical Advisor(s) overseeing the project as well as by the UNDP Office in Sao Tome, which will in addition provide operational support for a fast and effective PPG implementation.

A. PROPOSED PROJECT PREPARATION ACTIVITIES

COMPONENT 1: Defining project scope

Project formulation will be based on guidance provided by UNDP's toolkit for the design of adaptation initiatives (2010). The following activities will be undertaken:

(a) Definition of project baseline through a detailed review, including stakeholder consultations. The baseline analysis will include a review of ongoing and planned Government financed and donor financed (including UNDP) projects. This exercise will lead to a comprehensive description of the operational connections between the LDCF project and on-going initiatives and also support the development of the co-financing plan the component 4 will produce.

(b) Identification of current and projected climate change risks for the STP rural communities livelihoods undertaking a rigorous and detailed review of the scientific literature (including the NAPA and Initial and second National Communication documents) on climate change risks for the STP rural communities livelihoods and the impacts on social, economic and natural systems,

(c) Identification of the sites for intervention and adaption options for the purpose of justifying the selection of vulnerable areas that will benefit from LDCF resources.

(d) Clarifying Additionality of Proposed Outcomes and Interventions

(e) Identification of the main entry points for the integration of the project with national development plans, policies and complementary projects

COMPONENT 2: Institutional arrangements, Monitoring and Evaluation

(a) Finalization of a strategic result framework and definition of monitoring and evaluation provisions

Qualitative and quantitative SMART indicators (including baseline measurements) at the project objective and outcome level will be determined.

(b) Definition of roles and responsibilities of Implementing Partner and Responsible Parties through a detailed delivery strategy.

(c) Exit Strategy (A detailed sustainability strategy will be defined in order to ensure replication of project benefits beyond the lifetime.)

COMPONENT 3: Engagement with key stakeholders

The following activities will be undertaken:

(a) Mobilize and engage stakeholders who will benefit from the project interventions. Identifying key stakeholders who need to be consulted during the design phase.

(b) Definition and extension of partnerships requirements for support and co-funding at various levels (

(c) Community Mobilization detailed work plan based on a participatory stakeholder approach.

COMPONENT 4: Develop a financial plan and co-funding scheme

The following activities will be undertaken:

a) Facilitation and support of Government negotiations and consultations on project-related issues

(b) Exploration of Multilateral and Bilateral co-funding opportunities including networking at national and global levels through coherent and sustainable financing approach beyond the project lifetime.

(c) Preparation of official endorsement letters and guarantees (co-financing)

COMPONENT	OUTPUT OF THE PPG ACTIVITIES
<p>1. Defining project scope</p>	<p>1.1. Project goal, objective, outcomes, outputs and activities finalized</p> <p>1.2. Additionality of Proposed Interventions clearly defined</p> <p>1.3. Project intervention areas identified and described</p> <p>1.4. Gender sensitive agriculture adaptation measures to be financed by the LDCF identified and technically specified and their cost-effectiveness vis-a-vis to alternatives approaches demonstrated</p> <p>1.5. The operational connections between the LDCF project and on-going initiatives comprehensively described</p> <p>1.6 Environment and social screening of agricultural adaptation options completed</p>
<p>2. Institutional arrangements, monitoring and evaluation</p>	<p>2.1. Project management, the roles and responsibilities of implementing partners and reporting arrangements defined</p> <p>2.2. Gender and social vulnerability sensitive workplan with detailed roles, responsibilities and timeline for project implementation developed</p> <p>2.3. Strategic results framework and M&E system defined with quantifiable and verifiable impact indicators.</p> <p>2.4 A sustainability strategy to ensure project benefits replication beyond the project life elaborated</p>
<p>3. Stakeholder engagement</p>	<p>3.1. Stakeholder involvement plan with focus on community level beneficiaries produced</p> <p>3.2. Detailed list of all stakeholder consultations during PPG elaborated</p>
<p>4. Financial planning and co-financing definition</p>	<p>4.1. A co-financing plan developed and approved by the co-financers</p> <p>4.2. Endorsement letters and letters confirming co-financing commitments obtained</p>
<p>5. PPG closure</p>	<p>5.1. List of all PPG activities including financial reconciliation elaborated</p> <p>5.2. UNDP-GEF compliant full-sized project document including AMAT framework finalized and submitted to the LDCF.</p> <p>5.3. workshops realised (inception, review and validation)</p>

DESCRIPTION OF RESPONSIBILITIES:

In approximately 20 days of total work throughout the duration of the PPG process (various tasks are expected to be done concurrently), the overall purpose of the consultancy is the preparation of a UNDP/GEF compliant full sized project. The consultant will be expected to support the work of the IC to provide lead quality assurance as regards all activities under the project related to *"Enhancing capacities of rural communities to pursue climate resilient livelihood options and climate change adaptation in the Sao Tome and Principe districts of Caué, Me-Zochi, Principe, Lemba, Cantagalo, and Lobata (CMPLCL)"*. The consultant will work under the supervision of IC and with two others national consultants with the following specialty: Rural livelihoods risks management expert(1) and climate change adaptation specialist(1). More specifically the national SHES consultant is expected to:

- Act as National expert on issue regarding stake holders engagement and mobilisation in the project preparation to support the work of the IC.
- Participate in the preparatory phase of community selection and involvement
- Help coordinate all PPG activities and ensure the quality of outputs based on UNDP-GEF standards
- Support consultations and negotiations with rural communities
- Support negotiations and consultation with local authorities and potential partners
- Coordinate consultations with government and non-government agencies.
- Coordinate the involvement of local project stakeholders and potential project partners;
- Help to organize and facilitate a series of stakeholder meetings;
- Assist in the process of selecting beneficiary communities
- Help build partnerships and mobilize resources.
- Support the identification of the underlying problem analysis (root-causes, preferred solution, barriers, and project specific interventions ;
- Support the design of the adaptation measures and prepare pre-feasibility studies and costs-benefits analysis for adaptation measures to be supported by the project
- Support the development of the adaptation trainings programmes for the selected communities.
- Support the identification of the technical, financial, regulatory and other constraints for the adoption by the communities of the strategies for livelihoods enhancement and diversification and make recommendations to address these constraints
- Support in clarifying additionality of proposed outcomes and activities
- Support to identify specific sites for interventions through this project based on stakeholder input and the results of the vulnerability analysis;
- Feed the IC with all required informations and /or data based on stakeholder input, suggest options for specific roles and responsibilities and suitable institutional/ implementation arrangements for the implementation phase of the project.
- Assist in organising workshops and collect of co-financing letters.

Competencies:

- Strong negotiations skills and networking abilities.
- Strong analytical, reporting and writing abilities.
- Proven communication and leadership skills.
- Excellent team player with good interpersonal skills.
- Ability to manage workload with minimum supervision.
- Ability to work under pressure and tight deadlines.
- Ability to accommodate additional demands at short notice.
- Ability to work in a remote/hostile rural environment.
- Strong strategic planning, results-based management and reporting capabilities.
- Display cultural, gender, religion, nationality and age-related sensitivity and adaptability.
- Knowledge of national institutions, key stakeholders, development agencies, CSOs, NGOs operating in STP

Qualifications:

Education:

- Minimum advanced university degree in social sciences, sociology, development, socio-economy, agro-economy, natural resource management, sustainable development or related field from a recognized university.

Experience:

- Minimum 5 years of professional experience in the field of stakeholder's engagement, local community mobilization, capacity building, negotiation and community socio-development, negotiations.
- Past experience of participating in UNDP/GEF project formulation/design.
- Experience with policy or institutional development/implementation/reform related to projects for rural communities.
- Experience with project development, implementation, or demonstrations at local, national and/or international levels involving stakeholders engagement and mobilization.
- Ability to conduct research and analysis with strong synthesis skills
- Ability to build strong relationships with the IC and others national consultants; focuses on impact and results for the client and responds positively to critical feedback; consensus-oriented
- Highly developed inter-personal, negotiation and teamwork skills, networking aptitude.
- Knowledge of National communities and Institutions is highly desirable; experience in similar previous role is a strong asset.
- Experience working with international organizations, including UNDP, is preferred but not required.

Language: Portuguese is essential and English/French is a very strong asset