



## TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS

<b>Title of Assignment</b>	<b>International Consultant: Development of Proposal for a GEF Medium-Size Project</b>	
<b>Location</b>	<b>Home Based and 1 mission to Jordan</b>	
<b>Project</b>	<b>“Towards Low Carbon Footprint from Ecotourism Activities and Management Effectiveness of Aqaba Marine Reserve”</b>	
<b>Duration</b>	<b>3.5 Months</b>	
	<b>From: 15<sup>th</sup> of September, 2022</b>	<b>To: 30<sup>nd</sup> of December, 2022</b>

### Background

The Gulf of Aqaba, located at the southernmost tip of the Hashemite Kingdom of Jordan, is part of the Western Indo-Pacific biogeographic region, and is home to most northerly hard corals of the region. The Red Sea is relatively isolated from the Indian Ocean leading to high levels of endemism. With 16,000 km<sup>2</sup> of coral cover, the Red Sea is extremely important for this high biodiversity habitat. Within the Red Sea, the Gulf of Aqaba, marked by a second threshold in the Strait of Tiran (-252m), is the area most isolated and the most divergent in its biota. There is no continental shelf and thus the coral reefs are restricted to a very thin band, generally less than 300 m wide, along the predominantly rocky shorelines, a unique situation in comparison to other coral reef habitats globally. Thus, the coral reefs of the Gulf of Aqaba are, in general, easily accessible from the coast and not protected from shore-based activities such as beach tourism. Over 176 species of coral have been recorded in the Jordanian waters of the Gulf of Aqaba (Al-Tawaha et al 2019). The coral reefs of the Gulf of Aqaba are thought to be sensitive to Climate Change as they occur in a semi-enclosed basin fed by surface water from the Red Sea resulting in a nutrient-poor, hypersaline sea (> 40 ppt, Ocean average 35 ppt) with little or no stratification, high transparency and low primary production in the water column. Water temperature and salinity are expected to increase with Global Warming and the thresholds for coral species survival and reproduction are not well known for the Red Sea species. So far, the reefs of the Gulf of Aqaba have resisted well to the increase in Sea Surface Temperature (SST) but data from elsewhere (Great Barrier Reef, Maldives, Galapagos, etc.) have shown a very strong correlation between coral bleaching, i.e. the loss of its primary producing algae, and SST. The importance of conserving these unique reefs, representing only around 0.01% of Red Sea coral cover but with exceptional levels of endemism, especially in its fish, which constitute the main attraction for the underwater tourism industry, can hardly be overemphasized. In addition, another important and sensitive, but rather less well documented habitat are the seagrass beds that are known to be vitally important nursery areas for many fish species. Dense seagrass beds exist in the Tala Bay area and generally occur in between sections of coral reef. They are sensitive to bottom disturbance such as anchoring of boats. The existing Aqaba Marine Park was included in the new Jordan National Protected Areas Network as a Marine Reserve designation, consolidating protection and management covering only 2.8 km<sup>2</sup> (280 ha), by Royal Decree by H.M King Abdullah II bin Al Hussein on 8th December 2020.

The area of Aqaba is of great importance considering its marine commodity trades since early 106 CE. In 2001, the low-tax, duty-free Special Economic Zone was established and the area has undergone enormous transformations in terms of economic growth, it has attracted mostly Arab nation investments of over 20 billion USD. This change was accompanied with population growth, now standing at around 200,000 inhabitants, and continues to grow rapidly possibly to be over 300,000 by 2030. Tourism in Aqaba has also been growing rapidly which resulted in a transformation of the city beyond recognition. In summary, a wide array of activities, harbour, transport, industrial, construction, tourism and resident, have been developing at an incredibly rapid pace along a very

restricted area of the coastline and in an area of 350 km<sup>2</sup>. Aqaba Marine Reserve AMR and its partners developed the 5-year Aqaba Marine Reserve Management Plan, to be implemented over the time period 2022-2026 (AMRMP). In the light of the rapid developments in the area and the substantial direct pressures within its borders, the institution faces considerable challenges.

## **Context**

IUCN held consultation meetings with the Ministry of Environment and the Aqaba Special Economic Zone Authority ASEZA which is responsible for the management of AMR. These discussions, in addition to the revision of key documents such as AMR's first management plan, AMR's Training needs assessment report, and other preliminary assessments were the basis for developing a GEF MSP project idea. Furthermore, IUCN organized a consultation workshop funded from US Department of Interior for key stakeholders including government, private sector and civil society organisations from Aqaba to identify the development needs of the AMR. The workshop included background introduction on the AMR, an overview of its current management plan, and covered the following sessions: 1. SWOT Analysis to identify the strengths, weaknesses, opportunities and threats for the development of the AMR. 2. Training needs assessment for AMR staff and management authority, and 3. Discussion of potential role of women and youth in AMR programs.

This project aims to strengthen the management effectiveness and equity of Aqaba marine reserve by strengthening the capacity of the institution to face these challenges and by enhancing the awareness of local stakeholders while being actively engaged in governance and management processes. The project will prepare and layout the foundation for an efficient and well-managed marine protected area, including the definition of an appropriate IUCN management category, a well-designed buffer zone, an appropriate and agreed zoning plan, developed through participatory approaches, in addition to operational programmes that have the IUCN Green List Standard mainstreamed as a long term objective, and will eventually support the long term vision for the marine reserve as a potential Natural World Heritage Site.

The International Union for the Conservation of Nature –Regional Office for West Asia IUCN-ROWA The PIF for the project was approved by the GEF secretariat on June 3<sup>rd</sup>, 2022 with a total approved financing of 750,000 USD's including project preparation grant PPG (GEFSEC ID: 10905). Accordingly, The International Union for the Conservation of Nature –Regional Office for West Asia IUCN-ROWA would like to recruit a consultant to develop the full project document, in accordance with the GEF requirements, to be submitted for GEF medium size project funding.

## **Scope of Work and Objectives**

### ***Objectives of the Assignment:***

IUCN – ROWA is seeking the support of an experienced expert for the effective and successful delivery of the Medium-sized project document in-line with all GEF and IUCN requirements, for submission and approval by the GEF Secretariat.

The principle overall output of this assignment will be the final Medium-sized project proposal (document) including: GEF CEO Endorsement Document with detailed definition of the project scope in terms of technical details, cost estimates (both GEF eligible and co-financed), co-financing commitments, and implementation arrangements. This will include: i) barrier analyses based on consultations and a multi-stakeholder workshop; ii) a logical framework, based on a multi-stakeholder workshop and the recommendations of previous studies, including indicators and quantified targets, combined with baseline values; iii) a project budget and work plan in standard GEF format inclusive of

co-financing commitments; iv) a monitoring and evaluation strategy; v) a learning and replication strategy and vi) Gender action plan, and vii) stakeholder engagement plan.

**Scope of Work:**

Under the direct supervision of the Protected Areas, World Heritage and Biodiversity Programme Manager at IUCN ROWA and the GEF/GCF Unit at IUCN headquarters, the consultant will act as an overall advisor and technical resource person during the development of the Project document with respect to its detailed design and documentation in the Medium sized GEF CEO Endorsement document for further submission to the GEF for final approval. This will involve provision of technical support for the various tasks defined in the Project preparation grant PPG including:

**Technical Definition of the project strategy**

- ❑ Define the project baseline (i.e. current policies, strategies, current capacities and activities, baseline M&E indicators) related to the scope of the project concept approved by the GEF and contribute to the synthesis of relevant baseline information;
- ❑ Ensure stakeholder and technical level discussions to confirm the suitability and validity of the selected project intervention options and ensure that they provide Global Environmental Benefits under the Biodiversity Focal Area;
- ❑ Identify and address gaps in information on activities underlying project outputs;
- ❑ Provide input into capacity building scope
- ❑ Conduct the required mission and, within the mission conduct site visits when needed for purposes of the project's formulation;
- ❑ Contribute and participate in the project related workshop/s as required for project development and submissions, disseminate related materials and to deliver presentations as necessary.

**Institutional Arrangements, Monitoring and Evaluation:**

- ❑ Propose a workable management arrangement for the project including decision making and hierarchical structure, roles and responsibilities and appropriate financial and technical workflow arrangements;
- ❑ Undertake institutional capacity assessment of key stakeholders involved in the project
- ❑ Review and update the Strategic Results Framework identified in the Project identification form PIF, including the Project Objective, Outcomes, Outputs and indicative Activities and ensure compliance of the Medium Size Project monitoring framework with GEF quality requirements (particularly that the indicators used are specific, measurable, appropriate, relevant and time bound); and
- ❑ Define a project sustainability strategy to ensure replication of project benefits beyond the lifetime of the project.

**Stakeholder Consultations and Involvement Plan**

- ❑ Ensure that stakeholder consultations with relevant public and private authorities take place including mobilization of project beneficiaries in defining project components;
- ❑ Provide advice and quality control for the design and implementation of an appropriate stakeholder involvement strategy;
- ❑ Ensure that the development of the overall project framework is participatory and based on a wide range of project stakeholders;
- ❑ Facilitate and guide appropriate alignment of the project with related activities of other government, donor and private sector-driven activities in the area of the project

- ❑ Ensure that the work plan for the implementation phase of the project is appropriate and transparent in terms of activities and responsibilities;

### **Financial Planning and Co-financing Definition**

- ❑ Capture and detail the co-financing arrangements for each envisaged project component;
- ❑ Put particular attention to the design of project components requiring joint financing from different sources and stakeholders;
- ❑ Support discussions with Government to clarify and finalize co-financing contributions to the project;
- ❑ Explore and clarify multilateral and bilateral co-financing opportunities, in collaboration with the IUCN ROWA and other stakeholders;
- ❑ Support project team in liaising with donor agencies, international organisations, similar initiatives to identify, confirm and obtain formal commitments for co-financing;

### **Finalizing a Medium-size GEF Compliant Project Documentation**

- ❑ Consolidate inputs by stakeholders into a project document in GEF formats;
- ❑ Review the findings of the previous consultation workshop and all available documentation and consultations undertaken during the preparatory phase and synthesize them in the relevant sections of the final project document;
- ❑ Finalize the overall Project Logical Framework (Objective, Outcomes, Outputs, Indicators, source of Verification, Risks/Assumptions);
- ❑ Discuss and agree on the indicative project activities and draft Total Budget and Financing Plan related sections (as per GEF format) for project implementation;
- ❑ Draft Organigram, timetable and Terms of Reference for key functions within the final project document considering the requirements and guidelines of GEF.
- ❑ Review and finalize stakeholder involvement plan;
- ❑ Review Management Arrangements, M&E plan and M&E Budget for GEF compliance;
- ❑ Ensure that appropriate co-financing for the project is identified and that co-financing endorsement letters are available at the end of the PPG phase;
- ❑ Compile Annexes for the Medium-size project document;
- ❑ Develop the Social & Environmental Screening Procedure template in compliance with GEF and IUCN standards;
- ❑ Develop GEF Tracking Tool document;
- ❑ Ensure alignment of the Medium-size project documents and CEO Endorsement Template with GEF format and criteria.

Addressing GEF Secretariat, GEF Council and IUCN comments:

- ❑ Address comments from the GEFSEC, and GEF Council Members on the proposal during submission and final approval processes (including the case if approval period will exceed contracting period);

**Work relationships:** The consultant shall report to Protected areas, World Heritage and Biodiversity programme manager.

## Deliverables

For the implementation of this consultancy, the consultant shall use the most updated2 GEF MSP templates and all relevant GEF guidelines as provided in the official GEF website.

The consultant will be responsible for the delivery of the following specific deliverables within the following time frame to IUCN's Regional Office for West Asia:

#	Deliverable Description	Time Frame
1	Inception report and revised work plan for the PPG assignment. <b><u>Report</u></b>	20 Sep
2	Kick off meeting, data collection, consultation meetings and multi-stakeholder workshop. <b><u>Meeting MOM's</u></b>	10 Oct
3	Updated draft of strategic project results framework. <b><u>Results framework</u></b>	20 Oct
4	First draft of the project document with all annexes and sections including: (Budget, M&E plan, Work plan, Procurement plan, ESMS Questionnaire as input for the IUCN ESMS Screening Report, Environment and Social Impact Assessment (as relevant), Environment and Social Management framework, plan or safeguard tools (as relevant), Gender Analysis and Action Plan, stakeholder engagement plan). <b><u>First Draft Project document and annexes</u></b>	15 Nov
5	CEO Endorsement template. <b><u>Filled template</u></b>	20 Nov
6	Address comments of IUCN before the submission to GEF Sec. <b><u>Revised Prodoc and submission package including annexes</u></b>	20 Dec
7	Address comments received from GEF Sec to finalize the document. <b><u>Revised Final Prodoc and annexes</u></b>	When received

## Payment Schedule

The consultant is expected to work for 20 working days between September 2022 and December 2022 through office work, and consultation with the IUCN ROWA and relevant stakeholders. The consultant shall submit an invoice according to the schedule of payments described below:

- 20% upon submission of Deliverable 1.
- 40% upon the completion of the first complete draft of deliverables 2,3, and 4.
- 40% upon the completion of all tasks and delivery of all relevant deliverables and reports.

## Monitoring, control and validation of the work

The consultant will work under the supervision of IUCN ROWA and the IUCN GEF/GCF Unit at IUCN headquarters for the successful delivery of the assignment deliverables. Provisional approval of submitted deliverables shall take place at each of the defined milestones shown in the deliverables section. The consultant shall account for a minimum period of two weeks when delivering the reports, for IUCN to review and accept the deliverables. The consultant is expected to hand in the final version of the deliverables no later than 15 days after IUCN and relevant stakeholders have made their

observations and comments. The delivery schedule should be agreed with IUCN ROWA at the start of the project and confirmed before each milestone.

#### **Compensation modality and indicative budget**

1. The consultant will be paid through a lump sum amount which is all-costs inclusive. All costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the consultant must be factored into the final amounts submitted in the financial proposal. Note that the contract price is fixed regardless of changes in the cost component.
2. If the consultant is subject to tax in the territory of Jordan in respect of the consideration received under this agreement, the consultant hereby acknowledges that IUCN is entitled to deduct **5%** for residents of Jordan and **10%** for residents outside Jordan, in addition to **1%** as national contribution for non-residents, as income tax arising or made in connection with this agreement. Also, IUCN will deduct a **5%** amount as admin and review cost arising or made in connection with this agreement.
3. Financial offers shall be submitted in US dollars

#### **Application modality and evaluation of applications**

Interested applicants are requested to submit the following: an updated CV, sample of 3 previous relevant assignments, and financial offer separately to conduct the tasks to [Procurement.rowa@iucn.org](mailto:Procurement.rowa@iucn.org) by 10.9.2022. 4:00 pm, Amman local time.

The applications will be evaluated as follows:

- 70% of the evaluation score for the CV's and sample of previous relevant work
- 30% of the evaluation score for the financial proposal

#### **Qualifications of Successful Candidate**

Individual consultants willing to apply should have the following qualifications. In the case of a firm, the team should include at least one expert that has the following qualifications:

- MSc/PhD degree in marine management, environmental sciences, biodiversity conservation, or any other related fields.
- Demonstrated knowledge in proposal writing for international donors, especially the GEF / Experience in structuring GEF projects and initiatives is mandatory.
- Specific experience relevant to sustainable marine ecosystems management, and marine protected area planning.
- Broad expertise in marine development challenges and extensive knowledge of related policies and strategies and the ability to position project activities in the correct context effectively
- Ability to compile large amounts of information succinctly into a coherent document for conservation practitioners and government officials.
- Knowledge of private sector engagement

- Proven ability to liaise and work with a range of stakeholders including government agencies, the private sector, and civil society.
- Experience and expertise in project design and implementation, including monitoring and evaluation, and in ensuring gender-responsive of project design
- Environmental and Social Impact Assessment expertise and safeguard tools in the context of conservation projects
- Review and coordination skills, the ability for managing the timely and effective delivery of both quantity and quality work on time.
- Excellent verbal and written communication skills in English.
- The consultant will have to demonstrate a track record of designing successful projects in similar ecosystems for at least the past 5 years, including working with donors such as the GEF, the World Bank and other relevant UN agencies.

### **Nature of penalty clause in contract**

If the requested deliverables are not submitted within the timeframe stated in this TOR, the payments will be withheld.

International Union for Conservation of Nature – Regional Office for West Asia (IUCN-ROWA) reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines. All materials developed will remain the copyright of IUCN and IUCN will be free to adapt and modify them in the future.

### **Important notes:**

1. All the deliverables from the consultants whether reports, presentations, documents, etc. should include (IUCN & GEF) logos and it should be mentioned whenever this activity is mentioned.
2. Any pictures, figures, charts, etc. used in this consultancy must include the copyrights.
3. The final compiled reports for this assignment will need to follow IUCN's visual identity and publication guidelines, which will be provided by IUCN, if applicable.