



Terms of Reference

Consultancy Title: Environment and Social Impact Assessment Specialist

Project Name: [Supporting Mainstreamed Achievement of Roadmap Targets in Nauru \(SMARTEN\) Project](#)

Duty Station: Nauru and homebased

Duration of the Contract

- Number of working days: 30
- Commencement date: Immediately

Objectives

- To review the project document of the UNDP-GEF SMARTEN Project and assess the potential environmental and social impacts of the planned project activities (inclusive of those on capacity development and stakeholder engagement), as well as the proposed measures to mitigate pre-determined social and environmental risks.
- To identify and recommend mitigation measures (preventive and alleviative) that are necessary to address the identified social and environmental risks and impacts, and, the proposed monitoring plan for tracking the results of the implementation of the proposed mitigation measures.
- To recommend the SMARTEN principles, rules, guidelines, and procedures for screening, assessing, and managing the potential social and environmental impacts of the proposed SMARTEN Project activities.
- To review and update the UNDP Social and Environmental Screening Procedure - annex of the SMARTEN Project
- To prepare the Environmental and Social Management Plan (ESMP) for the specific project activities that are assessed as having moderate to high social and environmental risks.
- To carry out a gender survey (activities as per the project document Annex) using a profound method, analyze and report data relevant to SMARTEN project activities and aligned to the SMARTEN Project results framework that will be useful in evaluating the effectiveness of implementing the RE & EE based activities.
- To carry out a capacity building workshop to create a better understanding of the ESIA procedures, the project-specific impacts identified, and M&E of the impacts.

Background

The Government of Nauru (GoN) through the Division of Energy, Department of Climate Change and National Resilience (CCNR) is the National Implementation Body for the UNDP-GEF funded Full Size Project (FSP) Supporting Mainstreamed Achievement of Roadmap Targets in Nauru (SMARTEN) Project. The objective of the planned project is to enable the increased applications of feasible RE and EE Technologies for supporting socio-economic development in Nauru in accord with the country's energy road maps. The project consists of four substantial components, namely: 1) Energy Policy & Regulatory Framework Strengthening; 2) Supporting RE & EE Initiatives; 3) Promotion of RE & EE Technologies Applications; and 4) Improvement of Energy Sector Capacity. The project concept, including a project preparation grant (PPG), was approved by the GEF in March 2018. The project document was submitted for GEF approval in December 2018 and re-submitted in December 2019 post-GEF review. Eventually, the SMARTEN Project was signed by UNDP and the Government of Nauru on 28th September 2020. As part of the requirements/strategies on risk management, inputs from an Environmental and Social Impact Assessment Specialist are required to finalize the annex to the UNDP-GEF Project Document and prepare an Environmental and Social Management Plan

(ESMP).

Scope of Work

The expected outputs of the consultancy are:

- Report on the assessment of potential environmental and social risks and impacts of the proposed activities (inclusive of those on capacity development and stakeholder engagement) presented in the project document of the UNDP-GEF SMARTEN Project.
- Report on the mitigation measures (preventive and alleviative) that are necessary to address the identified social and environmental risks and impacts, and the monitoring plan for tracking the results of the implementation of the mitigation measures.
- Report on the principles, rules, guidelines and procedures for screening, assessing, and managing the potential social and environmental impacts of the SMARTEN Project activities.
- Based on the Social and Environmental impacts identified for the Project activities, provide suggestions and justification on the best sites to implement the Project Demo 2: Mini solar-powered treated water production and distribution system and also if required for other two Project Demo sites..
- Review and update UNDP Social and Environmental Screening Procedure annex of the SMARTEN Project.
- The Environmental and Social Management Plan for the project, specifically targeting specific project activities that are assessed as having moderate to high and social and environmental risks.
- Review, conduct, analyze and report the gender statistics as per the SMARTEN project activities and aligned to the SMARTEN Project results framework that will be useful in evaluating the effectiveness of implementing RE & EE based activities. This includes important statistics on the females/males employed in RE & EE technology directly/indirectly prior to project implementation, women / youth group engagement in businesses related to RE /EE technology and other relevant statistics that may be deemed useful and provide a thorough reflection of women empowerment. Make recommendations for promoting gender equality and women empowerment during the implementation of the SMARTEN Project.

Activities for the consultancy will include, but not necessarily be limited to the following (in relation to specific deliverables):

INCEPTION NOTE

- Summarize the understanding of the consultant about the consultancy assignment and associated tasks by providing comments on this TOR; outline the final proposed approach and methodology(ies); provide the final work plan for the consultancy assignment; and identify any issues crucial to the viability of the consultancy. Subsequently, if required and approved by DCCNR the proposed consultancy approach and activities can be elaborated, modified, etc.).

DEBRIEFING NOTES

- Summarize key findings, conclusions and recommendations (vis-à-vis successful completion of this consultancy) for the SMARTEN Project in Nauru.

SOCIAL AND ENVIRONMENTAL SCREENING PROCEDURE

- Review the preliminary UNDP Social and Environmental Screening Procedure (SESP).
- Review the SMARTEN PIF and Project Results Framework.
- Review the SMARTEN UNDP-GEF Project Document, including annexes, particularly the one on the SESP.
- Summarize relevant baseline social and environmental data and identify and estimate

the extent and quality of available data, key data gaps, and, uncertainties associated with predictions.

- Assess the scope of the area(s) to be studied and describe relevant social and environmental conditions.
- Consider current and proposed development activities within the project area(s) that are not directly connected to the project, and the social and environmental issues (if any) related to such projects.
- Assess and consider all relevant social and environmental risks and potential impacts of the project, including those related to UNDP's Overarching Policy and Principles and Project-level Standards (SES).
- Analyze alternatives, including: 1) compare feasible alternatives (including a "without project" situation) to the proposed project site(s), technology, design, and operation regarding their potential social and/or environmental impacts; 2) assess the alternatives' feasibility of mitigating the adverse social and/or environmental impacts; 3) estimate the capital and recurrent costs of alternative mitigation measures, and their suitability under local conditions; 4) outline the institutional, training, and monitoring requirements for the alternative mitigation measures; 5) for each of the alternatives, to the extent possible quantify the social and/or environmental impacts and attach economic values; and, 6) set out the basis, including criteria, for selecting the particularly detailed project design.

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN

- Review the template and requirements of the [UNDP Environment and Social Management Plan \(ESMP\) – Indicative Outline](#).
- Identify measures and actions in accordance with the mitigation hierarchy that avoids, or if avoidance not possible, reduces potentially significant adverse social and environmental impacts to acceptable levels.
- Identify monitoring objectives and specify the type of monitoring with linkages to the impacts assessed in the environmental and social assessment and the mitigation measures described in the ESMP.
- Describe institutional arrangements, identify which party is responsible for carrying out the mitigation and monitoring measures, and, where support for strengthening social and environmental management capability is identified, recommend the establishment or expansion of the parties responsible, the training of staff and any additional measures that may be necessary to support the implementation of mitigation measures and any other recommendations of the environmental and social assessment.
- Outline measures to engage in meaningful, effective and informed consultations with affected stakeholders.
- For all four above aspects (mitigation, monitoring, capacity development, and stakeholder engagement), provide: a) an implementation schedule for measures that must be carried out as part of the SMARTEN project, showing phasing and coordination with overall project implementation plans; and, b) the capital and recurrent cost estimates and sources of funds for implementing the ESMP.

ENVIRONMENTAL AND SOCIAL MANAGEMENT FRAMEWORK (ESMF) DOCUMENT

- Review the template and requirements for the [UNDP Environmental and Social Impact Management Framework – Indicative Outline](#).
- Specify the most likely applicable social and environmental policies and requirements for reviewing and addressing potential social and environmental issues and impacts of specific project activities, sub-projects, policies, or regulations to be adopted during implementation.
- Specify how those requirements will be met through procedures for the screening, assessment, approval, mitigation, monitoring and reporting of social and environmental

risks and impacts associated with the activities to be supported.

- Describe mechanisms to provide stakeholders and potentially affected communities avenues to provide feedback or grievances, and receive responses, regarding the implementation of specific activities, policies, or regulations.
- Define the monitoring and evaluation arrangements in order to monitor the implementation of the ESMF and specific social and environmental management plans/measures.
- Outline budget required to implement the ESMF.

ENVIRONMENTAL AND SOCIAL SCREENING TABLE

- Consult the [UNDP Social and Environmental Screening Template](#).
- Based on the results of the above-mentioned activities, provide answers to the following questions as per the Social and Environmental Screening Template: 1) How Does the Project Integrate the Overarching Principles in order to Strengthen Social and Environmental Sustainability?; 2) What are the Potential Social and Environmental Risks?; 3) What is the level of significance of the potential social and environmental risks?; 4) What is the overall Project risk categorization?; 5) Based on the identified risks and risk categorization, what requirements of the SES are relevant?, and, 6) What social and environmental assessment and management measures have been conducted and/or are required to address potential risks (for Risks with Moderate and High Significance)?
- Fill-in the Social and Environmental Risk Screening Checklist.

GENDER EQUALITY AND WOMEN'S EMPOWERMENT

- Consult the relevant UNDP guidelines on gender equality assessment and women's empowerment
- Compile important statistics on gender equality and women's empowerment as desired in the SMARTEN Project results framework
- Review and update the Social and Environmental Risk Screening Checklist.
- Make recommendations for promoting gender equality and women empowerment during the implementation of the SMARTEN Project including any relevant strategies, allocation of additional funds and highlighting any potential implications of such implementation.

CAPACITY DEVELOPMENT

- To carry out a capacity development workshop on, but not limited to the below topics:
 - a. Basics of Environment and Social Impact Assessment – General and in the perspective of SMARTEN
 - b. Presentation on the findings of the analysis conducted – with a summary of the deliverables
 - c. How to perform Monitoring, Evaluation, and Reporting of the identified impacts?

Resources Provided

- Review of draft deliverables, including ensuring that UNDP-GEF requirements are met.
- Provision of background information, including documents.

Division of Energy, Department of Climate Change and National Resilience (DCCNR), Government of Nauru.

- Desk space and access to phone (local calls).
- Assistance for setting up meetings.
- Provision of relevant information, including documents.
- Commenting on draft deliverables.

Supervision/Reporting

The consultant will be contracted by the Government of Nauru and he/she will report to the Director of Energy (National Project Director), Department of Climate Change and National Resilience (DCCNR), Republic of Nauru. (or his/her designate).

Requirement for Qualifications & Experience

- University degree (or equivalent) in Environmental Science, Environmental Studies, Environmental Engineering or a related field relevant to the tasks required.
- Substantial, relevant and practical working experience with environmental and/or social impact assessments.
- Substantial, relevant and practical working experience in UNDP/GEF project development, including design.
- Substantial, relevant and practical working experience in carrying out gender surveys with specific emphasis on gender equality and women empowerment.
- Substantial, relevant and practical working experience in Small Island Developing States (SIDS) and/or other developing countries. Working experience in Nauru will be an asset.
- Excellent working knowledge of written and spoken English.

Proposal Requirements

Technical Proposal

- A cover letter of how the applicant meets the qualifications and experience requirements.
- A complete signed Job Application Form - [link](#)
- Proposed methodology/approach including preliminary work plan (covering deliverables, key activities and due dates).

Financial Proposal

- A completed Offeror's Letter to Government of Nauru Confirming Interest and Availability for the Individual Contractor (IC) Assignment including Annex A: Breakdown of Cost by Components (**All costs to be indicated in AUD**).

The consultant must send a financial proposal based on a **Lump Sum Amount (AUD)**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the Individual Consultants (IC's) duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be a fixed output-based price regardless of the extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs. In general, the Government of Nauru shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources. In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the IC, prior to travel and will be reimbursed.

Payment Schedule

Deliverable	Percentage of Total Price (Weight for payment)	Due Date
Final version of the Inception Note	10	To be determined (TBD) based on proposed work plan.
Final version of the SMARTEN Social and Environmental Screening Procedure (SESP) Annex	10	TBD

Final version of the SMARTEN Environment and Social Management Plan (ESMP) Document	25	TBD
Final version of the SMARTEN Environmental and Social Impact Management Framework (ESMF) Document	20	TBD
Final version of the SMARTEN Social and Environmental Table	15	TBD
Final version of the SMARTEN Gender Survey Report based on the scope, and completion of the Capacity-development activities.	20	TBD
Total	100%	

Evaluation

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below.

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of the pre-determined set of weighted technical and financial criteria specific to the solicitation.

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Qualifications	Points	Percentage
Level of university degree (or equivalent) on Environmental Science, Environmental Studies, Environmental Engineering or a related field relevant to the tasks required	10	10%
Experience		40%
Extent of experience with environmental and/or social impact assessments	10	
Extent of experience with UNDP/GEF project development, including design	10	
Extent of experience in Nauru, Small Island Developing States (SIDS) and/or other developing countries	15	
Extent of experience in Gender Surveys or similar in Nauru, Small Developing States and/or other developing countries	5	
Quality of Proposal		20%
Quality and soundness of the proposed approach/methodology	10	
Realistic work plan, including time schedule	10	
Technical Criteria		70%
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

Proposal Submission

Offerors must send the following documents:

- Technical Proposal.**
- Financial Proposal.**

The Financial Proposal must be submitted separate from the Technical Proposal. Consultancy Proposal should be addressed to :

SMARTEN Project Manager

Department of Climate Change and National Resilience

Government Office, Yaren District

Republic of Nauru

and sent via email to smartenprojectmgr@gmail.com; no later than **9th March 2021 (5pm Nauru time)** clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. DCCNR will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. **Failure to submit your application as stated above will be considered 'incomplete and therefore the application will not be considered.**

Women candidates are encouraged to apply

Useful Links:

Project information of the UNDP-GEF SMARTEN Project:

<https://www.thegef.org/project/supporting-mainstreamed-achievement-roadmap-targets-energy-nauru-smarten>

SMARTEN Job Application Form :

<https://drive.google.com/file/d/13YfA2m1Q42k-xQujFhKa1ijH7RyyhFKi/view?usp=sharing>

ANNEX A

BREAKDOWN OF COSTS¹ SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
Travel² Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B) Breakdown of Cost by Deliverables*

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount
Deliverable 1		
Deliverable 2		
....		
Total	100%	AUD

*Basis for payment tranches

¹ The costs should only cover the requirements identified in the Terms of Reference (TOR)

² Travel expenses are not required if the consultant will be working from home.