Terms of Reference Overview: Safeguards Consultant/s to develop Environmental and Social Management Framework and other safeguards documents for Coral Reef Resilience Project

1. Background and Introduction
2. Objective
3. Scope of Work and Tasks
4. Deliverables
5. Remuneration and Payment Schedule
6. Management and Reporting Arrangements
7. Qualifications
8. Submission Requirements

Annex 1. Terms of Reference: Environmental and Social Management Framework (ESMF)
Annex 2. Terms of Reference: Stakeholder Engagement
Annex 3. Terms of Reference: Gender Assessment
Terms of Reference Overview

Note that preference will be given to a consultancy firm or team that is able to provide all the consultants required to implement this terms of reference; however, individual consultants may apply if they believe they meet the terms of reference of one of the positions.

This TOR package consists of the following positions:

- Team Leader Environmental and Social Management Framework (ESMF) Consultant
- National Environmental and Social Management Framework (ESMF) Consultant
- Stakeholder Engagement Lead Consultant
- Stakeholder Engagement Provincial Coordinators (3 positions)
- Gender Disability and Social Inclusion Advisor
- National Gender Disability and Social Inclusion Consultant

1. Background and Introduction

Coral reef systems across the world’s oceans are currently experiencing major degradation, including the Great Sea Reef (GSR) of Fiji. The decline is largely the result of stressors from land-based pollution (waste and chemical runoff), overharvesting and destructive extraction of fish, corals and other organisms as well as unsustainable coastal development leading to land degradation causing sedimentation and buffer zone loss. More recently, events tied to climate change, including the onset of major coral reef bleaching events, which have increased sea temperatures above the tolerance levels of many coral species, have strained coastal ecosystems and coral reefs. These effects are exacerbated by acidification of the world’s oceans, sea level rise, and more frequent and intense storms.

While many coral reefs are facing increasing stress from climate warming and ocean acidification, the northern GSR is relatively less exposed to changes in climate and highly connected through currents with the reef ecosystems of other Pacific countries. Given its importance as a source of coral reef regeneration in a ‘climate stabilized world’, supporting the health of this resilient and connected reef in the coming decades requires greater attention and investment if we are to secure and replenish the world’s reefs as a whole. This presents a unique opportunity to generate both local and global adaptation benefits by protecting the reef against climate-related and exacerbating non-climate threats undermining their associated economic and social benefits.

WWF Pacific is working with the Government of Fiji to develop a Green Climate Fund (GCF) Funding Proposal to execute the necessary in-country regulation harmonization and development, Nature-based Solutions and Ecosystem-based Adaptation measures to enhance coastal ecosystem functioning, monitoring of coastal ecosystems and community impacts, local science and research to improve coastal ecosystem management, country-driven pipelines of local business and projects for investors, and learning products for other countries with coastal ecosystems under threat from climate change.

The proposed project will have multiple, short- and long-term, wide-ranging benefits for Fiji. In the short term, the project strategy will enhance the resilience of coastal ecosystems and communities to climate change by identifying and reducing local scale impacts such as vital ecosystem destruction, overfishing and unsustainable production, and solid and chemical waste. In the long term, planned preservation and restoration of coral reefs in less exposed areas with high regeneration capacity and connectivity provides the coral stock necessary to replant and restore other degraded reefs over the next few decades. Direct beneficiaries of the project such as coastal and inland farmers, fisheries and communities directly at risk from extreme events, are estimated at 40% of the Fiji population. Indirect beneficiaries such as tourism workers and operators and fish and marine product consumers are estimated at 23% of the population.

The project has been under preparatory design through engagement with members of government, civil society, and communities. Through the GSR Steering Committee, and workshops organized in Fiji, with representation from all relevant GoF entities, discussions were held to identify potential sites, criteria and alignment with other government projects. The Ministry of Finance as the National Designated Authority of the GCF, the Ministry of
Environment, the Ministry of Fisheries and the Ministry of Local Government will serve as delivery partners of the project receiving grant financing. Coordination and technical assistance will be provided by WWF Pacific and its service providers, the University of Queensland and Matanataki Pte Ltd.

The project’s proposed activities will be implemented under three components:

Component 1: Coral Reef and Climate Change Policy Planning and Ecosystem Management in the GSR
Component 2: Ecosystem-based Adaptation Solutions in the GSR

This proposed project proposal will require carrying out several technical feasibility studies, the development of the full GCF project documents and monitoring/evaluation system, the institutional arrangements, and the costing of the proposed activities under the project.

The WWF GCF Accredited Entity requires that all GCF projects comply with WWF’s Environmental and Social Safeguards Framework, as detailed in the Environment and Social Integrated Policies and Procedures (SIPP). WWF’s Environment and Social Safeguards Integrated Policies and Procedures include the following standards:

- Standard on Environment and Social Risk Management
- Standard on Protection of Natural Habitats
- Standard on Restriction of Access and Resettlement
- Standard on Indigenous Peoples
- Standard on Grievance Mechanisms
- Standard on Pest Management
- Standard on Cultural Resources
- Standard on Stakeholder Engagement
- Standard on Community Health, Safety and Security
- Guidance Note on Dams and Dam Safety
- Guidance Note on Labor and Working Conditions
- Guidance Note on Gender-Based Violence and Sexual Exploitation, Abuse and Harassment

The necessary safeguards assessments and/or mitigation plans will be commissioned subsequent to the initial Environmental and Social Safeguards (ESS) Screening. The Screening was started at an early stage of PPF phase to determine the local socio-cultural, economic and political baselines. The consultants will assist in completing any missing information from the screening, which will result in defining the detailed scope of the necessary safeguards management plans by providing a preliminary description of potential environmental and social impacts to be analyzed and specific instruments required by the Standards triggered.

2. Objective of Assignment

The objective of the consultancy is to prepare the necessary safeguards documents to comply with the GCF requirements and WWF’s Environment and Social Safeguards Framework (ESSF), as detailed in the Safeguards Integrated Policies and Procedures (SIPP), as well as with the mandatory requirement of a Stakeholder Engagement Plan and conducting a gender analysis and developing a gender action plan, separate from the ESMF.

This includes a team of consultants working in close coordination with one another on the three components of the Environmental and Social Safeguards Framework. This call for consultants is predicated upon a team approach, and all positions must be submitted as part of a package. This must include an explanation of how the consultants will work in tandem to coordinate efforts, activities, research and stakeholder engagement.

In line with WWF’s SIPP (2019:40), an Environmental and Social Management Framework (ESMF) shall be developed and address the risks and impacts identified in an Environmental and Social Screening form required to ensure compliance with the GCF and the specific safeguard policies included in WWF’s SIPP 2019.
The objective of the ESMF is to propose mitigation measures identified during the screening and due diligence visits to mitigate any potential negative social and environmental impacts triggered by the Project. The ESMF might encompass other mitigation plans such as the Indigenous Peoples Planning Framework, Process Framework, Environment Management Plan or any other specific type of mitigation plan depending on the needs identified in the ESS Screening.

3. **Scope of Work and Tasks**

The analysis should make use of existing literature and available statistics and analysis and will involve comprehensive exchanges with all relevant stakeholders. The ESMF will be prepared after visits to the sites and through consultations with local communities, indigenous people groups and other key stakeholders that may potentially be affected by project activities. The ESMF will include guidance for developing site-specific management plans once the project design activities have been identified during project implementation (see Annex 1).

**Scope of Work**

The scope of work details process the consultant must follow to complete the assignment:

1. Coordinate with the Project Development Team (PDT) for the general planning and development of the Environmental and Social Management Framework, the Stakeholder Engagement Plan and the associated documentation necessary for the proposal to the GCF, and planning for the gender assessment and the development of the gender action plan (See Annex 3 for further details).

2. Develop a work plan, including interviews or other consultation mechanisms.

3. Hold regular meetings with PDT staff.

4. Assist PDT staff in filling in missing information/gaps in the ESS Screening in order to finalize the screening.

5. Evaluate and identify existing institutional, political, and legal frameworks of relevant sectors to ensure the development of the Environmental and Social Management Framework, including Indigenous Peoples Plans and Process Frameworks.

6. Conduct a thorough review of relevant literature and documents, including, but not limited to: background documents related to environmental and social safeguards; the CRR Project Concept Note; current GCF projects and their action plans and policies on environmental and social issues; WWF's Environmental and Social Safeguards Integrated Policies and Procedures (SIPP); the WWF landscape screenings for each of the GSR landscape; Government of Fiji policy, legislation and regulation related to safeguards, stakeholder engagement and gender and/or social inclusion; and any other documentation relevant to the project area of Fiji and for the development of the project.

7. Collect primary data in the project area:
   a. Perform stakeholder mapping and analysis.
   b. Organize information exchange meetings with project stakeholders (local authorities, community leaders, nature scientific studies organizations, etc.) to inform them about research objectives, methodologies used and timeline for data collection.
      i. The objectives, methodologies and timeline for data collection must be approved by the PDT.
      ii. These meetings should also include consultation events held with affected people and other stakeholder groups.
   c. Conduct individual interviews and/or conduct discussions in focus groups with local people, grassroots organizations, indigenous people, local authorities, scientific research organizations
and others, to collect more qualitative and quantitative data in the context of each particular area, taking into consideration gender and social inclusion dimensions.

d. Collect gender-specific data (including data related to the situation/context on gender-based violence (GBV) and sexual exploitation, abuse and harassment (SEAH)) that will lead to the identification of gaps and opportunities in gaining knowledge on roles of women and men in the CRR project area (which can also be done through individual interviews, focus groups, consultations, household surveys, etc.).

e. Conduct interviews with households according to pre-selected sites for surveys.

8. With all the primary and secondary information obtained, carry out an analysis of the environmental and social risks related to the proposed project, identifying the risks, their likelihood and intensity (see Task D below).

9. Identify and recommend environmental and social mitigation activities that are appropriate in the implementation of the project, and thereby develop the Environmental and Social Management Framework for the project, which will include the elaboration of the Process Framework and the Indigenous Peoples Plans specific to communities in the target locations. This document details the processes that the project team will use to work with communities to identify and manage the potential negative impacts of project activities (see Task E below).

10. Provide a list of related environmental and social indicators that must be included in the Monitoring and Evaluation (M&E) plan.

11. Ensure compliance with WWF and government policies and best practices, from an environmental and social safeguards perspective, are included in the project design, implementation arrangements, and budget, incorporating lessons learned from past projects.

12. Carry out a process of review and validation of the work, to ensure that the Environmental and Social Management Framework meet the needs of various stakeholders and the requirements of the GCF, WWF and the Government of Fiji.

13. Completion of the Environmental and Social Management Framework, the Stakeholder Engagement Plan and the Gender Analysis and Gender Action Plan (GCF Annexes 6, 7, and 8) for the project, incorporating all observations and suggestions of the PDT team.

Tasks

In relation to the above scope of work, the Consultant is expected to undertake the following tasks:

a) Policy, legal and administrative framework

Analyze the policy, legal and administrative framework within which the project takes place and identify any laws and regulations that pertain to environmental and social matters relevant to the project. This includes:

- regulations about assessment and management of environmental and social risks;
- policies and regulations related to issues covered by WWF Environment and Social Safeguards Integrated Policies and Procedures;
- requirements for public consultation and disclosure;
- environmental authorization procedures relevant to the project; and
- policies and regulations implementing the host country’s obligations under international law (e.g. on indigenous peoples, human rights.).

If gaps are identified, it will need to be described how this will be addressed by the project.

b) Environmental and social baseline
Describe and analyze the environmental and social context in which the project operates. The main purpose of this step is to provide an understanding of current environmental and social conditions that form the baseline against which project impacts can be predicted and measured during project implementation. While some broad contextual information is necessary, the analysis should focus on the immediate context of the project site and aspects that relate to the identified impacts in order to be relevant to decisions about project design, operation, or mitigation measures. The analysis will cover a range of physical, biological, socio-economic and cultural conditions relevant and/or potentially impacted by the project.

c) Identification of affected groups

Based on the stakeholder analysis prepared by the project design team, stakeholders need to be identified that might be affected by project activities (positively or negatively). The analysis should cover all relevant social groups present in the sites, in particular vulnerable groups, including women, youth, indigenous, tribal or traditional peoples. It should consider formally organized stakeholder groups such as government organizations, civil society organizations, academia and private sector as well as individuals present in the intervention sites without any formal organization. The identification of affected groups is instrumental for identifying the stakeholders to be consulted during the development of the ESMF. This activity will require coordination with the stakeholder engagement consultant and gender consultant to ensure proper identification of stakeholders and project affected people.

d) Assessment, prediction and significance of environmental and social impacts

This Project is likely Moderate Risk and hence requires site-specific scoping studies. Therefore, the first step is to complete and substantiate the results of the ESS Screening by confirming potential impacts and/or identifying other potential impacts in consultation with relevant stakeholders and key informants. The WWF Pacific Safeguards Manager and the WWF US GCF Safeguards Lead, in coordination with the consultants will make a determination of which safeguards management plans are needed based on this ESS Screening.

Once the list of impacts has been consolidated, predictions need to be made in terms of the impacts probability and their magnitude. In accordance with the WWF’s Policy on Environment and Social Risk Management, the assessment should pay particular attention to impacts related to the WWF Environment and Social SIPP, such as adverse impacts on indigenous peoples and tribal peoples, cultural heritage, biodiversity or on people’s livelihood through access restrictions or resettlement. However, thematic coverage of the WWF’s Policy on Environment and Social Risk Management also involves other potential social impacts including impacts on women, disabled people, and vulnerable groups, health and safety risks, SEAH risks, environmental risk issues not covered by the Standard on Protection of Natural Habitats or risks triggered by the project failing to take climate change effects into consideration.

When analyzing the risks both direct and indirect impacts should be taken into consideration, such as inadvertent knock-on effects or cumulative effects that materialize through interaction with other developments, impacts occurring at the project site or within the project’s wider area of influence and impacts triggered over time. Once the impact issues have been confirmed, they need to be rated on their significance, which is important for prioritizing the mitigation measures. For social impact issues this task should be undertaken in consultations with the respective affected groups. Significance rating should consider the expected likelihood of the potential impact and the impact’s anticipated magnitude. The magnitude is influenced by factors such as sensitivity of receptor, severity of impact, manageability of impact, its duration and reversibility.

The methods and analytical tools for analyzing impacts should be commensurate with the type and significance of the impacts. It should allow rigorous assessment of the significant impacts using qualitative and to the extent possible, quantitative methods. Participatory research and assessment tools should be employed wherever sensible to enable participation of affected groups in the assessment of significance of impacts and the development of mitigation measures.

e) Environmental and social management framework (ESMF) (see Annex 1).

The main output of the ESMF process is a strategy for managing risks and mitigating impacts at the project sites. The aim of the project is to arrive at a suite of interventions for achieving intended restoration and ecosystem
management outcomes in which adverse environmental and social impacts are avoided; if complete avoidance is not feasible it will need to be ensured that impacts are minimized and/or mitigated. This will also include working closely with indigenous communities to create Indigenous Peoples Plans and a Process Framework for determining the process for mitigating and/or compensating any access restrictions.

f) Stakeholder Consultation and Plan (SEP) (see Annex 2)

An appropriate level of stakeholder engagement in the ESMF process will ensure that impact scoping is comprehensive, that significance is thoroughly assessed, and that proposed mitigation actions are feasible, culturally appropriate and gender inclusive. Following WWF’s Standard on Stakeholder Engagement, the scale and depth or intensity of engagement in the ESMF process is dependent on the concerns expressed, as well as the magnitude of expected impacts.

Consultation events held with affected people and other stakeholder groups need to be documented by providing dates of consultations, a list of participants together with a summary of issues raised and how they are or could be addressed in project design. A final stakeholder meeting should be organized towards the end of the fieldwork for gathering views on the draft ESMF.

g) Gender Assessment and Gender Action Plan (see Annex 3)

This assessment’s purpose is to collect gender-specific data that will lead to the identification of gaps, opportunities and in gaining knowledge on roles of women, men, people with disabilities and marginalized people in the CRR Project area, including issues relating to SEAH, to identify specific actions and indicators relevant to the project and as part of the gender action plan, mainstreamed in all project components and results framework.

4. Deliverables

As outlined above, the consultants shall complete the following documents tailored to the identified project-specific risks and impacts in line with the requirements defined by the GCF and WWF’s SIPP 2019:

1. Finalization and verification of the Environmental and Social Safeguards Screening information
2. Documentation of Consultations and Consultation Summary
3. Environmental and Social Management Framework, including:
   a. Process Framework
   b. Site-specific Indigenous Peoples Plans
   c. SEAH Mitigation Plan
   d. Grievance Redress Mechanism
   e. Conflict and Security Analysis and Plan
4. Stakeholder Engagement and Stakeholder Engagement Plan
5. Gender Assessment and Gender Action Plan
6. Executive Summaries of the ESMF, IPPF and PF

All deliverables will be in English. The Annexes at the end of this document include further details about the expected content of the deliverables.

5. Remuneration and Payment Schedule

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Approximate due date</th>
<th>Payment structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Work plan, ESS Screening</td>
<td>8 April 2024</td>
<td>15% (USD) (which includes advance of travel cost)</td>
</tr>
<tr>
<td>2. Field Visits/Consultations and Associated Documentation and Summary</td>
<td>17 May 2024</td>
<td>10% (USD) + actual travel cost and reimbursement of travel costs against</td>
</tr>
</tbody>
</table>
### 3. Draft ESMF, including Process Framework and Indigenous Peoples Plans (including FPIC steps and process) (in English); draft gender analysis and action plan.

- **Start Date:** 1 April 2024
- **Duration:** The duration of the consultancy work shall be 3 months, commencing 1 April 2024 and terminate 30 June 2024. The number of days for each consultant will be determined by the team leader and the WWF project manager.

#### 6. Management and Reporting Arrangements

The consultancy work will report to WWF Pacific and the WWF Pacific Project Development Manager. The consultant will work closely with the WWF Pacific, especially with the Safeguards and GEDSI Manager. The final document approval is with WWF Pacific, the WWF US GCF AE Safeguards Lead, the WWF US GCF AE Gender Specialist and the lead consultants for the final project document.

#### 7. Submission Requirements

All candidates interested in conducting this assessment on a consultant basis should submit, no later than 5 February 2024, a detailed application proposal including:

- A curriculum vitae detailing his/her/their experience in relation to the topic of the consultancy;
- A detailed budget proposal (Financial proposal) which takes into account the financial conditions specified in this ToR and specifies the daily rate as well as any other costs; and
- A sample of a previous safeguards-related assignment completed by the consultant.

All applications should be sent to: **ppo.hr_recruit@wwfpacific.org**
Annex 1. Terms of Reference: Team Leader and National Coordinator

The objective of the consultancy is to oversee and coordinate the preparation of all the necessary safeguards documents to comply with WWF’s Environment and Social Safeguards Framework (ESSF), as detailed in the Safeguards Integrated Policies and Procedures (SIPP), as well as with the mandatory requirement of a Stakeholder Engagement Plan and conducting a gender analysis and developing a gender action plan, separate from the ESSF.

This includes a team of consultants working in close coordination with one another on the three components of the Environmental and Social Safeguards Framework. This call for consultants is predicated upon a team approach, and all positions must be submitted as part of a package. This must include an explanation of how the consultants will work in tandem to coordinate efforts, activities, research and stakeholder engagement.

In line with WWF’s SIPP (2019:40), an Environmental and Social Management Framework (ESMF) shall be developed and address the risks and impacts identified in an Environmental and Social Screening form required to ensure compliance with the specific safeguard policies included in WWF’s SIPP 2019.

The objective of the ESMF is to propose mitigation measures identified during the screening and due diligence visits to mitigate any potential negative social and environmental impacts triggered by the Project. The ESMF might encompass other mitigation plans such as the Indigenous Peoples Planning Framework, Process Framework, Environment Management Plan or any other specific type of mitigation plan depending on the needs identified in the ESS Screening.

Qualifications

Education

At least a master’s degree in the area of forestry, water resource management, environmental sciences, natural resource management, anthropology, social science, or another closely related field.

Professional experiences

The team leader (national/regional or international expert) should demonstrate:

- At least ten (10) years of relevant experience in social and environmental assessments, flood risk management, evaluating risks for indigenous peoples. Socio-economic analysis, environment and social safeguards and environmental and social impact assessments (ESIA) and management frameworks (ESMFs), with a strong emphasis on the social aspects;
- Working experience creating ESMFs and designing mitigation measures for projects in the field of Marine Protected Area Management, Natural Resources Management, Livelihoods, Community Development and Gender, Equity, Disability and Social Inclusion (GEDSI);
- Experience with other GCF/GEF or similar national/regional projects;
- Experience in designing, managing or monitoring conservation and/or natural resource management projects;
- Experience of working in Fiji is critical;
- Fluent in English, and i-Taukei/Hindi (strongly desirable).

Other team member/s (national/regional or international expert) should demonstrate:

- At least five (5) years of experience in social and environmental assessments, working with indigenous peoples; socio-economic analysis; environment and social management plans;
- Education background complementary to the field of the international expert;
• Proven track record in facilitating participatory processes and engaging local communities;
• Working experience in contributing to the preparation of an ESMF report concerning national resources management;
• Fluent in English, i-Taukei/Hindi (required).
Annex 2. Terms of Reference: Environmental and Social Management Framework (ESMF)

Objective

The objective of the consultancy is to prepare, on behalf of WWF Pacific, the necessary safeguards documents to comply with the GCF and WWF’s Environment and Social Safeguards Framework (ESSF), as detailed in the Safeguards Integrated Policies and Procedures (SIPP). In line with WWF’s SIPP, an Environmental and Social Management Framework (ESMF) shall be developed and address the risks and impacts identified in the ESS Screening required to ensure compliance with the specific safeguard policies included in WWF’s SIPP 2019.

Tasks

The Consultant is expected to undertake the following tasks:

- Work with local safeguards consultant/s and provide inputs into their work, if the consultant is international.
- Assist WWF Pacific in filling out the ESS Screen for the Funding Proposal
- Coordinate with the WWF Pacific Office, the Project Development Manager, the WWF US GCF AE Safeguards lead, and the WWF Pacific ESS to lead the general planning and development of the ESMF, and the associated documentation necessary for the project submission to the GCF.
- Develop a work plan, including interviews or other consultation mechanisms.
- Gather (or guide the local consultant/s on the type of) primary and secondary data that needs to be collected for the development of the SEP and ESMF, including its PF and IPPs (if necessary). This includes the development of any questionnaires, surveys or interview tools that will enable data collection on the ground. In addition, the consultant will technically clear all of the local consultant’s deliverables before payment (as applicable).
- Closely working with the WWF Pacific Project team on the organization of consultations with local communities, in line with the ESMF including its PF and IPP requirements.
- Particular attention will be paid to the engagement of IPs in the consultative processes as this project aims to have Indigenous Peoples Plans co-created with communities ready to submit at the time the FP is submitted to the GCF for approval. These Plans must follow FPIC best practices, WWF guidance, and any national laws related to creating agreements with Indigenous communities.
- Liaising with any other local stakeholders that may be relevant for the development of the ESMF including its PF and IPPs.
- Compiling the data collected by the local consultant (as applicable) into the project’s ESMF including its PF and IPPs.
- With all the primary and secondary information obtained, carry out an analysis of the situation and thereby write the Environmental and Social Management Framework for the project, which will include the elaboration of the Process Framework and the Indigenous Peoples Plans, as well as a Grievance Redress Mechanism, SEAH mitigation plan and Conflict Analysis and mitigation plan. This document details the processes that will allow the project implementation team to work with communities to identify and manage the potential negative impacts of project activities and increase the positive benefits.
- Identify and recommend environmental and social mitigation activities that are appropriate in the implementation of the project.
• Provide a list of related environmental and social indicators that must be included in the Monitoring and Evaluation (M&E) plan.

• Ensure compliance with WWF Pacific and Government of Fiji policies and best practices, from the environmental and social approach, are included in the project design, incorporating lessons learned from past projects.

• Carry out a process of review and validation of the work, to ensure that the Environmental and Social Management Framework meet the needs of various stakeholders and the requirements of WWF Pacific and the Government of Fiji.

Deliverables

1. ESS Screening
2. Environmental and Social Management Framework (Annex 6 of the FP), including:
   a. Process Framework
   b. Site-specific Indigenous Peoples Plans
   c. SEAH assessment and mitigation plan
   d. Conflict and Security Analysis and Plan
   e. Any other necessary annexes
3. Consultation Log and Summary of Consultations
4. Section G.1 of Funding Proposal (safeguards section)
5. Grievance Mechanism (to be included in the ESMF and the Stakeholder Engagement Plan)
6. Executive Summaries of the ESMF, PF and IPPF

The ESMF

The Environmental and Social Management Framework (ESMF) is a framework instrument that examines safeguards issues and impacts of the project and/or a series of sub-projects. It will ensure that adverse environmental and social impacts are avoided or appropriately mitigated and/or compensated for. The objective of the ESMF is to propose mitigation measures identified during the screening and due diligence visits to mitigate any potential negative social and environmental impacts triggered by the Project. Based on the results of the ESS Screening, the ESMF may need to include other mitigation plans such as the Indigenous Peoples Plans, Process Framework, Labor Code of Conduct, or any other specific type of mitigation plan. The specific purposes are to: 1) establish clear procedures and methodologies for the environmental and social assessment, review, approval and implementation of interventions to be financed under the project; 2) specify appropriate roles and responsibilities, and outline the necessary reporting procedures, for managing and monitoring environmental and social concerns related to project interventions; and 3) determine the training, capacity building and technical assistance needed to successfully implement the provisions of the ESMF. Please note that a template of the ESMF will be provided to the selected consultant by the WWF US GCF AE Safeguards lead.

Structure

The ESMF should include the following sections:

1. Executive Summary
2. Introduction
3. Project Description
4. Project Area Profiles
- An environmental and social baseline to monitor the effectiveness of mitigation measures; social baseline to be disaggregated between relevant social groups (e.g. vulnerable groups, indigenous people, etc.); studies to include demographic profiles, population mapping, poverty assessments, disaggregated socio-economic indicators (e.g. natural resource dependence, social inclusion, etc.))

5. Environmental and Social Policies, Regulations and Guidelines
- An analysis of the legal national framework for addressing social and environment impacts and a gap analysis between the national framework and WWF’s ESSF

6. Institutional Arrangements

7. Anticipated Environmental and Social Impacts and Mitigation Measures
- An assessment of environmental and social risks including risk matrix specifying likelihood and magnitude of each impact issue;
- Identified mitigation measures presented with budget, implementation schedule and organisational responsibilities;

8. Procedures for the Identification and Management of Environmental and Social Impacts
- Development of other safeguard tools as required by the due diligence and screening of the project and the respective safeguards policies triggered;

9. Guidelines for ESMP Development

10. Process Framework (PF) (see section below)

11. Site-specific Indigenous People Plans (see section below)

12. Grievance Redress
- Development of a project-level grievance mechanism;

13. Capacity Building

14. Disclosure

15. Monitoring
- A list of key environmental and social indicators are identified and mainstreamed into the results framework and included in the project M&E plan.

16. Budget

a. Process Framework (PF)

It is reasonable to assume that some activities could restrict access to natural resources in areas where the project activities will be located. Therefore, WWF’s Standard on Restriction of Access and Resettlement has been triggered on a precautionary basis and the consultant will need to prepare a Process Framework (PF) as per the SIPP. Should there be the possibility of access restriction identified in the Environmental and Social Safeguards Screening, a Process Framework will be developed as part of the ESMF.

The Process Framework should describe the process by which project affected people (PAP) participate in identification, design, implementation and monitoring of relevant project activities and mitigation measures. The purpose of the PF is to ensure PAP do not become worse off as a result of the project while recognizing and protecting their interests.

Specifically, the PF will:
- Describe activities that may involve new or more stringent restrictions on the use of natural resources in the project area.
• Establish the mechanism through which the local communities can contribute to the project design, implementation and monitoring.

• Identify the potential negative impacts of the restriction on the surrounding communities.

• Describe the mitigation measures required to assist PAP in their efforts to improve their livelihoods, or at least to restore them, in real terms.

• Describe the grievance procedure or process for resolving disputes to natural resource use restrictions.

• Describe the participatory monitoring arrangements with neighboring community members.

The intent of the framework is to ensure transparency and equity in the planning and implementation of activities by the project. As such, it should detail the principles and processes for assisting communities to identify and manage any potential negative impacts of the project activities. Since the exact social impacts will only be identified during project implementation, the Process Framework will ensure mitigation of any negative impacts from project investments through a participatory process involving the affected stakeholders. It should also ensure that any desired changes in the ways in which local populations exercise customary tenure rights in the project sites will not be imposed, but should emerge from a consultative process.

The Process Framework should define the steps for participation of key stakeholders, in particular local communities in project-related activities and decisions, namely through social screening, community orientation and mobilization, mapping of local level or community resources and their utilization, development of investment plans at the village level and mitigation of possible social impacts, participatory monitoring and feedback, conflict resolution, etc. It should also define institutional arrangements for implementation of the Process Framework, including staffing, training and capacity development.

b. Indigenous Peoples Plans (IPPs)

Based upon the Environmental and Social Assessment, the consultant will need to prepare site-specific Indigenous Peoples Plans (IPPs). WWF adheres to the ILO definition of Indigenous Peoples when determining if the Indigenous Peoples Policy should be applied. Indigenous peoples are defined by ILO Convention No. 169 as: (a) tribal peoples in independent countries whose social, cultural and economic conditions distinguish them from other sections of the national community, and whose status is regulated wholly or partially by their own customs or traditions or by special laws or regulations; or (b) peoples in independent countries who are regarded as indigenous on account of their descent from the populations which inhabited the country, or a geographical region to which the country belongs, at the time of conquest or colonization or the establishment of present state boundaries and who, irrespective of their legal status, retain some or all of their own social, economic, cultural and political institutions. Self-identification as indigenous or tribal shall be regarded as a fundamental criterion for determining the groups to which the provisions of this Convention apply.

The target project areas may be on or near indigenous communities.

An FPIC process based on WWF’s Standard on Indigenous People as stated in the SIPP will need to be developed with communities and will only be applied to those activities that would affect indigenous communities and/or their lands, territories or waters. The process will be part of the project design and the Stakeholder Engagement Plan developed as part of the project preparation.

An IPP should contain the following elements:

• An introduction to the types of components, subcomponents, and subprojects likely to be proposed for financing under the project;

• A short introduction to the vulnerable/marginalized indigenous peoples who might be affected by the project (ethnicity, demographics, socioeconomic situation, etc.);

• The potential positive and adverse effects of the project on the IP;
A plan, agreed to with the relevant community on how to carry out social assessments for such programs/subprojects;

A plan that has been co-designed with the relevant community to ensure FPIC and consent processes with the affected IP’s communities at each stage of the preparation and implementation of the project;

Institutional arrangements (including capacity building where necessary) for screening project-supported activities, evaluating their effects on IP, preparing IPPs, and addressing any grievances;

Monitoring and reporting arrangements, including mechanisms and benchmarks appropriate to the project; and

Disclosure arrangements for IPPs to be prepared under the IPPF.

Qualifications

- Master’s degree in social science (anthropology, sociology) or related field, and experience of at least 8 years in the field.

- Familiarity with the environment, natural resources management (including Marine Protected Areas and relevant social issues).

- Experience in developing ESMFs, IPPs and PFs for large public/donor funded projects.

- Demonstrated experience working with national and local governments, Indigenous Peoples and issues related to natural resource restriction issues;

- Experience should include at least 4 years of working with the funding requirements of multilateral funding institutions and banks such as the GCF, GEF, WB and other international organizations;

- Experience working in Fiji is required, knowledge of the existing governance structures within Fiji, with specific reference to coastal resilience preferred;

- Familiarity with the social, political and cultural norms, challenges and risks in Fiji; and

- Fluent in English (required) and i-Taukie/Hindi (desirable).
Annex 3. Terms of Reference: Stakeholder Engagement Lead and Three Provincial Coordinators

Objectives

General objectives

Lead the development of the workplans and documents necessary for the preparation of the Funding Proposal of the CRR Project related to stakeholder engagement. This includes the design and implementation of an engagement plan that supports the Project’s development phase and that ensures the development of a representative consultation and participation processes at the national and local level which is culturally appropriate and gender-sensitive.

Additionally, the consultants will be responsible for leading the implementation of a stakeholder engagement plan (SEP) (Annex 7 of the GCF FP) that will support the Environmental and Social Safeguards Framework, the Stakeholder Engagement Plan and the Gender Action Plan following the Policies and Guidelines of the GCF and WWF Pacific.

Stakeholder Engagement will be implemented in four provinces: Ba, Ra, Bua, and Macuata. The lead Stakeholder Consultant will be responsible for one of these provinces and the three Provincial Coordinators responsible for the remaining three.

The consultants will be responsible for proposing and implementing the mechanisms, methodologies and tools necessary to ensure the recommendations of rights holders, stakeholders and beneficiaries are integrated into the Project design and implementation. This includes an FPIC process for working with indigenous communities, as well as ensuring that proposed activities are in line with National, GCF and WWF policies, national and local norms, practices and customs. The participation plan must be aimed at involving stakeholders in the Project development process and ensuring their commitment during the execution of the Project and beyond so as to ensure its sustainability. Relevant stakeholders include local communities living in the Great Sea Reef region, government departments and agencies, local communities, private sector and civil society organizations, universities, research institutions, regional and local organizations and individuals.

The consultants are required to work in close coordination with the Project Development Manager, the WWF Pacific team, the WWF Pacific ESFM and Gender leads, the WWF US GCF AE Safeguards lead, other consultants as applicable, as well as government-appointed focal points and specialists, to review and provide inputs that contribute to the development of the proposal.

Specific objectives

- Design and lead the implementation of the stakeholder engagement plan, inclusive of explicit FPIC processes for working with communities, for the preparation of the Funding Proposal.
- Support the ESMF Consultant in the preparation of the documents related to the ESMF and associated PF and IPPs
- Prepare the Stakeholder Engagement Plan of the Funding Proposal, which contains the summary of the consultations carried out during the Funding Proposal stage
- Support the Gender Consultants with the preparation of documents related to the Gender Assessment and the Project's Gender Plan
- Provide technical support in the social aspects of the Funding Proposal.
- Represent the project in meetings where required, including work with the WWF Pacific and other technical teams, partners, beneficiaries and others that are necessary to complete the funding proposal within the expected deadlines and scope
- Support the Project Development Manager in the supervision of other consultants, in accordance with the specific needs required for the Funding Proposal.
Scope of the Consultancy

The consultants will lead the necessary participation and consultation processes for the development phase of the project and will be responsible for preparing a Project level Stakeholder Engagement plan that includes specific FPIC processes for working with indigenous communities, and also includes a summary of consultations that happened during the development of the Funding Proposal. They will also support the development of ESS and Gender documents in collaboration with the ESMF and Gender Consultants, who are both party to this consultancy.

As part of the Stakeholder Engagement Plan, the consultants must identify the necessary mechanisms to ensure full and effective stakeholder engagement for all stakeholders and FPIC processes for indigenous communities. They must also ensure that all stakeholder engagement is gender-responsive, rights-based and considers the needs and contributions of those most at risk of marginalization. They must lead the implementation of the plan, with the support of local managers.

The consultants will work from the information collected and generated by WWF Pacific for the development of the project, and whatever is produced during the consultancy. In addition, the consultant will facilitate, with the support of the WWF Pacific team, field consultations with local communities, national and regional government representatives, local communities and leaders, regional and other strategic actors, as well as meetings with National Government and other relevant entities for the culmination of the consultancy.

Key Tasks

- Design the stakeholder engagement plan for the project development phase in coordination with WWF Pacific team, the WWF US GCF AE Safeguards lead, and the WWF Pacific ESMF and Gender lead who is party to this consultancy.
- Undertake a comprehensive review of relevant literature and documents, including but not limited to: national laws on stakeholder engagement and FPIC, project background documents submitted to GCF, the CRR Concept Note, other national/regional projects that are currently funded by GCF, and any other relevant documentation for the CRR Project.
- Collect gender-responsive socio-economic and governance information from the sites selected for project implementation.
- Lead the implementation of the stakeholder engagement plan:
  - Implement the mechanisms, tools, and methodologies to ensure the full and effective participation of stakeholders and FPIC processes for indigenous communities according to the design of the stakeholder engagement plan
  - Coordinate the compilation of letters of commitment from interested and potential parties, rights holders and beneficiaries.
- Support the drafting of documents in the project's Environmental and Social Safeguards Framework document.
- Write the Summary of consultations and the Stakeholder Engagement Plan.
- Support the drafting of the Gender Assessment and Action Plan for the project.
- Provide technical support on the social issues of the Funding Proposal
- Meet, at a minimum, on a monthly basis with the WWF Pacific/WWF Pacific ESS lead and the WWF US GCF AE Safeguards lead to review progress and discuss any challenges or support needs.
- Assist WWF Pacific in filling out the ESS Screen for the Funding Proposal.
For the implementation of this consultancy, the consultants will have:

a. The cartography and complete georeferenced information of the project.
b. List of all project activities.
c. Progress reports and final reports of the other consultancies hired for the development of the proposal document (full proposal).
d. Access to all documents that will be relevant for this consultancy.

During their work, the consultant will also have the opportunity to talk with the WWF Pacific team, Government, local and community partners, other consultants hired by WWF Pacific and will receive ongoing support from WWF Pacific staff.

**Deliverables**

- Work plan detailing timeline of activities and deliverables for the successful completion of the consultancy, drafted in collaboration with the ESMF and Gender consultants.
- Proposal for the gender-responsive consultation plan that will be carried out during the Funding Proposal stage.
- Brief write up of each of the stakeholder consultations conducted by the Consultant, including list of participants, overview of topic and discussion, any follow up action items and documentation of any complaints or grievances mentioned during consultation.
- Documented contributions to Environmental and Social Safeguards and Gender Assessment and Plan of the Funding Proposal.
- All documentation required for the Funding Proposal: Summary of the results of consultations during the Funding Proposal stage and a gender-responsive, rights-based Stakeholder Engagement Plan that includes an explicit FPIC process for working with indigenous communities to be used during Project Implementation (Annex 7 of the FP).
- Any revisions or final contribution to the SEP, ESS documents or Gender documents of the Funding Proposal.

**Qualifications for Stakeholder Engagement Lead**

The consultant should have:

- A minimum of master’s degree in Sociology and/or Anthropology, ideally with experience in natural resource management, particularly of Fiji;
- At least 8 years of experience in the field of social science, working on community consultation and Stakeholder Engagement;
- Demonstrated experience working with national and local governments, Indigenous Peoples and issues related to natural resource restriction issues such as no-take zones or protected areas;
- Demonstrated ability to design and conduct equitable, participatory, gender-responsive and culturally appropriate community-level stakeholder engagement that meets both Project and community needs and desires;
- Experience should include at least 4 years of working with the funding requirements of multilateral funding institutions and banks such as the GCF, GEF, WB and/or other international organizations;
- Knowledge of the existing governance structures within Fiji, with specific reference to coastal communities in Fiji preferred;
- Familiarity with the social, political and cultural norms, challenges and risks in Fiji;
Fluent in English and i-Taukei/Hindi (required).

Qualifications for Stakeholder Engagement Provincial Coordinators

The consultants should have:

- A minimum of an undergraduate degree in Sociology and/or Anthropology, ideally with experience in natural resource management, particularly in the designated province where they will be working;
- At least 5 years of experience in the field of social science, working on community consultation and Stakeholder Engagement;
- Demonstrated experience working with national and local governments, Indigenous Peoples and issues related to natural resource restriction issues such as no-take zones or protected areas;
- Demonstrated ability to design and conduct equitable, participatory, gender-responsive and culturally appropriate community-level stakeholder engagement that meets both Project and community needs and desires;
- Experience should include at least 4 years of working with the funding requirements of multilateral funding institutions and banks such as the GCF, GEF, WB and/or other international organizations;
- Knowledge of the existing governance structures within Fiji, with specific reference to coastal communities in Fiji preferred;
- Familiarity with the social, political and cultural norms, challenges and risks in Fiji;
- Fluent in English and i-Taukei/Hindi (required).
Annex 4. Terms of Reference: Gender, Disability and Social Inclusion (GEDSI) Advisor

**Background:**

WWF Pacific is working with the Government of Fiji to execute the necessary in-country regulation harmonization and development, of Nature-based Solutions and Ecosystem-based Adaptation measures to enhance coastal ecosystem functioning, monitoring of coastal ecosystems and community impacts, local science and research to improve coastal ecosystem management, country-driven pipelines of local business and projects for investors, and learning products for other countries with coastal ecosystems under threat from climate change.

The Coral Reef Resilience Project will have multiple, short- and long-term, wide-ranging benefits for Fiji. In the short term, the project strategy will enhance the resilience of coastal ecosystems and communities to climate change by identifying and reducing local scale impacts such as vital ecosystem destruction, overfishing and unsustainable production, and solid and chemical waste. In the long term, planned preservation and restoration of coral reefs in less exposed areas with high regeneration capacity and connectivity provides the coral stock necessary to replant and restore other degraded reefs over the next few decades. Direct beneficiaries of the project such as coastal and inland farmers, fisheries and communities directly at risk from extreme events, are estimated at 40% of the Fiji population. Indirect beneficiaries such as tourism workers and operators and fish and marine product consumers are estimated at 23% of the population.

**Objective and overview of the assignment**

The GEDSI Advisor will undertake the GEDSI Assessment and oversee the Gender Action Plan, providing guidance to the Fiji-based gender consultant for the collection of gender-specific data that will lead to the identification of gaps, opportunities and in gaining knowledge on roles of women and men in all their diversities in the Coral Reef Resilience project areas (once identified). The GEDSI Assessment will identify gaps, opportunities and solutions to improve active and equal participation of both women, men and youth (including people with disabilities) in project activities and opportunities, while promoting more equitable management of, and benefits from, the use and protection of natural resources.

WWF Pacific requires that all GCF projects comply with WWF Gender Policy in the design and development of the gender analysis and action plan. To enhance the integration of gender equality, disability, and social inclusion (GEDSI) principles, GEDSI mainstreaming is being implemented at community level in all WWF Pacific projects through the GEDSI Program (2022-2025).
Scope of work

- Through a desk study; the GEDSI Adviser will conduct a Gender, Disability and Social Inclusion (GEDS) Assessment to provide clear background information on the context and the situation relating to gender issues in the project area (local, national, regional level as available) and more generally, include an analysis of the legal framework, laws, policies, institutional practices on gender equality, women’s and youth empowerment, disability inclusion, sexual exploitation, abuse and harassment (SEAH) and other related fields that can provide a positive enabling environment to promote and support gender GEDSI mainstreaming within the context of the project.
- Support the Project Partners and National Gender Consultant with the preparation of research tools and documents related to the Project's Gender Action Plan.
- Formulate recommendations to orient the implementation of a GEDSI-responsive project; and ensure the sustainability of benefits through localisation strategies that strengthen capacities of local organisations and build institutional resilience for the management of natural resources (joint deliverable in collaboration with the Safeguards and in-country GEDSI consultant).

Deliverables

- Gender, Disability and Social Inclusion (GEDSI) Assessment Report on the project context. The information will constitute the project’s base for a monitoring, and evaluation and learning plan for strengthening gender, disability and social inclusion integration.

- GEDSI Action Plan for the Coral Reef Resilience project (joint deliverable in collaboration with the Safeguards and in-country GEDSI consultant).

- Documentation of consultations and summary of the issues raised in relation to gender, disability and social inclusion (joint deliverable in collaboration with the Safeguards and in-country GEDSI Consultant).

Qualifications

- At least 10 years of experience in conducting surveys (socio-economic, gender, etc.) and evaluation with strong expertise in stakeholder engagement and gender-related work
- Proven track record in facilitating participatory processes and engaging local communities in the Pacific.
- Experience with other GCF/GEF related projects in the Pacific is an asset;
- Fluent in English. Advanced analytical and report writing skills;
- Sociology or Anthropology Qualifications, preferably Masters level or above.
Annex 5: Terms of Reference: National Gender, Disability and Social Inclusion (GEDSI) Consultant

Background:

WWF Pacific is working with the Government of Fiji to execute the necessary in-country regulation harmonization and development, of Nature-based Solutions and Ecosystem-based Adaptation measures to enhance coastal ecosystem functioning, monitoring of coastal ecosystems and community impacts, local science and research to improve coastal ecosystem management, country-driven pipelines of local business and projects for investors, and learning products for other countries with coastal ecosystems under threat from climate change.

The Coral Reef Resilience Project will have multiple, short- and long-term, wide-ranging benefits for Fiji. In the short term, the project strategy will enhance the resilience of coastal ecosystems and communities to climate change by identifying and reducing local scale impacts such as vital ecosystem destruction, overfishing and unsustainable production, and solid and chemical waste. In the long term, planned preservation and restoration of coral reefs in less exposed areas with high regeneration capacity and connectivity provides the coral stock necessary to replant and restore other degraded reefs over the next few decades. Direct beneficiaries of the project such as coastal and inland farmers, fisheries and communities directly at risk from extreme events, are estimated at 40% of the Fiji population. Indirect beneficiaries such as tourism workers and operators and fish and marine product consumers are estimated at 23% of the population.

Objective and overview of the assignment

The GEDSI Consultant will undertake community surveys and participatory research and develop the Gender Action Plan, through the collection of gender-specific data that will lead to the identification of gaps, opportunities and gaining knowledge on roles of women and men in all their diversities in the Coral Reef Resilience project areas (once identified).

WWF Pacific requires that all GCF projects comply with WWF Gender Policy in the design and development of the gender analysis and action plan. To enhance the integration of gender equality, disability, and social inclusion (GEDSI) principles, GEDSI mainstreaming is being implemented at community level in all WWF Pacific projects through the GEDSI Program (2022-2025).

Scope of work

- Through participatory community surveys in 4 districts, identify key issues related to gender equality, women and youth empowerment, disability inclusion, sexual exploitation, abuse and harassment (SEAH) and other related fields that can provide a positive enabling environment to promote and support gender GEDSI mainstreaming within the context of the project.

- Data collection in the project site(s) (for each survey site, the general steps mentioned below should be followed):
- Organize information sharing meetings with project stakeholders (local authorities, community leaders, etc.) to inform them of the survey objectives, the methodologies used and the timeline for data collection, and the potential timeframe for sharing survey results;
- Organize a separate meeting with community-based organizations and local associations identified in the project area;
- Hold individual interviews or conduct focus group discussions with various age-groups (mixed groups or with women and men separately as appropriate for the context) to gather further qualitative data about the local gender dynamics and the context of this particular area, including context relating to the impacts of climate change;
- Proceed to conduct household interviews in the various pre-selected sites for the survey as appropriate;
- Set up a meeting with local authorities and other relevant stakeholders to provide feedback/report on the data collection process and schedule follow up community meetings to communicate survey results and recommendations.

**Deliverables**

- Documentation of consultations and summary of the issues raised in relation to gender, disability and social inclusion (joint deliverable in collaboration with the Safeguards Consultant).
- Gender Mainstreaming Action Plan developed according to the survey results, recommendations, and relevant results obtained in the stakeholder consultations for implementation of gender-responsive activities throughout the life of the project.
- A list of key gender-related indicators identified and mainstreamed into the results framework, where relevant, and included in the project M&E plan, which includes sex-disaggregated data wherever possible.

**Qualifications**

The GEDSI Consultant (national expert) should have:

- Proven experience in conducting surveys (socio-economic, gender, etc.) and evaluation with strong expertise in stakeholder engagement and gender-related work, including on SEAH (at least five (5) years of experience);
- Proven track record in facilitating participatory processes and engaging local communities;
- Previous experience and good comprehension of the local context where the surveys will be conducted;
- Experience with other GCF/GEF related projects is an asset; Fluent in English, Fijian (required), and any local languages in the region (preferred)