



Terms of Reference

Preparation of Project Document for GEF LDCF ‘Managing Watersheds for Enhanced Resilience of Communities to Climate Change in Nepal (MaWRiN)

1. Background

World Wildlife Fund Inc. (WWF), a Global Environment Facility (GEF) Agency in collaboration with Ministry of Forests and Environment (MoFE) submitted a Project Identification Form (PIF) to GEF Least Developed Countries Fund (LDCF) for the project “**Managing Watersheds for Enhanced Resilience of Communities to Climate Change in Nepal (MaWRiN)**” (GEF ID 10727). The PIF was approved by GEF Council in December 2020. The proposed project aims to enhance climate resilience of Indigenous People and Local Communities in the Marin sub-watershed of Sindhuli district through nature-based solutions and livelihood diversification. The primary project components include:

Enabling environment for mainstreaming climate change

Under this component, the project aims to i) improve understanding and knowledge capacity to mainstream climate change adaptation in local plans and policies through capacity building, planning, policy support and ii) catalyse integrated watershed management approach in the Marin watershed. Activities proposed under this component include training and exchange visits with local stakeholders, establishment of multi-stakeholder dialogues and action platforms, and development of guidelines for mainstreaming among others.

Enhancing resilience of communities to climate change

Under this component, the project aims to i) increase adaptive capacity of vulnerable households to climate induced disasters such as landslides, floods, droughts, and fire and ii) implement nature-based solutions to reduce climate induced community livelihood assets related vulnerabilities as well as enhance agricultural productivity. Activities proposed under this component include promotion of water efficient technologies, protection of multiple-use water sources, improved livestock management, sustainable forest management, restoration and rehabilitation of degraded lands, stabilization of landslides and vulnerable areas, restoration of riverbanks through bioengineering and promotion of locally appropriate technologies.

Monitoring, Evaluation and Knowledge management

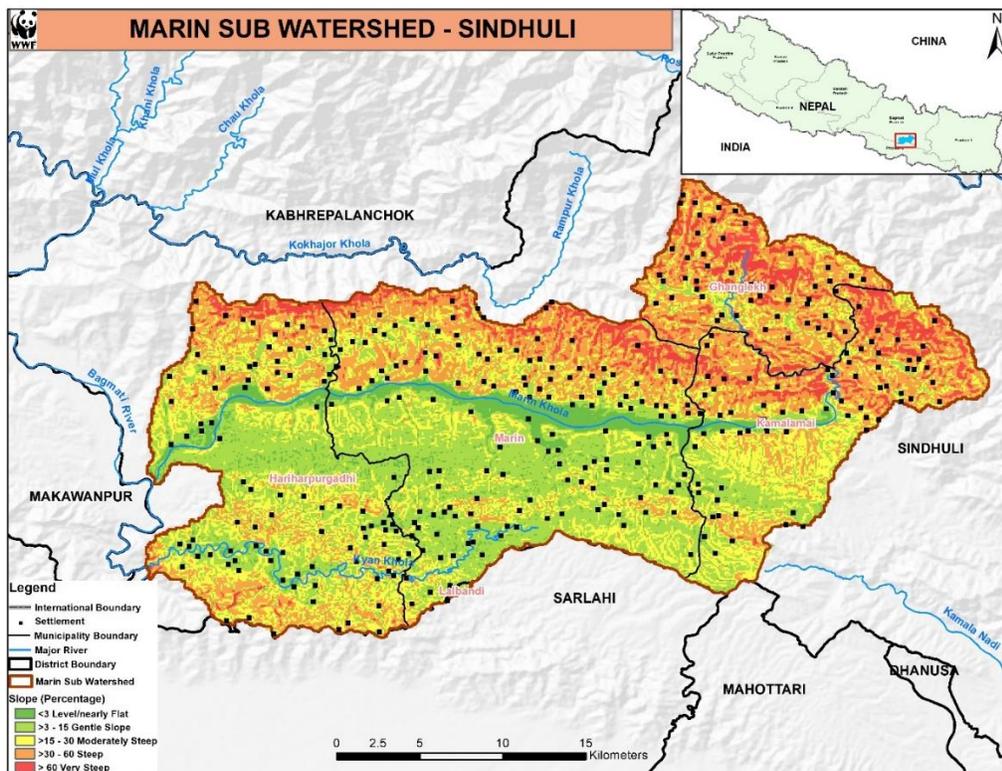
With an overarching aim of promoting sustainability, facilitating replication of best practices and ensuring adaptive management of the project, this component focuses on strengthening learning and knowledge management along with ensuring effective monitoring and evaluation throughout the project duration.

2. Objective

The overall objective of the proposed assignment is to formulate detailed Project Document (ProDoc) under the guidance of the Lead Consultant and in close coordination with WWF Nepal, and the Project Planning Committee (PPC) chaired by MoFE

The specific objectives include:

- a) Support the formulation of ProDoc through baseline generation, workshops, and consultations (as specified under methodology section) with relevant stakeholders including local communities, forest and natural resource user groups, local governments, and relevant ministries of Bagmati Province.
- b) Identify potential project partners, including the executing agency, governance mechanism, existing projects on the ground and those proposed, during the ProDoc formulation process and propose potential collaboration and synergies with these projects.
- c) Access and identify co-financing opportunities for the project.



3. Methodology

The individual/organization is encouraged to propose a methodology for the completion of the assignment based on similar expertise and experience. The methods listed below are the minimum requirements of the ProDoc formulation process.

- i. **Literature review:** The consultants should review relevant national plans and policies to align the proposed project with national priorities. The consultant will also need to compile relevant background documents including available project reports, plans, studies/assessments conducted in the project area; government and non-



- government investments in adaptation actions and lessons learned from implementation of such projects/program/studies.
- ii. **Stakeholder analysis and engagement** - The consultants should list out key stakeholders of the project area such as Indigenous People and local communities, NRM groups, non-NRM groups, CSOs, Private sectors (mainly involved in agriculture extension, livestock services, and local product marketing), government agencies etc. and develop a Stakeholder Engagement Plan to engage them throughout the ProDoc preparation process. The consultants should also analyze major challenges/barriers and opportunities to engage them in the project implementation.
 - iii. **Organize workshop and consultations** - The consultants are required to conduct following workshops/consultations as a minimum requirement of the assignment:
 - a. Inception workshop: This workshop should seek to inform key stakeholders at federal level about the project and collect initial feedback on the project design and methodology for ProDoc development. An estimated 30-40 individuals should be expected to participate in the inception workshop.
 - b. Local consultations: Group discussions (approximately 40 discussions with 10-15 individuals in each event) at the ward level and stakeholder consultations (approximately 4-7 consultations with 30-40 individuals) in all municipalities of the watershed should be conducted to determine the baseline conditions, threats and barriers for adaptation, opportunities for leveraging and so on. To identify gender gap and address gender and women empowerment issues, gender assessments at ward level (approximately 15 discussions including 10-15 individuals in each discussion) should be carried out.
 - c. Validation workshops: After the completion of final draft of the ProDoc, a validation workshop inviting stakeholders at federal level should be organized. An estimated 30-40 individuals should be expected in the validation workshop. Along with these consultations and workshops, focused meetings with Ministry of Industry, Tourism, Forests and Environment (MoITFE) and Forest Directorate of Bagmati Province, Municipalities and government offices in the sub-watershed should be conducted.
 - iv. **Situation analysis of the project area**
 - a. Socio-economic information: This will include ward-wise disaggregated data of total population (male and female composition, ethnic composition, population by age, proportion of poor/marginalized/disadvantaged/ indigenous groups, literacy rate), energy sources, key economic activities, and economic conditions (annual household income, poverty rate, land ownership, etc.)
 - b. Agriculture practices: Types of crops, cropping patterns, irrigation facilities, impact of climate-induced hazards (drought, landslide, flood, pest and disease),



productivity of main crops (production per month, production per hectare), technology used, livestock condition (types, average number per household, grazing practices), presence of agriculture and livestock related services etc., key threats to agriculture and livestock rearing/ production.

- c. Forest resources and management regime: Forest types (community, leasehold, collaborative), number, area, user groups and its status, dependency on forests and forest products (fuel wood, fodder etc.), types of non-timber forests products available, key threats to the forests or drivers of forest degradation etc.
- d. Livelihood: Livelihood opportunities (small scale and medium scale enterprises based on forests, farms and fisheries) and enhancement measures, involvement of private sectors, available safety nets such as insurance etc.
- e. Water resource: Types of wetlands, water use and extraction (drinking, irrigation, livestock, fisheries etc.), presence of user groups, key threats to water resource management etc.
- f. GESI situation: Enhance women's access and control over resources, participation and role of women in decision making, major barriers and constraints for participation of women in the project.
- g. Governance: Issues related to transparency, accountability, responsibility among others in Natural Resource Management (NRM); equitable distribution of natural resources; ongoing practices that can hamper the project objectives.
- h. Ongoing climate change adaptation efforts: Indigenous knowledge and practices implemented in the project area; budgetary allocation for climate change adaptation and related activities including Disaster Risk Reduction (DRR) in the annual development plans of local and provincial government; status of Community Adaptation Plans of Action (CAPA), Local Adaptation Plans of Action (LAPA), Local Disaster and Climate Resilient Planning (LDCRP) implementation in the area; presence of institutional arrangements (such as DRR committee); presence of relevant local CSO/NGO/ community-based organizations and description of their activities in the project sites.
- i. Capacity baselines and targets: Assess and rate existing capacity of relevant government authorities at the central as well as local level and help formulate project's capacity development indicators and targets, in close consultation with relevant stakeholders and with the use of capacity scorecards provided by the lead project development consultant.
- j. GEF tracking tools: Collect and develop baseline information for the GEF tracking tools (CCA tracking tool, GEF-7 core indicators, capacity scorecards (also mentioned above))

v. **Participatory Vulnerability Assessment**

The consultants should conduct participatory hazard mapping to determine types of natural, anthropogenic and climate induced hazards and potential impact areas based on recent (past 10 years) events and potential future climate scenario. Land degradation, flood risk, landslide susceptibility profiling/maps should be prepared to determine future risks. In



consultations with the local communities, possible adaptive interventions should also be prioritized. The consultants should reach out to the most vulnerable sections of the community and propose a clear methodology for the same. Based on the assessment, the consultants should propose an estimated number of beneficiaries - both direct and indirect (disaggregated in terms of gender, ethnic composition, socio-economic status, associated wards etc.) - of the project.

4. Assignment Duration

Seven months from the date of signing contract.

5. Team Composition

Applicant individual/organizations are encouraged to propose their team composition based on the components of the PIF. Based on the expertise of the members, a team may include individuals with proven experience in one or multiple subjects including project planning, design, implementation, and monitoring in areas of climate change adaptation, climate smart agriculture, forests, farms and fisheries based livelihoods, watershed management, natural resource policy analysis, gender analysis and action planning, workshop and consultation facilitation, enumeration and data analysis, GIS and mapping supported by finance and logistics.

The team leader, who can be one of the experts, should have demonstrated experience in the field of climate change adaptation, climate-smart agriculture and disaster risk management. S/he is expected to have a Masters or a higher degree in relevant field aligned with the project concept including but not limited to environmental science, forestry, watershed management with at least 10 years of demonstrated experience in project formulation/execution/review and monitoring, evaluation for international donors and multilateral funds. Familiarity with GEF projects and processes is beneficial but not mandatory. The team leader should have the experience of working with the Government of Nepal. The team leader is expected to coordinate with relevant ministries at federal and provincial level. The team composition, relevant expertise of the team members and proposed roles and responsibilities of everyone for this assignment must be clearly defined including days of involvement of each member in various phases of project document formulation. Considering the current Covid-19 situation, local experts/resource persons/ enumerators are strongly encouraged to be built in as part of the process.

7. Deliverables

This assignment must be completed within October 2021. The team should expect immediate engagement from April. Key deliverables and its time frames are as follows:

- i. Inception report with detail methodology, timeline for each deliverables and stakeholder engagement plan: within 15 days of signing the contract.
- ii. Separate workshop/meeting/consultation reports with detail information on participants and stakeholders consulted within 1 week of completion of each event(s)
- iii. Draft report with the following key sections:



- **Situation analysis:** Description of project area, key threats, root causes to climate vulnerability, barriers for adaptation, baseline scenarios (including description of the likely (business-as-usual) situation in the next five years if there is no GEF project intervention to address the identified key threats, root causes and barriers), list of ongoing GEF/non-GEF funded initiatives relevant to the project objectives with an assessment of possible linkages and synergy.
- **Review of national and sectoral plan/policies/programmes** relevant to the project with explanations on how the project is aligned with national priorities.
- **Project design and results framework:** suggestions/recommendations for improvisations on project objective, theory of change, project components (expected outcomes, outputs and strategies), input on the results framework and GEF tracking tool.
- **Workplan** for project implementation with tentative budget at activity level including tentative co-financing from local and provincial government.
- **Institutional arrangement:** implementation modality (structure and function of project staff) and mechanism for coordination at federal, provincial, and municipality level
- **Stakeholder Engagement:** documentation of how different stakeholders will be engaged during the project development process; and detail plan (who will be engaged, when, how to engage, what tools are required, role in project implementation) for their engagement during project implementation.
- **Gender Action Plan** including assessment of Gender Equality and Women's Empowerment status and issues in the potential project area in relation to climate change and recommend strategies to integrate into detail workplan with clear reflection in the budget.
- **GEF Tracking Tools:** Collection and development of baseline information for the GEF tracking tools: CCA tracking tool, capacity development scorecards, GEF-7 core indicators.
- **Private sector engagement plan:** potential for private sectors in implementation of the project and mechanism for their engagement
- **Socio-economic benefit** and tentative number of **beneficiaries** (disaggregated in terms of gender, ethnic composition, economic status etc) expected from project implementation.
- **Risk assessment and mitigation:** Identify internal and external risks such as potential institutional, capacity, social and environmental risks including risks from COVID-19 or similar disease or outbreaks that might prevent the project results from being achieved; and propose risk mitigation measures.
- **Innovativeness, Sustainability and Potential for scaling up:** Outline on how the project is innovative and recommend measures for sustainability of project interventions and scaling up at appropriate levels.



- **Knowledge management:** Outline knowledge management approach for the project and how it will contribute to the project's overall impacts, including plans to learn from the relevant projects, initiatives, and evaluations.
 - **Monitoring and evaluation plan**
 - Annex: Maps and geographic coordinates of the project sites (Land-use map, Hazard map etc); minutes of all consultations/workshops/meetings with disaggregated data (gender, ethnic composition etc.)
- iv. Final technical and financial report: within 15 days of completion of contract period contract.

8. Budget

The budget allocated for this assignment shall not exceed NRs. 4,000,000 inclusive of VAT.

9. Proposal Evaluation Criteria

The proposals will be evaluated for technical quality (80%) and financial cost proposed (20%). The technical proposal will be evaluated on the basis of the experience of the team leader (20%), team composition (25%) with relevant experience in climate change adaptation and watershed management including clarity of roles and responsibilities of the proposed team members, methodology (20%), work plan (5%), organization or team member's experience in project development for bilateral/multilateral donors, process facilitation (10%), gender analysis and gender-sensitive project design experience (10%), budget rationale (10%) - to be assessed based on rates quoted for human resources, estimation of number of engagement days, costs associated with travel, logistics and workshops.

10. Proposal Submission Details

A technical proposal detailing proposed methodology, approaches, team composition, roles and responsibilities of team members and overall workplan for completing the assignment should be submitted along with the financial proposal. The financial proposal should include detailed breakdown of total budget in Nepali rupees. The proposed cost must include consultant fees, field costs including travel, accommodation and daily subsistence, workshops, and local consultations (specified under Section 3.3), meeting and other associated costs if any. Interested individuals or organizations registered in VAT are requested to submit proposal electronically to info@wwfnepal.org. The proposal must include following documents submitted in the same email as two separate pdf format files:

File 1: Signed and stamped cover letter specifying the value of the proposal along with technical proposal (including latest CVs of consultant/s not exceeding 3 pages for each member specifying the relevance to the proposed assignment, information sheet on the organization's relevant assignments including the list of clients and value not exceeding 3 pages),

File 2: Financial proposal followed by organization registration and renewal certificates, VAT registration certificate, latest tax clearance and audit report in the same file.



The proposal must be submitted no later than **5:00 pm** Nepal Standard Time, **25 March 2021**. Please mention **PROPOSAL WWF GEF LDCF MAWRIN** as the email subject. Only organizations selected for further consideration will be contacted. Telephone inquiries are not entertained.

11. Mode of Payment and fund disbursement procedure

The payment will be made based on the existing norms of WWF Nepal. Fund disbursement will be done in two steps. Other expenses (field costs including travel and accommodations and expenses associated with workshops and consultations) except consultancy fee will be provided as advance upon the signing of the contract. The second and final installment will be released after the final acceptance of the report by WWF.