

TOR for the National Consultant (Social Enterprise Specialist) to Support the Development of Project Document/Chief Executive Officer (CEO) endorsement package for a Full-sized GEF Project

Project Title: Philippine Rise Integrated Conservation for Enduring Legacies through Ecosystem Support Services (PRICELESS)

Project Location: Philippines

Location of Consultancy: Philippines

Consultant Sought: Social Enterprise Specialist

Submission deadline: 12 April 2021

1. Background

Philippine Rise Integrated Conservation for Enduring Legacies through Ecosystem Support Services (PRICELESS) was approved at the December 2020 GEF Council Meeting. Conservation International, as the Implementing Agency, is seeking a team of consultants to develop the CEO endorsement package, following CI and GEF policies and procedures and the legal arrangements of DENR, the Executing Agency, in the Philippine Rise Resource Marine Resource Reserve (PRMRR). The team of consultants will consist of a Team Leader/Lead Consultant and a National Consultant. The Team Leader is the person in charge of the actual writing of the ProDoc and other pertinent documents like the CEO Endorsement Package for submission to the GEF.

2. Scope of Work

The National Consultant will work with a Team Leader/Lead Consultant to develop the Project Document (ProDoc) and the GEF CEO endorsement template for the GEF project: Philippine Rise Integrated Conservation for Enduring Legacies through Ecosystem Support Services (PRICELESS). The National Consultant needs to be based in **the Metro Manila area** and will report to and work directly with the Team Leader/Lead Consultant/ProDoc Writer to develop the ProDoc and CEO endorsement. The National Consultant must be a specialist on social enterprise development relative to protected areas and have extensive experience in detailed budgeting of projects and programs (see Section 10 for consultant qualifications).

3. Key Tasks

The National Consultant will undertake the following tasks, subject to the review of the Lead Consultant:

1. Undertake a review of relevant literature and documents, including national development plans, baseline studies, current/previous GEF projects, terminal evaluations.
2. Organize a list of key stakeholders that need to be consulted for the development of the ProDoc.
3. Convene an inception meeting with key stakeholders and the Lead Consultant. CI will evaluate the COVID-19 situation to determine the best approach to undertake this task.
4. Facilitate and organize consultations with key stakeholders to solicit their input into the development of the ProDoc. These consultations can take place via telephone, electronic conferencing, or in person (if the situation with COVID-19 allows).
5. Informed by the literature review and stakeholder consultations, provide inputs to the Lead Consultant to develop the ProDoc.
6. Organize consultations with the key stakeholders to validate the ProDoc/CEO endorsement package before submission to the GEF.
7. Share GEF review of the CEO endorsement package with key stakeholders and solicit their

inputs as needed.

4. Deliverables

The following is a tentative list of deliverables that will be finalized by the National Consultant. The list endeavors to deliver on component 3 of the PRICELESS Project

1. Literature review report and access to key documents
2. List of key stakeholders
3. Schedule of consultations and meetings
4. Summary report of consultations
5. Report from the Inception meeting
6. Co-financing letters

5. Period of Performance

It is expected that the ProDoc will take approximately 30 days to develop, spread over a period of four (4) months. The process is expected to begin on **19 April 2021** with final deliverables due **30 November 2021**.

7. Budget

Individuals should submit a budget in line with the proposed deliverables. The budget should indicate daily rate, the number of days expected to complete the deliverables and any additional operational costs.

8. Services Provided by CI and Lead Consultant

The Lead Consultant with support from CI and the Executing Agency will provide the National Consultant with an initial orientation and all relevant background documents prior to the kick-off meeting. The Lead Consultant will be available for ongoing conversations, to clarify expectations with regard to the process and outputs. Also, the Lead Consultant will facilitate close coordination between preparation of the ProDoc, development of strategies, systems and processes for the project.

9. Contract Type

CI will issue a fixed-price contract for this work. Per the consultant's proposal and subsequent negotiations, the contract will include a set of fixed payments based on submission of deliverables, per Section 4 (Deliverables), above.

CI anticipates that the work will be completed by a single person. It is understood that this person may choose to hire his/her assistants to facilitate the work. However, the contract will only be under one name.

10. Minimum Qualifications of Consultants

CI requires an individual with mid to senior-level qualifications to perform the work described here. Individuals will have, at a minimum, 5 years of experience in working in the following areas:

- Familiar with the establishment and support of biodiversity-friendly enterprise system for Protected Areas;
- Has experience on small-to-medium scale enterprise mechanisms applicable to coastal

- communities and fisheries;
- Has helped design a successful business plan as part of a protected area’s financial sustainability;
- Experienced in gender analysis and mainstreaming into programs especially on protected areas;
- Well-versed in detailed budgeting for large projects and programs

11. Location of Work

The consultant shall work from his or her base of operations in Metro Manila.

12. Monitoring and Evaluation of Consultant Performance

The Lead Consultant will supervise the National Consultant’s performance and be responsible for review and acceptance of all written deliverables. The Lead consultant will inform the CI Point of Contact of the progress of all deliverables. The CI Point of Contact will review final deliverables and authorize payment.

13. Instructions for Submission of Proposals

1. **Submission:** Please send all proposals to Ms. Welrisa Ragadio at cip-procurement@conservation.org.
2. **Right of award:** CI may reject any or all bids that are not responsive to the Scope of Work.
3. **Language:** proposals must be submitted in English.
4. **Validity:** The proposal will be valid for 90 days after the deadline submission date.
5. **Currency:** proposals should be budgeted in United States dollars. Payment will be made in United States dollars.
6. **Submission requirements:** applicants should submit their proposals with a cover letter, CV and budget for the proposed deliverables. At a minimum, CVs should include education, work and consultancy experience and language qualification. The budget should indicate daily rate, number of days expected to complete the deliverables and any additional operational costs.

14. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criterion	Points
Knowledge of the PRMRR area, including experience in enterprise development for Protected Areas and related business planning and implementation	40
Knowledge in organizing and conducting stakeholder consultations in the Philippines	30
Experience in working on cross-sectoral teams, with multiple stakeholders.	10

Appropriate budget , demonstrating appropriate allocation of work days in relation to tasks and deliverables; appropriate consultant daily rates in relation to qualifications; appropriate other direct costs in relation to the scope of work; and overall cost effectiveness.	20
Total	100