**LEAD CONSULTANT TERMS OF REFERENCE**

**Background**

**Objective**

To lead the development of project documents for the project “xx”, working closely with government partners, national consultants, the WWF office, WWF GEF Agency, and other key stakeholders. The consultant will be responsible for developing a comprehensive project design in support of government priorities and in accordance with WWF and GEF standards. The consultant may assemble a team and/or delegate tasks as detailed in their technical and financial proposal (more below).

The consultant will ensure timely delivery of the full WWF GEF Project Document package, including: the WWF GEF Project Document, GEF Request for CEO Endorsement document, GEF core indicators, Letters of Co-financing, and other requested materials as mutually agreed in the project development workplan.

**Main Responsibilities**

* Coordinate with the Project Development Team (PDT) and WWF GEF Agency for overall planning and development of the project design and associated documentation needed for GEF CEO Endorsement;
* Contribute to the project preparation work plan and budget, including specific deliverables, deadlines, and roles, to be finalized at the ProDoc kick off with partners;
* Lead development and drafting of the WWF GEF Project Document and accompanying documentation (Request for CEO Endorsement document, GEF core indicators, Letters of Co-financing, and other requested materials) in accordance with the approved work plan. Responsible for final delivery of the full Project Document package;
* Support as appropriate in the interaction with relevant government departments and other stakeholders, working closely with the WWF Office and WWF GEF Agency, local NGO partners, community-based organizations, private sector organizations, and others. Document these interactions. He/she may delegate specific tasks as appropriate;
* Ensure proper local community and other key stakeholder consultations to inform project design and comply with WWF and GEF policies;
* Ensure compliance with WWF, GEF, and government policies and best practices for quality project development, including social and environmental safeguards, financial management, public involvement, gender and social inclusion mainstreaming, monitoring and evaluation, and incorporating lessons learned from past projects.
* Coordinate with the national consultant(s) (recruited separately) to ensure quality project design;

Coordinate with the safeguard consultant(s) (recruited separately) to ensure full policy compliance, including full participation in the completion of the screening tool, facilitating third-party consultations and site visits, as necessary;

Coordinate with the consultant(s) for gender equality analysis (recruited separately) to ensure quality project design;

As requested, prepare documentation for and participate in team meetings (e.g. by skype) as well as regular check-ins on progress towards deliverables to WWF GEF Agency;

Assist WWF GEF Agency with Financial & Administrative and Capacity Assessments to inform implementation arrangements and project implementation risk mitigation measures, if necessary;

Lead organization of project design workshops with WWF GEF Agency, national consultant(s) including a kick-off meeting, and other key workshops to inform project design as needed and defined in the work plan;

* Design of the project activities, Stakeholder Engagement Plan, and support site identification and selection in coordination with partners and the Project Development Team, based on the PIF;
* Prepare the response matrix to the GEF Secretariat, Council and STAP comments until CEO Endorsement;
* Draft and revise other documentation as needed to demonstrate full due diligence throughout project development.

**Deliverables**

**[to be determined]**

**Duration**

**[to be determined]**

**Duty station**

Home based with travel to xx.

**Logistics, Team, Collaboration and Supervision**

**[to be determined]**

**Qualifications and Experience**

Consulting Firm or individual consultant must have:

* Master’s Degree on Natural Sciences, Public Policy, Social or other related fields
* At least five years’ experience in developing, implementing/executing and/or evaluating complex international projects.
* Familiarity with WWF Network is an advantage;
* Experience with Open Standards/Project and Program Management Standards (PPMS) in the GEF context is an asset.
* Extensive Knowledge of the Global Environmental Facility (GEF) required;
* Experience and successful track record in major project development, specifically in GEF project development required;
* Ample experience working with government agencies and regional governance bodies, specifically in the region and, preferably, with multiple government bodies;
* Experience working with and managing multi-disciplinary teams and in delegating tasks remotely;
* Excellent facilitation, negotiation, analytical, research and presentation skills;
* Excellent verbal communication and writing skills in English;
* Experience writing proposals and reports.