

## Terms of Reference

### 1. POSITION INFORMATION

<b>Portfolio</b>	Climate Change Energy and Environment
<b>Job Title</b>	Expert Roster of National Social and Environmental Safeguard Consultants
<b>Level</b>	ICS-7
<b>Duty station (City and Country)</b>	UNDP Yemen (different governorates)
<b>Type (Regular or Short term)</b>	National Consultant (Short term)
<b>Office- or Home-based</b>	Home-based with potential travel for field visits across yemen
<b>Expected starting date</b>	The roster experts shall be available on demand. Further candidate's availability will be enquired.
<b>Duration of Work</b>	<p>Successful candidates will be placed under the roster for minimum of one (1) year. The roster duration may be extended for up to another 1 year (maximum of year (2) years for the entire contract duration) if their performance evaluation is deemed satisfactory and if there is an ongoing requirement.</p> <p>Selection under the roster does not guarantee any contract amount during the validity of the roster, and further engagements will be on an on-call basis.</p> <p>Depending on specific requirements, the actual duration will be specified in the Terms of Reference for each individual assignment.</p>
<b>Expected Duration</b>	

### 2. Background

Yemen is experiencing severe environmental and socio-economic pressures driven by prolonged conflict, climate change, and the degradation of natural resources. Increasing temperatures, declining rainfall, water scarcity, and more frequent climate-related disasters are intensifying vulnerabilities across the country. These challenges are compounded by unsustainable resource use and weak institutional capacity, which limit the country's ability to sustainably manage its natural resources and address environmental and social risks.

The impacts of these stresses fall disproportionately on women, youth, and other marginalized groups—especially those dependent on climate-sensitive sectors such as agriculture, water, and fisheries. Social inequalities and gender-based barriers, combined with the limited participation of vulnerable populations in decision-making, heighten these groups' exposure to climate and environmental risks and undermine their resilience. Ensuring sustainable development and humanitarian outcomes in Yemen therefore requires integrating strong social and environmental safeguards into project planning and implementation.

In recognition of these needs, UNDP Yemen is establishing a standing national roster of Social and Environmental Standards (SES) experts. The roster will consist of pre-vetted national consultants who can be mobilized to support various projects (across different sectors and regions of Yemen) in meeting UNDP's Social and Environmental Standards. These experts will help identify and manage social and environmental risks, ensure compliance with national environmental/social laws and UNDP SES policy, and promote inclusive, gender-responsive stakeholder engagement in project activities. This Terms of Reference (ToR) outlines the general role, responsibilities, and qualifications for experts to be included in the SES national roster.

### 3. Scope of Work

The primary objective of the SES Experts Roster is to provide readily available expertise to ensure that UNDP-supported projects in Yemen uphold high social and environmental standards. An expert engaged from the roster will support the development and implementation of safeguard measures in projects by conducting risk assessments, preparing necessary safeguard instruments, integrating gender and social inclusion considerations, and monitoring compliance with UNDP SES and relevant Yemeni regulations.

The expert's work will typically include assessing environmental conditions and socio-economic contexts in project areas, identifying sensitive environmental receptors or at-risk social groups, and pinpointing any potential negative impacts or unintended consequences of project activities. The expert will then help formulate plans to manage these risks, for example, by developing an ESIA/ESMP for an infrastructure project, or an ESMF for a programmatic intervention with multiple sub-projects and SEP for consultations on ground. Attention will be given to evaluating gender roles and dynamics, the situation of vulnerable groups (such as women-headed households, youth, people with disabilities, internally displaced persons (IDPs), etc.), and the potential project benefits or risks for these groups. The expert should ensure that all risks, opportunities, and mitigation measures are clearly defined and integrated into project proposals and management plans.

#### Summary of Key Functions:

**The consultant will be hired to perform one or more of the below tasks and instruments based on the project needs:**

- 1- Development of Social and Environmental Safeguard Instruments (including SEP, GAP, ESMF, ESMPs, ESIA etc)
- 2- Support Field Assessment, Stakeholders Engagement, Consultations, and Data Collection
- 3- Provide Capacity Building for UNDP Staff and Partners
- 4- Provide Support for UNDP Staff and Partners with Safeguard Implementation and Monitoring

**The following table provides generic roles and responsibilities; however the detailed and actual ToRs and Roles and Responsibilities will be tailored based on the actual tasks and needs.**

<b>1. Development of Social and Environmental Safeguard Instruments (including SEP, GAP, ESMF, ESMPs, ESIA etc)</b>
<ul style="list-style-type: none"><li>• Development of high quality safeguard instruments in accordance with UNDP SES policy and international donor environmental and social standards and policies.</li><li>• Ensure full compliance with UNDP's Social and Environmental Standards (SES), national laws, and donor requirements throughout all project phases, integrating safeguards into project documents, budgets, work plans, and monitoring frameworks.</li><li>• Conduct preliminary environmental and social risk screening, assessment and categorization using UNDP SES tools; prepare and review safeguard instruments such as ESIA, ESMP, ESMF, SEP, and GAP, ensuring they are technically sound, inclusive, and tailored to the project context.</li><li>• Apply participatory, inclusive approaches to all assessments and stakeholder consultations, validating risks and proposed mitigation strategies, with particular attention to gender, marginalized groups, and cultural sensitivities.</li><li>• Ensures working in full coordination with project team, counterpart local authorities, partners and other project stakeholders.</li><li>• Maintain organized soft and hard records of all safeguard documentation, including assessments, mitigation plans, consultations, and audit findings; contribute to timely inputs for progress reports, donor updates, and evaluations.</li><li>• Translate safeguard plans into clear implementation strategies with milestones, roles, gender-responsive indicators, and budget allocations.</li><li>• (high quality, coordination while development of instruments, close work with field team etc..)</li></ul>

<p><b>2. Support Field Assessment, Stakeholders Engagement, Consultations, and Data Collection</b></p> <ul style="list-style-type: none"> <li>• Conduct field assessments to gather environmental, social, and contextual data related to project activities across governorates.</li> <li>• Organize and facilitate inclusive stakeholder consultations in line with UNDP's SES and FPIC (Free, Prior and Informed Consent) principles where applicable.</li> <li>• Collect qualitative and quantitative data using gender-sensitive and culturally appropriate tools and methodologies.</li> <li>• Identify and engage local stakeholders including affected communities, civil society organizations, women's groups, and local authorities in project decision-making processes.</li> <li>• Develop and maintain records of consultation outcomes, including attendance sheets, feedback logs, and issues raised, and ensure findings inform safeguard planning.</li> <li>• Map and regularly update stakeholder groups and ensure targeted and equitable outreach to vulnerable populations (e.g., IDPs, women-headed households, persons with disabilities).</li> <li>• Coordinate with technical experts (e.g. engineers, hydrologists, livelihood specialists) to triangulate findings and ensure safeguards reflect the full project context.</li> <li>• Facilitate the inclusion of safeguards indicators in field data collection tools and support follow-up verification visits.</li> </ul>
<p><b>3. Provide Capacity Building for UNDP Staff and Partners</b></p> <ul style="list-style-type: none"> <li>• Train staff/project team/partners on integrating gender, social inclusion, and non-discrimination into all aspects of SES planning and implementation</li> <li>• Train staff/project team/partners on social and environmental requirements, occupational health and safety, national laws requirements, UNDP SES policies.</li> <li>• Development of tailored safeguard training materials.</li> <li>• Participate in training and capacity-building sessions for government counterparts, CSOs, and implementing partners on environmental and social safeguards.</li> <li>• Produce and disseminate technical briefs, lessons learned, and case studies related to SES implementation and field practice.</li> <li>• Contribute to internal knowledge sharing within the UNDP team and wider development community, particularly related to innovative approaches in complex or fragile contexts.</li> </ul>
<p><b>4. Provide Support for UNDP Staff and Partners with Safeguard Implementation and Monitoring</b></p> <ul style="list-style-type: none"> <li>• Provide technical support to implementing partners and field teams for applying safeguards, monitor compliance through field visits and a risk tracking register, and ensure timely corrective actions when gaps are identified.</li> <li>• Establish and manage project-level grievance redress mechanisms (GRMs) that are accessible, functional, and responsive; coordinate with UNDP's Regional Safeguards team to ensure compliance and technical quality assurance.</li> <li>• Contribute to the development of user-friendly tools and templates to support the implementation of safeguard standards at local levels.</li> <li>• Support the assessment of safeguard risks and project risk dynamics, and ensure integration of updates into plans and budgets.</li> <li>• Monitor field-level SES compliance using standardized tools and field checklists, and report on implementation gaps and corrective measures.</li> <li>• Support implementation and review of grievance mechanisms, stakeholder engagement plans, and gender action plans.</li> <li>• Provide feedback to partners on SES deliverables, review reports, and ensure they reflect progress toward equity, inclusion, and safeguard standards before submission to the project team.</li> <li>• Lead updates or revisions to SES instruments in response to implementation realities or shifts in project risks.</li> </ul>

<ul style="list-style-type: none"> <li>Document safeguard performance through field visit reports, dashboard updates, and contributions to evaluations or audits.</li> </ul>
<p><b>The incumbent of the position should avoid any kind of discriminatory behavior including gender discrimination and ensure that:</b></p>
<p>The consultant shall:</p> <ul style="list-style-type: none"> <li>Prioritize human rights and gender equality as ethical principles in all actions.</li> <li>Ensure all activities align with UNDP’s Social and Environmental Standards (SES).</li> <li>Respect diversity in all forms—ethnicity, age, gender, disability, religion, sexual orientation, and socio-economic background.</li> <li>Address differentiated needs of women, men, and vulnerable groups across all project stages.</li> <li>Promote gender balance and inclusive representation in all project-related committees, meetings, and trainings.</li> </ul>

**4. Institutional Arrangement**

- The SES National Consultant will be Home-based with potential travel for field visits across yemen.

**5. Competencies**

Complete the Competencies section for each set of competencies as follows:

Core	
Achieve Results:	<ul style="list-style-type: none"> <li>LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline</li> </ul>
Think Innovatively:	<ul style="list-style-type: none"> <li>LEVEL 1: Open to creative ideas/known risks, is pragmatic problem solver, makes improvements</li> </ul>
Learn Continuously	<ul style="list-style-type: none"> <li>LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback</li> </ul>
Adapt with Agility	<ul style="list-style-type: none"> <li>LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible</li> </ul>
Act with Determination	<ul style="list-style-type: none"> <li>LEVEL 1: Shows drive and motivation, able to deliver calmly in face of adversity, confident</li> </ul>
Engage and Partner	<ul style="list-style-type: none"> <li>LEVEL 1: Demonstrates compassion/understanding towards others, forms positive relationships</li> </ul>
Enable Diversity and Inclusion	<ul style="list-style-type: none"> <li>LEVEL 1: Appreciate/respect differences, aware of unconscious bias, confront discrimination</li> </ul>

**Cross-Functional & Technical Competencies:**

Thematic Area	Name	Definition
Environmental and Social Safeguards	Safeguard Planning and Implementation	Ability to plan, design, and oversee the integration of social and environmental safeguards into project activities in accordance with UNDP SES and national standards.
Environmental and Social Safeguards	Risk Identification and Management	Ability to identify environmental and social risks, assess their significance, and implement mitigation and monitoring strategies across project life cycles.

Environmental and Social Safeguards	Stakeholder Communication and Engagement	Ability to communicate clearly and inclusively with diverse stakeholders; tailor messages and engagement approaches to build trust and ensure meaningful participation
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Technical Competencies:		
Environmental and Social Safeguards	SES Risk Assessment and Management	<ul style="list-style-type: none"> <li>• Ability to identify, assess, and categorize environmental and social risks in accordance with UNDP SES and national legal frameworks.</li> <li>• Skilled in designing appropriate mitigation measures and integrating them into project design, work plans, and budgets.</li> <li>• Ensures safeguard instruments are proportionate to project risk and context-specific.</li> </ul>
Environmental and Social Safeguards	Safeguard Instrument Development	<ul style="list-style-type: none"> <li>• Ability to prepare and/or review safeguard instruments such as ESIA, ESMP, ESMF, SEP, and GRM in line with donor and national standards.</li> <li>• Ensures coherence between project activities and safeguard documents, including compliance with consultation, disclosure, and clearance protocols.</li> </ul>
Environmental and Social Safeguards	Stakeholder Engagement and GRM	<ul style="list-style-type: none"> <li>• Skilled in designing and facilitating inclusive, culturally appropriate, and gender-sensitive stakeholder engagement processes.</li> <li>• Capable of establishing and monitoring grievance redress mechanisms that are accessible to all stakeholders, especially vulnerable and marginalized groups.</li> </ul>
Environmental and Social Safeguards	Gender and Social Inclusion	<ul style="list-style-type: none"> <li>• Proficient in conducting gender analysis and mainstreaming social inclusion into safeguard planning.</li> <li>• Ability to develop and monitor Gender Action Plans and ensure equitable participation and benefit-sharing across different social groups.</li> </ul>
Environmental and Social Safeguards	Monitoring, Evaluation and Reporting	<ul style="list-style-type: none"> <li>• Ability to set up SES-related monitoring frameworks and indicators.</li> <li>• Skilled in compiling, analyzing, and presenting safeguard data for internal and external reporting purposes, ensuring adaptive management and compliance with donor standards</li> </ul>

## 6. Minimum Qualifications of the Successful SES National Consultant Education requirements

<b>Education requirements</b>	Bachelor's degree in environmental science, natural resource management, social sciences, development studies, or a related discipline. A Master's degree in a relevant field is highly desirable.
<b>Min. years of relevant work experience</b>	<ul style="list-style-type: none"> <li>• At least 5 years of professional experience in environmental and social safeguards, impact assessment, or related fields.</li> <li>• Experience working in Yemen on projects involving community development, environmental management, or humanitarian response is required.</li> <li>• Prior experience with internationally funded projects (e.g., UNDP, World Bank, EU, etc.) is an asset</li> </ul>
<b>Required Skills</b>	<ul style="list-style-type: none"> <li>• Ability to use information and communication technology (ICT) as a tool and resource.</li> <li>• Experience in the use of computers and office software packages (MS Word, Excel).</li> </ul>
<b>Desired skills in addition to the competencies</b>	<ul style="list-style-type: none"> <li>• Familiarity with UNDP's Social and Environmental Standards (SES) is strongly preferred. Knowledge of other international safeguard frameworks (such as the</li> </ul>

<b>covered in the Competencies section</b>	World Bank's Environmental and Social Framework or IFC Performance Standards) will be considered as an asset <ul style="list-style-type: none"> <li>• Knowledge and working experience with UNDP, the United Nations system, and INGOs particularly with emergency and recovery programme.</li> <li>• Experience in the use of (Resource Management Systems) such as Quantum.</li> </ul>
<b>Required Language(s)</b>	<ul style="list-style-type: none"> <li>• Fluency in both written and spoken English and Arabic required.</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>

**7. The following documents shall be required from the applicants:**

- a) **Personal CV or P11**, indicating all past positions held and their main underlying functions, their durations (month/year), the qualifications, as well as the contact details (email and telephone number) of the Candidate, and at least three (3) the most recent professional references of previous supervisors. References may also include peers.
- b) A cover letter (maximum length: 1 page) indicating why the candidate considers him-/herself to be suitable for the position.

**Evaluation Approach**

Applicants will be evaluated solely on their technical qualifications for inclusion in the SES National Consultant Roster.

The evaluation will be conducted using a technical scoring method (100%).

To be included in the roster, applicants must achieve a minimum technical score of 70 points out of 100.

Inclusion in the roster does not constitute a contract award and does not guarantee future engagement.

**Technical Evaluation Criteria (Total: 100 Points)**

**1. Education (Maximum 30 Points)**

Applicants will be evaluated based on the highest relevant academic qualification obtained.

- Applicants without a relevant Bachelor's degree will receive **0 points**.
- Applicants holding a **Bachelor's degree** in environmental science, natural resource management, social sciences, development studies, climate change, or a closely related field will receive **20 points**.
- Applicants holding a **Master's degree or higher** in a relevant field will receive **30 points**.

**2. Relevant Professional Experience in Environmental and Social Safeguards (Maximum 40 Points)**

Applicants must demonstrate a **minimum of five (5) years** of relevant professional experience in environmental and/or social safeguards, impact assessment, or related fields.

Scoring will be applied as follows:

- Less than 5 years of relevant professional experience: **0 points (does not meet minimum requirements)**
- 5–6 years of relevant experience: **25 points**
- 7–9 years of relevant experience: **35 points**
- 10 years or more of relevant experience: **40 points**

### **3. Technical Expertise in Safeguard Instruments and Implementation (Maximum 20 Points)**

Applicants will be assessed on demonstrated experience in the development and/or implementation of social and environmental safeguard instruments, as evidenced in the CV and cover letter. This includes, but is not limited to:

- Environmental and Social Impact Assessments (ESIA)
- Environmental and Social Management Plans (ESMP)
- Environmental and Social Management Frameworks (ESMF)
- Stakeholder Engagement Plans (SEP)
- Gender Action Plans (GAP)
- Grievance Redress Mechanisms (GRM)
- Risk screening, categorization, and monitoring in line with UNDP SES or comparable frameworks

Scoring will be applied as follows:

- Limited or indirect experience with safeguard instruments: **5 points**
- Solid experience with selected safeguard instruments: **15 points**
- Strong, demonstrated experience developing and implementing multiple safeguard instruments across different projects or contexts: **20 points**

### **4. Contextual and Institutional Experience (Maximum 10 Points)**

Applicants will be evaluated based on relevant contextual experience, with points awarded as follows:

- Experience working in fragile or conflict-affected contexts: **up to 3 points**
- Experience working in Yemen: **up to 5 points**
- Prior experience working with UNDP, other UN agencies, or international financial institutions (e.g. World Bank, GEF, GCF, EU): **up to 5 points**

The maximum score under this criterion is capped at **10 points**, regardless of the number of sub-criteria met.

### **Qualification Threshold**

Only applicants who achieve a minimum cumulative technical score of 70 points out of 100 will be considered qualified for inclusion in the SES National Consultant Roster.

#### **8. Call-Off Mechanism**

All the selected candidates will be put on a roster, successful candidates will be notified of their selection by UNDP procurement team.

When a request for services arises, the roster manager shall contact the individuals through StarOrbit based on availability and in the specific area of expertise with ToR, location, and dates of the assignment.

In the case of unforeseeable travel requested by UNDP outside the duty station, payment of travel costs, including tickets, lodging, and terminal expenses, should be agreed upon between UNDP and the Consultant prior to travel and will be reimbursed.

If there is more than one expert in the area of expertise, the evaluation panel will conduct an additional desk review or/and interview among the consultants with the required expertise based the detailed assignment TOR.

Payments will be made upon submission of a certificate of payment request, at a schedule agreed based on deliverables, indicating outputs achieved to be verified and cleared for payment by UNDP supervisor.

#### **9. Approval**

**This TOR is approved by:** Saliou Toure – UNDP Team Leader, Climate Change and Environment  
This certifies the appropriateness of the functions to StarOrbit contractual modality.

Signature:

Name and Designation: Saliou Toure  
UNDP Team Leader, Climate Change and Environment Yemen

Date of Approval: \_\_\_\_\_