

Terms of Reference

Gender, Environmental and Social Safeguards, and Stakeholder Engagement Specialist

Living Landscapes: Integrated management for biodiversity conservation through pollinators

Project Name	Living Landscapes: Integrated management for biodiversity conservation through pollinators
Country	Mexico
Title	Gender, Environmental and Social Safeguards, and Stakeholder Engagement Specialist
Start Date	September
Duration	8 months
Reports to	DGVS & WWF

1. Background

The proposed GEF project “Living Landscapes: Integrated management for biodiversity conservation through pollinators” will be implemented in Mexico and focuses on the Yucatán Peninsula, with emphasis on areas of Campeche and Yucatán. The project addresses accelerated habitat loss and biodiversity decline through integrated landscape management, biodiversity-friendly productive practices, conservation and restoration of native vegetation, and strengthened ecological connectivity.

The project objective is to strengthen biodiversity-friendly management of natural and productive landscapes by conserving and restoring native vegetation and habitat connectivity in the Yucatán Peninsula through a community-based management model that uses pollinators as a functional lever to catalyze broader biodiversity outcomes and integration into national policies and financial mechanisms.

The project landscape includes productive and natural landscapes, protected areas, biological corridors, community lands, ejidos, and areas with Indigenous Peoples and local communities. The project will place particular emphasis on meaningful participation by Indigenous Peoples, local communities, women, youth, producer organizations, civil society organizations, government agencies, financial institutions, and academic partners.

The project will be implemented through four main technical components and one Monitoring and Evaluation component. Component 1 will support policy coherence and financing mechanisms for biodiversity conservation in integrated landscapes. Component 2 will support integrated landscape management and restoration for biodiversity conservation. Component 3 will focus on knowledge management and communication. Component 4 will support effective decision-making and adaptive management through the project Monitoring and Evaluation system.

During the Project Preparation Grant phase, the project must prepare the safeguards, stakeholder engagement, and gender documentation required for WWF GEF Agency and GEF approval. This consultancy will lead the preparation of the Environmental and Social Management Framework (ESMF), Stakeholder Engagement Plan (SEP), Gender Assessment, Gender Action Plan, and related inputs and documentation, ensuring that all products are integrated

into project design and reflect WWF Environmental and Social Safeguards Framework, WWF Gender Policy, GEF policy requirements, and applicable national regulations.

Project components to be reflected in the consultancy work

Component	Focus	Relevant links to this TOR
Component 1	Policy coherence and financing mechanisms for biodiversity conservation in integrated landscapes.	Integration of biodiversity conservation and sustainable management criteria into public programs, policy instruments, and financing mechanisms.
Component 2	Integrated landscape management and restoration for biodiversity conservation.	Biodiversity-friendly productive practices; community-based restoration and conservation of natural habitats; participatory biodiversity monitoring with active participation of women and youth.
Component 3	Knowledge management and communication.	Data systems, monitoring protocols, knowledge-sharing mechanisms, communication strategy, and scaling guidance.
Component 4	Monitoring and Evaluation.	Adaptive management, gender-sensitive indicators, stakeholder participation, and project-level learning.

2. Objectives for this Role

- Lead the development of the essential safeguards, gender, and stakeholder engagement documents for the project “Living Landscapes: Integrated management for biodiversity conservation through pollinators,” namely the Environmental and Social Management Framework (ESMF), Stakeholder Engagement Plan (SEP), Gender Assessment, Gender Action Plan, and associated documentation required for the proposal to the GEF.
- Ensure that all safeguards, stakeholder engagement, and gender products comply with WWF’s Environmental and Social Safeguards Framework (ESSF), Safeguards Integrated Policies and Procedures (SIPP), WWF Gender Policy, GEF policies, and relevant national legal and institutional frameworks in Mexico.
- Provide strategic and technical guidance to the Project Development Team on gender equality, women’s empowerment, Sexual Exploitation, Abuse and Harassment Risk (SEAH risk) prevention and response, inclusive stakeholder engagement, Indigenous Peoples and local communities, FPIC where relevant, grievance redress, and environmental and social risk management.
- Support project design by ensuring that environmental and social risks, gender gaps and opportunities, stakeholder priorities, community perspectives, and the needs of vulnerable groups are reflected in the project design, implementation arrangements, budget, results framework, and monitoring and evaluation system.

3. Scope of Work

3.1 Environmental and Social Safeguards Development

The Consultant will lead the development of the Environmental and Social Management Framework (ESMF) and any other safeguards instruments required based on the final ESS Screening. The ESMF will identify environmental and

social risks and propose mitigation measures to avoid, minimize, mitigate, or manage potential adverse impacts triggered by project activities.

The ESMF may include or be accompanied by specific management instruments depending on the findings of the final screening, including but not limited to an Indigenous Peoples Planning Framework, Process Framework, Environmental and Social Management Plan, Labor Management Procedures, Chance Finds Procedure, or other specific mitigation plans required by WWF GEF Agency.

- Coordinate with the Project Development Team, technical specialists, WWF GEF Agency, executing partners, and relevant government partners to plan and develop all safeguards documentation required for CEO endorsement.
- Review and complete the ESS Screening tool and substantiate the preliminary safeguards rating, including the identification of safeguard standards triggered by the project and the rationale for required management instruments.
- Conduct desk review of relevant documents, including the PIF, project concept materials, baseline studies, existing stakeholder engagement information, laws and policies, sectoral programs, and relevant environmental and social safeguards guidance.
- Analyze the policy, legal, and institutional framework relevant to environmental and social risk management, Indigenous Peoples, community land and tenure, consultation requirements, biodiversity conservation, restoration, productive landscapes, public participation, gender equality, and grievance redress.
- Describe the environmental and social baseline of the project landscape, focusing on conditions relevant to the identified risks and impacts, including land use, biodiversity, productive systems, cultural and social context, Indigenous Peoples and local communities, vulnerable groups, gender dynamics, and institutional context.
- Identify stakeholders and potentially affected groups, including Indigenous Peoples, ejidos, local communities, women, youth, producer organizations, government agencies, conservation authorities, civil society organizations, academic institutions, financial institutions, and private sector actors.
- Conduct field assessments and stakeholder consultations in coordination with the Project Development Team, ensuring that consultations are culturally appropriate, gender-responsive, accessible, and documented.
- Assess potential environmental and social risks and impacts associated with project activities, including risks related to restoration activities, productive practices, land tenure or community agreements, benefit sharing, exclusion of vulnerable groups, SEA/SH, Indigenous Peoples, and grievance management.
- Identify mitigation measures, roles and responsibilities, implementation arrangements, budget needs, and monitoring mechanisms for the ESMF and associated management instruments.
- Provide a list of safeguards indicators and monitoring requirements to be incorporated into the project Results Framework and M&E Plan.
- Ensure that recommendations are integrated into project design, implementation arrangements, work planning, budget, stakeholder engagement, grievance redress mechanism, and monitoring systems.
- Incorporate comments and no-objection feedback from WWF GEF Agency, the Project Development Team, government partners, and other relevant reviewers into final safeguards documents.

3.2 Stakeholder Engagement Plan Development

The Consultant will lead the development of the Stakeholder Analysis and Stakeholder Engagement Plan (SEP). The SEP will describe stakeholder engagement carried out during project preparation, summarize key feedback received, explain how stakeholder inputs were or will be incorporated into project design, and establish the plan for meaningful stakeholder engagement during project implementation.

- Prepare and update the stakeholder mapping and analysis, building on stakeholder information included in the PIF and consultations undertaken for related initiatives, including the Coexistence Project where relevant.
- Identify stakeholder groups, interests, roles, possible influence, engagement needs, preferred communication channels, potential risks, and specific engagement considerations for Indigenous Peoples, local communities, ejidos, producer groups, women and youth groups, government agencies, academic institutions, civil society organizations, financial institutions, and private sector actors.

- Develop a consultation methodology and stakeholder engagement work plan for the PPG phase, including tailored approaches for Indigenous Peoples, local communities, women, youth, and vulnerable groups.
- Support the organization and facilitation of stakeholder consultation events, interviews, focus group discussions, validation meetings, and community-level information sharing sessions.
- Ensure stakeholder engagement processes are inclusive, accessible, culturally appropriate, gender-responsive, and conducted in Spanish and, where necessary, relevant Indigenous languages or with appropriate interpretation support.
- Support the application of Free, Prior and Informed Consent (FPIC) where required by WWF safeguards standards and the project context.
- Document stakeholder consultations, including dates, locations, participant groups, summary of issues raised, responses provided, and how feedback has been considered in project design.
- Develop a project-level grievance redress mechanism appropriate to the project context, including accessible entry points, procedures for confidential complaints, SEAH-sensitive pathways, and culturally appropriate communication channels.
- Define the stakeholder engagement strategy for implementation, including frequency, format, responsibilities, budget needs, disclosure requirements, and monitoring indicators.
- Ensure that the SEP is aligned with and cross-referenced to the ESMF, Gender Action Plan, grievance redress mechanism, project communication strategy, and M&E system.

3.3 Gender Assessment and Gender Action Plan

The Consultant will lead a Gender Assessment and prepare a Gender Action Plan to ensure that gender equality, women's empowerment, youth participation, and SEAH risk prevention and response are integrated into project design, stakeholder engagement, safeguards instruments, implementation arrangements, and the project M&E system.

- Conduct a gender desk review and collect existing gender-related information for Mexico and the Yucatán Peninsula, including information relevant to Indigenous women, youth, rural communities, productive systems, restoration activities, biodiversity governance, and participation in decision-making.
- Analyze the legal, policy, and institutional framework related to gender equality, women's empowerment, Indigenous women, youth, participation, SEAH prevention and response, and other relevant topics.
- Collect and analyze sex- and age-disaggregated data through consultations, interviews, focus groups, and relevant secondary sources, in coordination with safeguards and stakeholder engagement work.
- Assess gender roles, responsibilities, time use, access to and control over resources, participation in productive systems, decision-making processes, benefit sharing, access to finance, access to training, and participation in restoration, biodiversity monitoring, and governance activities.
- Identify barriers and opportunities for full, equal, safe, and meaningful participation of women, men, youth, and vulnerable groups in project activities, including demonstration plots, community agreements, restoration work, biodiversity monitoring, knowledge management, and stakeholder engagement.
- Assess potential SEAH-related risks in the context of project activities and propose prevention, mitigation, reporting, referral, and response measures aligned with WWF requirements and the local context.
- Develop recommendations for integrating gender considerations across the ESMF, SEP, grievance redress mechanism, project design, implementation arrangements, budget, and M&E Plan.
- Prepare a Gender Action Plan with concrete actions, responsibilities, timeline placeholders, budget considerations, and indicators, aligned with project components and outputs.
- Identify gender-responsive and sex-disaggregated indicators to be included in the Results Framework, M&E Plan, Gender Action Plan, and stakeholder engagement monitoring system.
- Support the Project Development Team and partners to strengthen capacity for gender-responsive and inclusive stakeholder consultations and for implementation of project activities that are sensitive and responsive to gender and SEAH considerations.

3.4 Integration with Project Design and PPG Process

- Work closely with the technical team to ensure that safeguards, gender, and stakeholder engagement findings are reflected in the project document, theory of change, results framework, budget, implementation arrangements, risk table, and CEO endorsement package.
- Review relevant sections of the project document and provide targeted inputs on environmental and social risks, gender equality, Indigenous Peoples and local communities, stakeholder engagement, grievance redress, and monitoring indicators.
- Participate in relevant Project Development Team meetings, technical workshops, theory of change discussions, validation exercises, and document review processes.
- Maintain a clear record of comments received and how they were addressed in revised deliverables.
- Ensure consistency across the ESMF, SEP, Gender Assessment, Gender Action Plan, grievance redress mechanism, Results Framework, and M&E Plan.

4. Deliverables

Deliverables may be adjusted in coordination with the selected consultant, Project Development Team, and WWF GEF Agency.

No.	Deliverables
1	Work Plan and Methodology, including consultation approach, fieldwork plan, coordination arrangements, and document preparation timeline.
2	Review and completion of ESS Screening, including rationale for safeguards instruments required.
3	Stakeholder Analysis, including stakeholder mapping, engagement needs, and preliminary consultation plan.
4	Gender Assessment Report, including gender baseline, analysis of gaps and opportunities, SEAH considerations, and recommendations for project design.
5	Consultation Documentation and Summary Report, including consultation records, issues raised, and how feedback was considered.
6	Draft Stakeholder Engagement Plan, including implementation-stage stakeholder engagement strategy and grievance redress mechanism.
7	Draft Environmental and Social Management Framework, including any required supplementary safeguards instruments identified through screening.
8	Draft Gender Action Plan, including actions, responsibilities, proposed indicators, and budget considerations.
9	Gender, stakeholder engagement, and safeguards indicators and recommendations integrated into the Results Framework and M&E Plan.
10	Final Stakeholder Engagement Plan, incorporating comments from WWF GEF Agency, Project Development Team, and relevant stakeholders.
11	Final Environmental and Social Management Framework and any supplementary safeguards instruments required.
12	Final Gender Assessment Report.

No.	Deliverables
13	Final Gender Action Plan.

5. Duty Station

Based in Mexico with availability for travel to project intervention areas in the Yucatán Peninsula, as required and agreed with WWF and the Project Development Team.

6. Duration

8 months approximately .

7. Logistics, Team, Collaboration and Supervision

A Project Development Team (PDT) will guide the development of the project and ensure participation and buy-in from key parties for project development, including government partners, executing partners, WWF, technical consultants, and relevant stakeholders.

The Consultant will coordinate closely with WWF GEF Agency, WWF technical staff, executing partners, national consultants, relevant government counterparts, and other specialists involved in project preparation.

The Consultant is expected to participate in PDT meetings, technical discussions, stakeholder consultations, document review processes, and validation meetings. Deliverables will be reviewed by WWF GEF Agency and the PDT, and the Consultant will be responsible for incorporating comments and revisions as required.

WWF and/or project partners will support logistical coordination for consultations and field work as agreed. The Consultant will be responsible for proposing a practical methodology, workplan, and coordination approach that allows the safeguards, gender, and stakeholder engagement products to be developed in a coherent and integrated manner.

8. Qualifications and Experience

Required experience and expertise of the consultant or consultancy team

- At least ten (10) years of relevant professional experience in environmental and social safeguards, social assessments, stakeholder engagement, gender analysis, environmental and social impact assessment, ESMF preparation, or related fields.
- Demonstrated experience preparing ESMFs, SEPs, Gender Assessments, Gender Action Plans, and related safeguards instruments for GEF, GCF, or other internationally financed conservation, biodiversity, landscape management, or sustainable development projects.
- Strong knowledge of WWF Environmental and Social Safeguards Framework, GEF environmental and social safeguards requirements, stakeholder engagement requirements, and gender policy requirements, or demonstrated experience applying equivalent international standards.
- Experience conducting participatory, culturally appropriate, and gender-responsive consultations with Indigenous Peoples, local communities, ejidos, producer organizations, women, youth, and vulnerable groups.
- Experience working with Indigenous Peoples and local communities, including understanding of FPIC, community governance, customary decision-making arrangements, and culturally appropriate engagement methods.
- Experience designing or assessing grievance redress mechanisms, including mechanisms that are accessible to vulnerable groups and sensitive to SEAH-related complaints.

- Demonstrated ability to integrate gender, safeguards, stakeholder engagement, and Indigenous Peoples considerations into project design, results frameworks, M&E systems, budgets, and implementation arrangements.
- Strong analytical and writing skills in English and Spanish.
- Fluency in English and Spanish is required.

Preferred qualifications

- Experience working in Mexico, preferably in the Yucatán Peninsula, Campeche, or Yucatán.
- Knowledge of the social, cultural, environmental, and institutional context of the Yucatán Peninsula, including Indigenous Peoples, ejidos, community land management, productive systems, restoration, pollinator conservation, and biodiversity-friendly practices.
- Experience with WWF, GEF, or GEF Agency project preparation processes, including CEO endorsement package requirements.
- Experience integrating gender and safeguards requirements into biodiversity, ecosystem restoration, agricultural, or productive landscape initiatives.
- Knowledge of Mayan or other Indigenous languages in the project landscape is an asset.
- Proven track record facilitating participatory processes and engaging local communities, women's groups, youth, government agencies, civil society organizations, and producer organizations.

9. How to Apply

Applicants should submit their resume and cover letter to Elleli Huerta Ocampo at elleli.huerta@semarnat.gob.mx by September 1, 2026.

Annex 01: Additional Information on Consultancy Tasks

A. Policy, legal and administrative framework

- Analyze the policy, legal and administrative framework within which the project will take place and identify laws, policies, regulations, procedures, and institutional arrangements relevant to environmental and social risk management, public consultation and disclosure, Indigenous Peoples, community land and tenure, biodiversity conservation, restoration, productive landscapes, gender equality, SEAH prevention and response, and grievance redress.
- Identify any gaps between national requirements and WWF/GEF safeguards requirements and explain how such gaps will be addressed through the project safeguards instruments.

B. Environmental and social baseline

- Describe and analyze the environmental and social context in which the project operates, focusing on aspects relevant to identified risks and impacts. This should include the immediate project context and the broader landscape context as relevant to project activities.
- The baseline should consider physical, biological, socio-economic, cultural, gender, and institutional conditions that may be affected by or may influence project implementation.

C. Identification of affected groups and stakeholders

- Identify stakeholders and groups that may be affected positively or negatively by project activities, including Indigenous Peoples, local communities, ejidos, producer organizations, women, youth, vulnerable groups, government institutions, academic institutions, civil society organizations, financial institutions, and private sector actors.

- Assess stakeholder interests, potential roles, concerns, engagement needs, and differentiated risks related to participation, access to benefits, and potential exclusion.

D. Assessment of environmental and social impacts

- Review and confirm the ESS Screening and identify potential direct, indirect, cumulative, and contextual environmental and social risks and impacts.
- Assess the likelihood, magnitude, significance, manageability, duration, and reversibility of potential risks, with attention to impacts on Indigenous Peoples, vulnerable groups, women, youth, livelihoods, land access, benefit sharing, cultural heritage, biodiversity, and community health and safety.

E. Environmental and Social Management Framework

- Develop an ESMF that provides a practical framework for managing risks and mitigating impacts during implementation. The ESMF should define procedures, roles and responsibilities, mitigation measures, monitoring indicators, budget considerations, and reporting requirements.
- Where required by the ESS Screening, prepare or integrate additional safeguards instruments such as an Indigenous Peoples Planning Framework, Process Framework, Environmental and Social Management Plan, Labor Management Procedures, Chance Finds Procedure, or other specific plans.

F. Stakeholder Engagement Plan

- Prepare a SEP that documents engagement during project preparation and establishes a clear, inclusive, culturally appropriate, gender-responsive, and accessible engagement strategy for implementation.
- The SEP should include consultation methods, disclosure arrangements, feedback loops, grievance redress procedures, roles and responsibilities, budget considerations, and monitoring indicators.

G. Gender Assessment and Gender Action Plan

- Prepare a Gender Assessment that identifies gender gaps, opportunities, roles, barriers, risks, and recommendations relevant to project design and implementation.
- Prepare a Gender Action Plan that translates findings into concrete actions, responsibilities, indicators, budget considerations, and implementation arrangements aligned with project components and outputs.