

## TERMS OF REFERENCE NATIONAL CONSULTANT ON PROJECT DOCUMENT DEVELOPMENT

<b>Project Name (PPG)</b>	Strengthening of institutional and legal capacities to enable improvement of the national monitoring system and management of environmental information (00090515)
<b>Short title of Assignment:</b>	National consultant on project document development
<b>Duty station:</b>	Bishkek
<b>Duration of Contract:</b>	From August 2014 to February 2015 (144 effective person days)

### BACKGROUND

Kyrgyzstan is eligible as a GEF grant recipient having ratified the three Rio Conventions, i.e., the Convention on Biological Diversity (CBD) on 26 July 1996; Convention to Combat Desertification and Drought (CCD) on 21 July 1999; and the Framework Convention on Climate Change (FCCC) on 14 January 2000. Kyrgyzstan has also acceded to or ratified another ten multilateral environmental agreements and protocols.

The basis for effective environmental management requires on-going and good quality monitoring that informs decision-making and planning. In Kyrgyzstan, environmental monitoring is characterized as unsatisfactory and insufficient to meet the requirements of the three above-mentioned Rio Conventions. Monitoring systems are of poor quality, with limited number of observed parameters, sites, and incongruent methodologies and metrics that limit the generation of accurate information. In 2005, the National Capacity Self-Assessment (NCSA) identified the lack of necessary information and relevant data as being an important barrier to the implementation of the Rio Conventions, as well as other MEAs. This was reaffirmed by the National State of the Environment Report for the Kyrgyz Republic in 2012. This barrier also impedes the formulation and implementation of environmentally sound and sustainable development in Kyrgyzstan, including environmental risk assessment protocols. One of the six recommendations of the NCSA's Strategic Action Programme (SAP) was to improve environmental and natural resource monitoring.

Currently, Kyrgyzstan has no unified system for environmental monitoring. While there are multiple monitoring services, these are not coordinated, the result of which is unnecessary duplication of monitoring efforts and the use of different methodologies and metrics that produce inconsistent and contradicting information. In order to address this issue, there is a need for a national level mechanism to coordinate environmental information management and monitoring. Such a mechanism would also reduce the overall cost of environmental monitoring by creating synergies and economies of scale while at the same time enhancing access to quality environmental data and information.

### OBJECTIVES

Having received approval of the GEF Secretariat on the Project Identification Form (PIF), UNDP will implement the Project Preparation Grant (PPG) to develop a medium-sized project that aims at strengthening the national capacities for environmental monitoring and information management in the country in order to make better decisions for the global environment. The project's strategy is to achieve this through: 1) improved policy and legislative instruments for effective monitoring; 2) strengthened data and information management to produce new and improved knowledge; and 3) improved awareness of global environmental values.

### SCOPE OF ACTIVITIES

Within the specified deadline, the National Consultant will help to formulate the Medium-Size Project document in close collaboration with the International Consultant and the UNDP. Specifically, the National Consultant will help elaborate the project’s design as outlined in the PIF by providing country specific information, which will be based on a review of key documentation and feedback received from country-level consultations, namely:

- Review and assess the policy and legislation frameworks related to environmental information management and monitoring (EIMM);
- Review and assess the consultative and decision-making process in Kyrgyzstan with respect to implementing environmental legislation and regulation, in particular on the extent to which global environmental obligations are being addressed and the how global environmental issues are taken into account in national planning and decision-making;
- In collaboration with the International consultant, analyze other countries’ experiences in preparation and implementation of similar projects in order to identify best practices relevant to this project’s strategy and design;
- Make recommendations for strengthening appropriate legal and regulatory frameworks to catalyze improved adherence to national and global environmental laws, regulation, standards, and other obligations; and
- Additional details as requested by UNDP and the International Consultant.

In addition to this technical input, the National Consultant will work with UNDP to help implement the PPG, namely:

- Organize an Inception Workshop with participation of key stakeholder representatives to ensure country ownership and to discuss the institutional, technical and systemic challenges and opportunities that must inform the elaboration of the project design;
- Develop Terms of References and work plans for local consultants, as appropriate;
- Supervise the work of consultants and subcontractors and monitor performance of the assignments in accordance with their work plans;
- With support from UNDP and with guidance from the international consultant, undertake an analysis of project risks and project design options to reduce these;
- In collaboration with an international consultant, develop the project logical framework (with gender sensitive indicators) and SMART indicators;
- Undertake consultations with stakeholders to secure agreement(s) on project implementation arrangements, including roles, responsibilities, and accountabilities of lead and partner agencies;
- In collaboration with UNDP and guidance from the international consultant, work with the project partners to identify and secure project co-financing;
- In collaboration with the International Consultant and local consultants, contribute to drafting the medium-size project document;
- With the support of UNDP, help organize a Stakeholder Validation Workshop to review and endorse the project strategy and design; and
- Support UNDP on additional organization matters, as appropriate.

#### FINAL PRODUCT

	PRODUCT	TIMEFRAME	PAYMENT STRUCTURE
1.	<ul style="list-style-type: none"> <li>○ Inception Workshop is organized and report prepared;</li> <li>○ Analysis of institutional field concerning environmental monitoring and decision-making;</li> <li>○ Assessment of the current policy and legislative issues to the extent that they inform project strategy and design;</li> </ul>	End of September 2014	25%

	<ul style="list-style-type: none"> <li>○ Outline gender issues relevant to the project strategy and design; and</li> <li>○ Approved ToRs and work plans of local consultants.</li> </ul>		
2.	<ul style="list-style-type: none"> <li>○ Risk mitigation strategy is developed.</li> <li>○ Socio-economic and financial sustainability of the planned project activities is defined;</li> <li>○ Best practices and experience of other countries is reviewed and relevant ones are considered.</li> </ul>	End of October 2014	25%
3.	<ul style="list-style-type: none"> <li>○ The project monitoring and evaluation plan and project budget are developed; and</li> <li>○ Final version of the project logical framework, along with the indicators is prepared.</li> </ul>	End of November 2014	25%
4.	<ul style="list-style-type: none"> <li>○ Co-financing arrangements are made with the national partners – letters are available;</li> <li>○ Draft project document is presented for stakeholder review and validation;</li> <li>○ Project document is finalized; and</li> <li>○ Assignment final report</li> </ul>	End of January 2015	25%

#### REPORTING

- The National Consultant will be submitting reports based on the above-mentioned tasks in a format agreed with the International Consultant and UNDP;
- Reports to be submitted after each deliverable result achieved according to schedule to the UNDP Kyrgyzstan;
- All information should be provided in electronic versions in Russian / English language;
- The National Consultant shall be liable for the accuracy and reliability of the data provided, providing citations to sources of information used;
- Upon completion of the assignment the National Consultant will submit a final report in for the whole assignment for approval of UNDP Kyrgyzstan that will serve as a justification for final payment; and
- All materials produced by the National Consultant for this project are the property of UNDP, and consulted with UNDP prior to any publication.

#### REQUIREMENTS

- Higher education in social or environmental or natural sciences;
- At least 5 years of experience in environmental management;
- Experience in development and revision of environmental legislation, proved by two projects;
- Experience in project development and implementation in the capacity building area, proved by two projects developed or implemented;
- Fluency in Russian.

#### TRAVEL

The assignment does not include any travel.

#### UNDP CONTRIBUTION

UNDP will provide the National Consultant with organizational and logistical support to carry out his/her duties as outlined above.

#### ADDITIONAL REQUIREMENTS FOR THE RECOMMENDED CONTRACTOR

Individual Consultants/Contractors whose assignments require travel and who are over 62 years of age are

required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN-approved doctor prior to taking up their assignment.

Individual Consultants/Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.

### **SECURITY CLEARANCE**

The National Consultant will be requested to undertake the Basic Security in the Field (BSIF) training and Advanced Security in the Field (ASIF). These requirements apply for all Consultants, attracted individually or through the Employer.

### **SUBMISSION OF APPLICATIONS**

Candidate should provide documents proving compliance with the qualification requirements:

1. Current, complete and signed P.11 form in English or Russian;
2. Confirmation of Interest and Submission of financial proposal as per template;
3. At least two recommendation letters.
4. ID card