

Terms of References

Job Title: Pilot Project Coordinator

Project Reference: Implementation of the pilot SEA of the Orhei Town Master Plan

Duration of Employment: July – December 2014

Contract type: Individual Contract

Expected workload: 36 working days

I. Background

Strategic Environmental Assessment (SEA) effectively promotes sustainable development by mainstreaming environment into economic development at a national and local level. SEA is a well-established, practical and efficient planning and environmental governance tool/system set out in the UNECE Protocol on SEA to the Convention on Environmental Impact Assessment (EIA) in a Transboundary Context. It ensures that development plans in key sectors such as energy, water and waste management with likely significant adverse environmental impacts are efficiently developed taking into account environmental (and health) considerations. SEA, in particular, will allow identification of the most sustainable and cost-effective strategic development alternatives in Moldova for attracting new investments and for improving its environment. SEA also helps strengthen the country's environmental governance through fostering transparency and consultation with relevant stakeholders and the public prior to the approval of plans and programmes. SEA in a transboundary context can also greatly facilitate regional cooperation on environmental matters.

Since 2004 the UNECE secretariat has provided technical assistance and capacity building support to foster ratification of, and accession to, the Espoo Convention and its Protocol on SEA in the countries of Eastern Europe, Caucasus and Central Asia. The secretariat has a broad experience in assisting the countries in improving their legislative and institutional frameworks for the implementation of both treaties. The tailor made training and pilot projects provided by the UNECE have proven to be efficient in building the necessary institutional and human capacities in countries for the effective application of EIA and SEA to their development projects, plans and programmes.

At the six Meeting of the Parties to the Espoo Convention, in June 2014 in Geneva, the Government of the Republic of Moldova (RM) requested the secretariat to assist the country in development of national SEA systems and practices and to raise awareness and understanding of the benefits of SEA among various stakeholders. Based on this request the work-plan of the two treaties for 2014–2017 includes several relevant activities such as: (a) finalising drafting of national legislation on SEA; (b) a pilot application of the SEA procedure to a draft Government plan or programme. The funding for the activities is secured through the EU funded programme Greening Economies in the Eastern Neighbourhood (EaP GREEN).

The UNDP Office in Moldova is offering support to UNECE in project implementation.

Project description

The overall aims of the project is to further develop legislation on SEA, build capacities in application of SEA procedures at a national level and to raise awareness of SEA benefits among various national stakeholders.

Specific objectives include:

- provide support in the development of the draft law on SEA
- testing and demonstrating opportunities of practical application of the draft law on SEA based on the implementation of a pilot project
- providing recommendations for environmental optimisation and modifications of the selected plan/programme, and

- developing recommendations for further improvement of national legislative and institutional frameworks on SEA in a country.

II. Scope of work and responsibilities

The overall responsibility of the Pilot Project Coordinator is to offer assistance to the SEA Team in carrying out an SEA procedure for the Orhei Town Master Plan, including organizing start-up workshop, training workshops and public participation and consultation events as well as the national round table consultation event.

The Pilot Project Coordinator will work under the direct supervision and guidance of the SEA Team Leader.

Expected deliverables and timeframe

The key tasks of the Pilot Project Coordinator are as follows:

1. provide the necessary administrative assistance in organizing and coordinating the project events (4-6)
2. make all the administrative arrangements in cooperation with UNDP office in Moldova: procurement, arranging meeting venues and necessary equipment, coffee breaks and lunch, arrange simultaneous interpretation and provision of equipment for interpretation, national and international travel arrangements, accommodation, etc.
3. prepare procurement documents and payments in accordance with UNDP rules and procedures
4. arrange external and internal meetings, send invitations to events to participants, organize translation and printing of meeting materials
5. maintain record of all activities performed under the project (reports, minutes, agendas, list of participants, etc)
6. prepare draft agenda and identify the participants to the events and prepare lists of participants in accordance with UNECE rules
7. prepare minutes and/or reports of the seminars/workshops and other meetings (as agreed with the SEA Team Leader)
8. provide other logistical and administrative support as requested by the SEA Team Leader, SEA consultants and international consultants.

The timeframe and duration of activities are estimated to be broken down as follows:

Activity	Duration (estimated) / days	Estimated Timing and deadline*
Organize in cooperation with the Ministry of Environment and document the national round table consultation event to discuss the draft law on SEA	2	29 July 2014
Organize and document the Start-up seminar and the first training workshop	8	1 st part of July 2014
Organize and document scoping consultations and the second training workshop	8	August 2014
Organize and document the consultations with relevant authorities and a public participation workshop	8	2nd part of October 2014

Activity	Duration (estimated) / days	Estimated Timing and deadline*
Provide logistics and administrative support to the SEA Team	8	July – October 2014
Provide inputs for the final report on the pilot project	2	2 nd part of November 2014
TOTAL working days	Approx. 36	

*The proposed time frame will be discussed and coordinated with the International Consultant.

III. Management Arrangements:

Responsibility for Managing the Consultant

The consultant will work under guidance and is primarily reporting to the SEA Team Leader

Payment for Services

The payment for services shall be made in three installments upon submission and approval of deliverables, and certification by UNECE that the services have been satisfactorily performed.

Installment	Payment Amount
Support in organization of the Start-up seminar and training workshop	35%
Provide assistance for organizing scoping consultations; training workshop	35%
Provide assistance for organizing the final public consultation event	30%

Responsibility for Expenses and their Reimbursement

The Consultant will be responsible for all personal administrative and travel expenses associated with undertaking this assignment including office accommodation, printing, stationary, telephone and electronic communications, report copies and maps and others identified.

IV. Requirements for experience and qualification

Academic Qualification

- University degree in economics, finance, accounting, international relations, public administration or other related field

Experience:

- At least 3 years of experience in administrative work and logistics
- Working experience in providing administrative assistance in organizing project events, arranging accommodation, travel, meeting venue, etc.
- Familiarity with rules and procedures and prior working experience with UNDP and/or other international organizations would be a strong asset

Competencies

- Strong interpersonal skills, communication and diplomatic skills, ability to work in a team
- Good organizational, time management and facilitation skills

- Knowledge and skills of MS Office, including Word, Excel, PowerPoint

Language requirements:

- Fluent in written and oral communication in English, Romanian and Russian