

## Terms of References

**Job Title:** SEA Team Leader

**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:** 42 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.

The Government of Moldova selected the Master Plan of Orhei Town as a strategic document for a pilot application of SEA procedure. The development of the plan extends from the end of June to the end of October 2014.

## **II. Scope of work and responsibilities**

The responsibility of the National SEA Team Leader, under the guidance of the International Consultants, is to (a) Efficiently coordinate the work of the SEA national team of consultants (e.g. biodiversity, spatial planning, public health, water quality and others identified) in the step-by-step implementation of the SEA pilot based on the implementation plan jointly developed by RM and the Espoo Convention Secretariat; (b) Provide inputs to and draft a scoping report and an SEA report on the basis of the inputs prepared by her/himself and the other member of the SEA national team; (c) Prepare a final report on the implementation of the SEA pilot; (d) Organise start-up workshop, two training workshops and public participation and consultation events as well as the national round table consultation event on the draft SEA law; (e) ensure proper coordination of the SEA process with the planning organisation and the Orhei local community.

### **Expected deliverables and timeframe**

The key tasks of the consultant are as follows:

1. Coordinate the work of the team of national consultants and liaise with the international consultants for realization of the work plan; organization of regular communication and exchange of schedules of work, information and data with planners and Orhei local authorities.
2. SEA Scoping - guiding organization of the start-up seminar aiming at awareness and clarifying roles of various stakeholders in the SEA process, including the training workshop on SEA scoping. In cooperation with the national SEA consultants and international consultants, prepare the scoping report including an introductory information on the Master Plan (i.e. main development priorities and/or major projects to be elaborated by the Master Plan), a list of key environmental issues for the SEA of the Orhei Town Master plan with brief justification for selected issues, and the preliminary recommendations towards the Master Plan
3. Baseline Analysis - conducting baseline analysis of the current state of the environmental and existing trends for selected environmental issues and estimation of likely future development of existing environmental situation, generating inputs to the SEA report
4. Potential environmental impacts evaluation – guiding organization of the scoping consultations and the second training workshop, and consultations with relevant stakeholders; preparation of the first draft SEA report based on the methodology and guidance provided by the international consultants, including the evaluation of compliance with environmental objectives and assessment of potential impacts of the measures and activities proposed within the Master Plan on the selected key environmental issues and formulation of mitigation measures
5. SEA reporting and decision making - guiding organization and facilitation (if required) of the final SEA consultation event; presentation of the SEA findings at the event; preparation of a report on the public/stakeholders comments and how these have been considered in the SEA report; preparation of the final draft SEA report and its executive summary; together with the pilot project coordinator preparation of final report on the pilot project.
6. Providing ad-hoc support to the SEA team members if required.

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

| Activity | Duration<br>(estimated) / days | Estimated<br>and deadline* | Timing |
|----------|--------------------------------|----------------------------|--------|
|          |                                |                            |        |

| Verify the workplan of the national team to ensure proposed timeframes and expected outputs  | 1                 | 1 <sup>st</sup> part of July 2014     |
|--|-------------------|---------------------------------------|
| Coordinate the work of the national consultants  | 6                 | July – December 2014                  |
| Guide Organization of the start-up seminar and first workshop  | 4                 | 1 <sup>st</sup> part of July 2014     |
| Prepare the scoping report based on the results of the workshop and inputs from the SEA team members   | 2                 | 2 <sup>nd</sup> part of July 2014     |
| Guide organization of the scoping consultations and the second training workshop   | 4                 | August 2014                           |
| Conduct Baseline studies   | 4                 | July 2014                             |
| Conduct assessment of environmental impacts and prepare of the draft SEA report  | 6                 | August – October 2014                 |
| Guide organization of the consultations with relevant authorities and a public participation workshop on the draft SEA / Master Plan and prepare a report on the public/stakeholders comments and how these have been considered in the SEA report | 5                 | 1 <sup>st</sup> part of October 2014  |
| Prepare of the final SEA report and its executive summary  | 5                 | 2 <sup>nd</sup> part of November 2014 |
| Prepare final report on the project report   | 5                 | November – December 2014              |
| <b>TOTAL working days</b>  | <b>Approx. 42</b> |                                       |

\*The proposed time frame can be changed according to the changes of the Master Plan preparation (if any).

### III. Management Arrangements:

The SEA Team Leader will work under guidance and is primarily reporting to the UNECE International Consultants and the assigned UNDP Programme Officer.

#### Payment for Services

The Expert shall be paid in five installments upon submission and approval of deliverables, and certification by UNECE that the services have been satisfactorily performed.

| <b>Installment</b>   | <b>Payment Amount</b> |
|--|-----------------------|
| Prepare the workplan of the national team with acceptable timeframes and expected outputs                            | 10%                   |
| Organization of the start-up seminar and training workshops, including the scoping workshop. Scoping report prepared | 20%                   |
| Conduct baseline analysis  | 20%                   |
| Assessment of environmental impacts and preparation of the environmental report                                      | 25%                   |
| Final SEA project report   | 25%                   |

### **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**

- Advanced university degree in environmental science or other relevant field

#### **Experience:**

- At least 7 years of experience implementing projects related to environment
- Extended coordination and team leading experience
- Experience in the organization of public consultations and consultations with national authorities
- Familiarity with rules and procedures and prior working experience with UNDP and/or other international organizations would be a strong asset
- Knowledge of environmental assessment procedures and procedures under UNECE Protocol on Strategic Environmental Assessment
- Knowledge of the existing environmental regulatory and institutional framework in the Republic of Moldova
- Understanding of a planning process for development of strategic documents in the Republic of Moldova
- Documented experience in preparation of substantive report in environmental field
- Experience in one of the following fields is required: carrying out strategic environmental assessment, strategic planning, urban planning and in carrying out any type of environmental assessment

#### **Competencies**

- Strong interpersonal skills, communication and diplomatic skills, ability to work in a team
- Strong analytical, reporting and writing abilities
- 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, Russian and Romanian
- Good drafting skills in Russian and Romanian