

Terms of References

Job Title: Social and Stakeholder Engagement Expert

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

Duration of Employment: October - December 2014

Contract type: Individual Contract

Expected workload: 25 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 Social and Stakeholder Engagement expert will be one of the SEA team members and is expected to be senior expert capable of working independently under the coordination of SEA Team Leader and with the assistance of the international SEA consultant. He/she should be able to formulate expert opinion on relevant social issues (considering also possibly limited or incomplete data), and actively seek opinions of other relevant stakeholders (e.g. local non-governmental organizations, health authorities) in order to increase understanding of existing local situation and improve credibility of SEA outputs.

He/she will be involved in entire SEA process (i.e. in the course of several months) and will deliver inputs in several phases. For every SEA step and written deliverable indicated below, the expert will be provided with detailed instruction including structure/format of required inputs by the SEA Team Leader and the international SEA consultants.

The Social and Stakeholder Engagement expert will participate in consultations with planning authority and other relevant stakeholders and will present his/her findings during public SEA events, as well as provide a feedback on comments obtained.

Expected deliverables

The key tasks of the Social and Stakeholder Engagement expert are as follows:

1) SEA Scoping

Main responsibility:

- To contribute to the identification of key environmental aspects/problems relevant to the Master plan preparation and implementation
- To conduct stakeholder analysis – to identify and categorize stakeholders potential relevant for the Master plan preparation and SEA process

Main activities:

- To review scoping workshop outcomes and discussion with the aim to verify identified potential environmental aspects that might be affected by the Master plan, and key social problems related to the concerned territory
- To conduct stakeholder analysis – to identify and categorize stakeholders potentially relevant for the Master plan preparation and SEA process

Tangible output:

- The list of environmental and social problems valuable from the stakeholders' perspective and related to the Master plan of City of Orhei with brief justification for selected problems (circa 2 pages)

- The Stakeholder register with contact details, concerns and expectations; the suggestions on the potential role in SEA process are encouraging

2) Baseline analysis

Main responsibility:

- To facilitate contacts and consultations with relevant stakeholders capable of contributing to the SEA baseline analysis (e.g. local NGOs)
- To gather the socio-economic information (including local social, economic, demographic, ethnographic, etc.) and analyse the social baseline conditions and existing trends
- To pick up and analyse of the public perceptions of the key environmental and social issues

Main activity:

- To prepare description of past trends (and their main drivers), current status and likely future evolution of key socio-economic, and demographic conditions within concerned territory
- To communicate with key stakeholders and keep them informed about the SEA process

Tangible output:

- The chapter to the SEA report (Social baseline conditions) with structure and content as agreed with the SEA team leader and international experts (circa 10 pages)
- Written record of contacts and consultations with local stakeholders

3) Analysis of risks and likely impacts

Main responsibilities:

- To facilitate dissemination of information and targeted invitations to the SEA public events and consultations
- To provide inputs to the analysis of risks and likely impacts related to the Master Plan

Main activities:

- In cooperation with the SEA Team Leader and SEA coordinator prepare SEA consultation and training event (namely to ensure participation of key local stakeholders)
- To evaluate compliance of the Master plan with existing environmental policy objectives
- To identify and describe risks and potential negative and positive impacts of the measures and activities proposed within the Master plan on the social situation and specific problems in as identified in scoping
- To participate in consultations with planners preparing the Master plan
- To provide the analysis of public concerns

Tangible outputs:

- Analysis of risks and likely impacts on social situation (circa 10-15 pages)

4) Master plan optimization, mitigation measures, environmental monitoring

Main responsibilities:

To formulate key public concerns related to Master Plan and proposals (if possible) for draft Master plan optimization (revisions of the Master plan draft) in order to prevent potential negative impacts of the Master plan on the social situation (and/or to reinforce positive impacts).

Main activities:

- To formulate measures to mitigate, or compensate likely adverse impacts resulting from the Master plan implementation on the social situation (including suggestions for the Master plan draft revisions)
- To identify key indicators (with definition and identification of data sources) suitable for monitoring of impacts of Master plan implementation on the environment, and formulate suggestions for practical realization (improvement) of environmental monitoring.
- To participate in both formal and informal consultations with relevant authorities and other stakeholders
- To present main SEA findings and preliminary proposals for mitigation measures in a public event and respond to comments on SEA outputs.

Tangible outputs:

- List of public comments/concerns and analysis
- Proposal for the Master plan draft document revision (circa 2 -3 pages)
- Proposal for mitigation measures to be implemented together with the Master plan (circa 2-3 pages)
- To prepare set of indicators (including definition and identification of data sources) (circa 1 page)
- Prepare PP slides with key findings for SEA public event (2-5 slides per issue)

5) SEA reporting and decision making

Main responsibilities:

To contribute to the final revision of the SEA report (compiled from previous written inputs), including formulation of the final SEA statement summing up findings and recommendations.
Participate in presentation of SEA final results and responding to comments obtained.

Main activities:

- Revision of the SEA report
- Participation in formal consultation and public event
- Responding (in writing) to key comments obtained

Tangible outputs:

- Reviewed SEA report

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

Activity	Duration (estimated) / days	Estimated Timing and deadline*
Review scoping workshop outcomes and conduct stakeholder analysis – to identify and categorize stakeholders potentially relevant for the Master plan	3	30 October 2014

Activity	Duration (estimated) / days	Estimated Timing and deadline*
preparation and SEA process.		
To prepare description of past trends (and their main drivers), current status and likely future evolution of key socio-economic, and demographic conditions within concerned territory and to communicate with key stakeholders and keep them informed about the SEA process.	7	1 st part of November 2014
Inputs providing to the analysis of risks and likely impacts related to the Master Plan	5	November 2014
Formulation of measures to mitigate, or compensate likely adverse impacts resulting from the Master plan implementation on the social situation and to identify key indicators; participate in both formal and informal consultations with relevant authorities and other stakeholders.	8	2nd part of November 2014
To contribute to the final revision of the SEA report (compiled from previous written inputs), including formulation of the final SEA statement summing up findings and recommendations. Participate in presentation of SEA final results and responding to comments obtained.	2	October – December 2014
TOTAL working days	Approx. 25	

*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
Assisting at the preparation of past trends of key socio-economic and demographic conditions;	35%
Formulation of measures to mitigate the adverse impact resulting from the Master plan implementation;	35%
Assisting to revision of final SEA report and presentation of final results responding to comments obtained	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 environmental sciences, social studies, health or other related field

Experience:

- At least 5 years of experience in stakeholder engagement and/or social studies
- Background experience in SEA process is welcome
- Knowledge of the existing environmental regulatory and institutional framework in the Republic of Moldova

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 Russian and Romanian
- Good drafting skills in Romanian and/or Russian ; English is welcome but not obligatory