

TERMS OF REFERENCE

Team Leader for preparation of the Project Document “Enabling transboundary cooperation and integrated water resources management in the Dniester River Basin” based on GEF requirements

Project Name:	UNDP-GEF PPG: “Enabling transboundary cooperation and integrated water resources management in the Dniester River Basin”
Short title of Assignment:	Team Leader PPG
Location:	Home-based, with trips required
Application deadline:	June 10, 2016
Type of Contract:	Individual contract
Post level:	IC
Duration of Contract:	28 working days within the period 20 June – 10 December 2016
Languages required:	English, Russian

BACKGROUND

The GEF is funding the Project Preparatory Grant (PPG) phase for the Medium Size Project (MSP) “Enabling transboundary cooperation and integrated water resources management in the Dniester River Basin”.

The project will contribute towards the joint management of the water resources of the Dniester River basin. The project builds on the on-going cooperation of the Republic of Moldova and Ukraine based on the bilateral agreements (1994 and 2012) and the UNECE / OSCE / ENVSEC support since 2006.

The project includes three inter-related and mutually supportive components:

1. In-depth analysis of the water resources, related ecosystems and their use.
2. Development of the policy, legal and institutional set-up, mandate and capacities of the River Basin Commission for strengthened basin-level cooperation.
3. Strengthening of water resources and biodiversity monitoring and conservation, and information exchange in the Dniester River Basin.

The PPG phase runs for a period less than a year to develop necessary background information, identify partners among the key national and international actors in the area, secure co-financing and develop the MSP Project Document. PPG funding, in combination with agency co-finance contributions will support the design of the proposed full-size project. The following activities will be undertaken during the PPG phase:

- development of strategic documents and accompanying analysis,
- input from national consultants to support the preparation of a project document for the MSP,
- development of the project annual work plan & budget, with defined roles and responsibilities (with accompanying terms of reference) as well as the project document for the project implementing agency,

- stakeholder consultations with all key partners to get input for the project document and to validate that the project design meets the priority needs of the Dniester Basins Riparians and stakeholders.

The objective of the PPG phase is to develop the project documentation according to standard GEF and UNDP templates (UNDP Project Document and GEF CEO Endorsement Request) for the Medium-Size Project (MSP) based on submitted and approved PIF.

OBJECTIVE

The objectives of the Team Leader is to lead and facilitate the process of development of the documentation for the project “Enabling transboundary cooperation and integrated water resources management in the Dniester River basin” in standard GEF and UNDP templates (UNDP Project Document and GEF CEO Endorsement Request) for the Medium-Size Project (MSP).

SCOPE OF WORK

Under the overall guidance of the UNDP/GEF Regional Technical Advisor and UNDP Moldova’s Energy and Environment Cluster Lead, direct supervision of an International PPG Consultant, and in close coordination with the UNECE Regional Adviser on Environment and UNDP Ukraine and Moldova, other national experts and the national partners in both countries the Team Leader will perform the following:

1. Draft a work plan detailing practical steps to develop the project proposal.
2. Based on the national consultants’ input, develop an inventory of available materials to be analysed during the development of the GEF submission package (UNDP project document, CEO Endorsement, GEF BD Tracking Tool)
3. Ensure the development and timely submission of the GEF submission package: coordinate the team of consultants during the project preparation process, working closely with both UNDP offices (in Moldova and Ukraine) and UNDP regional hub in Istanbul and with beneficiaries and key stakeholders from both countries
4. Guide the work of national consultants and their contributions, and oversee compliance with the agreed work plan and deliverables.
5. List and describe key stakeholders involved into the project, including private sector, civil society, and local communities, and their respective roles in the project.
6. Assist in organization of the two national stakeholder workshops (tentatively Chisinau in July 2016 and Kyiv in October 2016, e.g. communicating with potential participants, drafting agenda, list of participants, reports).
7. Develop a risk analysis table and an outline of a risk mitigation strategy for the project to be reviewed by the International Expert.
8. Compile the deliverables of the National Consultants into the project documentation as per standard GEF and UNDP templates (UNDP Project Document and GEF CEO Endorsement Request).
9. Support the International Expert in development of the M & E plan, budget, Logical Framework, stakeholder involvement plan, a costing table for all expected project outcomes and outputs.
10. Other tasks related to implementation of the GEF PPG.

FINAL DELIVERABLES

PRODUCTS	DEADLINE	PAYMENT STRUCTURE
<ol style="list-style-type: none"> 1. A work plan detailing practical steps to develop the project proposal. 2. Compiled list of all relevant available material to be used in the development of the project proposal. 3. Project stakeholders engagement and Project Management Arrangements sections : description of key stakeholders and their respective roles in the projects including support to the capacity assessment of the proposed executing agency (as per the requirements). 4. Report on the first national stakeholder workshop (tentatively in Chisinau in July 2016). 	15 Aug 2016	30%
<ol style="list-style-type: none"> 1. Risk analysis table and an outline of a risk mitigation strategy for review by the International Expert. 2. Report on the second national stakeholder workshop (tentatively in Kyiv in Sept-Oct 2016). 3. Compiled project documentation based on contributions of the national experts as per standard GEF and UNDP templates (UNDP Project Document and GEF CEO Endorsement Request). 4. Support to the International Expert in development of the M & E plan, budget, Logical Framework, stakeholder involvement plan, management arrangements and a costing table for all expected project outcomes and outputs. 5. Support the International Consultant to draft responses and clarifications to the GEF Secretariat after the submission of the GEF package 	10 Dec 2016	70%

The quality of the final documents will be evaluated by the UNDP/GEF Regional Technical Advisor, the UNECE Regional Adviser on Environment, and UNDP Moldova representative (Environment and Energy Cluster Lead). Payments shall be made upon delivery and approval by the UNDP/GEF Regional Technical Advisor and UNDP Moldova according to the deadlines mentioned in the table above.

REPORTING REQUIREMENTS

- The Consultant will submit the inputs in an agreed format in English.
- All information should be provided in electronic versions in English.
- The Consultant shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used.
- All materials produced by the Expert are the property of UNDP, and before its publication can only be used in coordination with the UNDP office.

COMPETENCY REQUIREMENTS

Skills:

- Good analytical, coordination, writing, presentation and communication skills.
- Strong interpersonal skills, ability to work in a team.
- Capacity to submit high quality deliverables under time constraints.

Qualifications

- University degree in the field of natural sciences.

Experience:

- At least 10 years of work experience in the field of environmental policy and management
- Experience on transboundary water cooperation and with EU Water Framework Directive; relevant experience in the Dniester River basin is an asset.
- Experience in working with international organizations and projects
- Experience in project development and project management including stakeholder liaison and partnership building

Language:

Fluency in English and Russian

ADDITIONAL REQUIREMENTS

The Consultant will be responsible for providing her/his station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection.

The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment.

Recommended contractors over 62 years of age on assignment requiring travel should undergo a full medical examination including x-rays and obtaining medical clearance from an UN approved Doctor prior to taking up their assignment.

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

TRAVEL REQUIREMENTS

The assignment foresees travels to Moldova (Chisinau, 2 overnights) in July and to Ukraine (Kiev, 2 overnights) in September. All travel expenses associated with the trips (tickets, accommodation, DSA) will be included in the financial offer (which needs to entail: (i) consultancy fee (ii) travel costs) paid as per UNDP rules and regulations.