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**TERMS OF REFERENCE (TOR)**

 **National Consultant for Water Quality / Expert for the Stocktake of Water Quality Monitoring Programs and Protocols**

# Background information

Currently, water quality monitoring in Belize is being conducted in a fragmented manner as opposed to a more integrated, planned approach. As a result, there are overlaps in monitoring efforts, exhaustion of already limited resources, and the inability to sustain long term programs. Most importantly, however, is that there are no existing national standards for conducting water quality monitoring in Belize. Therefore, the national wealth of information being collected has no comprehensively agreed upon protocols or standards to ensure data confidence. Thus, to create a national baseline and subsequent data sets, an overarching set of standards must be created to guide water quality monitoring to ensure that data collected was done using sound standardized methodology.

The National Integrated Water Resources Management Authority (NIWRA) who, under the National Integrated Water Resources Act No 19 of 2010, is responsible to “provide for the management, controlled allocation and the sustainable use and protection of the water resources of Belize” legislation enshrines a more coordinated and collaborative process to the overall management of water resources inclusive of water quality. Consequently, in order to move towards a more integrated approach to Water Quality Monitoring, a national stakeholder workshop on water quality monitoring will be held in collaboration with the Japan Caribbean Climate Change Partnership Project implementing partners and other Government agencies to bring together key players from the private and public sectors to address the development of a national water quality monitoring strategy document.

It is important to note that there are several national level projects such as the Marine Conservation and Climate Adaptation Project and the Key Biodiversity Areas Project which also are providing financial support to strengthen and improve water quality monitoring in Belize. As a result, the proceedings of the workshop will be integrated into the ongoing initiatives in order to support the development a more comprehensive water quality monitoring programme in Belize.

# Objective

UNDP seeks the service of a National Expert in Water Quality / Expert for the Stocktake of Water Quality Monitoring Programs and Protocols. The expert is also expected to support the client (National Hydrological Service, Department of Natural Resources) in the planning and facilitation of Two-Day National Stakeholder Workshop on Water Quality Monitoring Criteria, ensuring that the following objectives of the workshop are accomplished:

1. To facilitate dialogue among entities that conduct water quality monitoring in Belize;
2. To identify the strengths and gaps of the existing National water quality monitoring programs and protocols;
3. To identify the short, medium and long-term needs for Water Quality Monitoring in Belize.

# Scope of Work

The National Expert in Water Quality / Expert for the Stocktake of Water Quality Monitoring Programs and Protocols, with the guidance from the Government of Belize and in close collaboration with UNDP Belize Country Office, will also undertake all responsibilities with respect to the planning and the facilitation of a Two-Day National Stakeholder Workshop on Water Quality Monitoring Criteria.

The individual consultant has the following principal responsibilities, and deliverables, as well as other related tasks that the project team may identify as necessary for the execution of the consultancy:

**Task 1** –**Inception Meeting**

1. Conduct an Inception meeting with the client (National Hydrological Service, Department of Natural Resources), including the Department of the Environment (DOE) and the Coastal Zone Management Authority and Institute (CZMAI), in a validation of presented consultancy methodology and timelines.
2. Prepare and submit an Inception meeting report and a final work plan. The Inception meeting report is to document the outcome of the Inception meeting as well as outlining the processes and methods to achieve the objectives of the Workshop.

**Task 2– Stocktake and Mapping of Existing National Water Quality Monitoring Programs and Protocols (State and Non-State)**

1. Identify documents and comparison analysis of the various water quality water monitoring system which allow for the identification of strengths and gaps of the programs and protocols to be addressed.

**Task 3– Facilitate the Two- Day National Stakeholder Workshop**

1. Organize and facilitate a Two-Day National Stakeholder Workshop. The consultant’s key actions include:
2. Consultant will present to client (National Hydrological Service, Department of Natural Resources), a workshop design plan which will allow for the inclusiveness and greater participation of actors.
3. Based on the stock take, the consultant will identify suitable national expertise that can present in the national workshop.
4. Facilitate the development of a standardized presentation template
5. Prepare participatory activities for use at the forum to identify gaps and strengths.
6. In consultation with the client (National Hydrological Service, Department of Natural Resources), the consultant will identify relevant stakeholders and participants of the workshop
7. Responsible for the compilation of all workshop findings and recommendations.

**Task 4– Final Report of the Workshop**

1. Produce a Final report of the Workshop upon completion of Task 1, 2, and 3. The report is to capture the main points of the discussions from the workshop to highlight how to improve coordination of government agencies to improve the management of water resources as it relates to water quality monitoring and related interventions such as the establishment of a harmonized water quality monitoring criteria. The Final report of the workshop shall incorporate the comments/changes upon review by the client (National Hydrological Service, Department of Natural Resources) and stakeholders.

# Expected Deliverables and Schedule

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|  | **Deliverables** | **Submission Period** | **% Payment** |
| 1 | Inception meeting report. (Task 1) | 1 weeks after signing of contract. | 15 |
| 2 | Final Report of the Stocktake and Mapping exercise (Task 2) | 2 weeks from submission of Inception Report. | 35 |
| 3 | Workshop design and facilitation tools (Task 3) | 1 week after submission of the final report of the Stocktake and Mapping Exercise. | 35 |
| 4 | Final Workshop report of the forum. (Task 4) | 1 week after the Two-Day Workshop/Forum. | 15 |

# Institutional Arrangement

The consultant shall consider and address all comments of and forward to the client (National Hydrological Service, Department of Natural Resources) before final submission of each deliverable and shall report directly to the Programme Analyst of UNDP on the deliverables of the work.

# Duration of the Work

Commencement target date is August 15, 2018. Expected duration of work is 15 working days over a 6-week period with expected date of completion of September 27, 2018.

# Duty Station

The individual consultant is expected to work independently with a temporary work space to be provided by the National Hydrological Service to facilitate contract delivery.

# Required Qualifications and Skills

1. Have a bachelor’s degree in chemistry, biology, water /environmental sciences, or a similar field related to water resource management.
2. Knowledge and experience in Belize’s water management sector.

# General Professional experience

1. Five years professional experience in the field of water management
2. Good communication and Team working skills
3. Should have a good understanding and knowledge of local development agenda and issues.
4. Should have proficiency in Microsoft Word and able to work fast under tight deadlines
5. High level of integrity and accountability
6. Ability to organize work efficiently
7. Fluency in English is required

# Scope of Price Proposal and Schedule of Payments

All proposals must be expressed in as a *Lump Sum Amount* and must be “all-inclusive.”

# Recommended Presentation of Offer

The following documents are requested:

1. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
3. **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology on how they will approach and complete the assignment including a timeline;
4. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

# Criteria for Selection of the Best Offer

Combined Scoring method will be used– where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%;

# Submission of Application Package:

Proposals are required to submit by email or in 1 sealed envelope clearly labelled RFP: **National Consultant for Water Quality / Expert for the Stocktake of Water Quality Monitoring Programs and Protocols**

**United Nations Development Programme**

**Attn:** Procurement Associate

3rd Floor, Lawrence Nicholas Building. Belmopan

Cayo District, Belize, C.A.

**Tel: (501)** 822-2688, 0467, 4228

**Email**: **procurement.bz@undp.org**

# Deadline for Application: Friday, August 13, 2018 at 4:00 p.m.