

Terms of Reference

National or International consultants:	National Consultant
Description of the assignment:	A Junior Technical Assistant for the support of targeted enterprises under the LEPAP project team in meeting World Bank safeguards requirements in view of reaching the project's milestones and overall objectives.
Project Title:	Lebanon Environmental Pollution Abatement Project (LEPAP)
Period of assignment/services:	252 working days spread out over a period of 12 months (Extension may be applied)

Background

In order to ensure a smooth transition for Lebanon to environmental sustainability, the Government of Lebanon, through the Ministry of Environment has requested the support of the World Bank and the Italian Government to establish the Lebanon Environmental Pollution Abatement Project (LEPAP) as a national initiative to respond to the challenges for promoting the financial and environmental sustainability of the industrial sector in Lebanon.

The LEPAP project was initiated in 2014 and is implemented in close partnership with the Ministry of Environment, Ministry of Finance, Banque Du Liban (BDL), the World Bank and the Italian Cooperation in Lebanon. LEPAP aims at reducing industrial pollution in targeted industrial enterprises and will contribute to strengthening the monitoring and enforcement capabilities of the Ministry of Environment.

LEPAP consists of two main components: (A) Technical Assistance Component funded by the Italian Cooperation, and (B) Investment Component funded by the World Bank (WB).

Under the Technical Assistance Component, the Italian Cooperation has approved the allocation of a financial contribution to the United Nations Development Program (UNDP) to provide technical assistance for the project and to support in the overall management of the project activities. This support will contribute at strengthening the capacity of the Ministry of Environment (MOE) in the management of industrial pollution, and in monitoring and enforcement of the newly introduced Environmental Compliance Decree. These ToRs relate to the technical assistance component of the project.

Scope of Work, Responsibilities and Description of the Proposed Analytical Work

1.1. Scope of work

Under the direct supervision of the Project Manager, the Consultant's responsibilities are the following:

- a. Assist the project team in coordinating with industrial enterprises and
- b. conducting field visits to industrial enterprises and undertaking technical assessment of environmental impact. Field visit reports and assessments should be prepared accordingly;
- c. Assist the project team in validating environmental studies, technical offers, feasibility studies, or any other relevant documents submitted under the LEPAP project;
- d. Assist in data collection needed for the preparation of environmental studies;
- e. Support in monitoring LEPAP sub-projects in coordination with the Monitoring and Evaluation Officer;
- f. Assist in the analysis and research for the preparation of the technical reports and compile/consolidate missing information with the LEPAP team;
- g. Assist in preparing technical-related correspondence to the MoE and beneficiaries as requested by the Project Manager;
- h. Provide overall support as requested by the Project Manager.

2. Expected Outputs and Deliverables

2.1. Outputs

Other than delivering the reports related to the assigned tasks as per the Scope of Work, the Consultant will be requested to submit a short report outlining the implemented duties along with each submitted invoice.

2.2. Deliverables

- Deliverables

All deliverables should be handed out in 1 hard copy as well as one soft copy (word and PDF format).

The deliverables are to be submitted and reviewed according to section 4.1 below. All deliverables are to be submitted in the English language.

- Reporting

During the fulfilment of the assignment, the Consultant will ensure regular communication with the project team and will ensure a timely delivery of the expected outputs and will regularly inform the project team of the progress as well as any obstacles that might occur.

The Consultant shall prepare monthly reports outlining the completed tasks.

3. Institutional Arrangements

The Consultant will work under the direct supervision of the Project Manager. The Consultant shall make his own arrangements for all transportation required to perform the required tasks including site visits to industries. When possible, the project will provide support service and / or logistical support (excluding transportation to the office and communication costs) during this assignment.

4. Duration of work

The expected duration of the contract is **12 months** from date of contract signature with an assigned **252 working days**. It should be noted that the current assignment can be subject to extension as needed and upon mutual agreement between the Project Manager and the Consultant.

5. Duty Station

The assignment requires deskwork, research, meetings, fieldwork as well as coordination between the different related entities.

The consultant is requested to perform his duties at the LEPAP offices at the Ministry of Environment in Beirut and he may be requested to conduct field visits alone or jointly as needed.

6. Requirements for Experience and Qualifications

6.1. Academic Qualifications:

- Bachelor's degree in environmental science or environmental engineering or closely related fields;
- Master's degree in related fields is a plus.

6.2. Years of experience:

At least 2 year of relevant experience.

6.3. Technical experience:

The consultant shall have:

- Local experience as a must,
- Experience in preparation and review of environmental studies,
- Experience in industrial sector processes and impact is preferential,
- Knowledge of national policies and plans as well as World Bank safeguard requirements is an asset.

6.4. Competencies:

- High proficiency in English and Arabic (French is an asset);
- Demonstrable analytical and report writing skills;
- Excellent interpersonal and communication skills,
- Ability to meet deadlines and prioritize multiple tasks.

7. Scope of Price Proposal and Schedule of Payments

The consultant shall be reimbursed in an all-inclusive lump sum amount linked to the monthly submission of time sheets and monthly reports on completed tasks and the approval of the certificate of payment (COP) by the Project Manager.