



Annex -1-
Terms of Reference (TOR)

Project Name: Institutional Strengthening of the Ministry of Environment

Reference Number: 00040894

Subject: Publication – MoE UNDP Partnership Achievements 2010-2014

1. Background

UNDP has been, since the initiation of the Ministry of Environment (MoE) in 1993, implementing projects, mobilizing donor funding and supporting the ministry throughout the years and through numerous projects. These projects contribute to the development and improvement of the legislation, regulation and planning at the MoE. Projects also provide on-the-ground implementation of activities at the local level and contribute to environmental research and development. The projects complement the work of the various Services and Departments at the Ministry of Environment.

The Institutional Strengthening of the Ministry of Environment project was established early 2010 with the objective of supporting the MoE in planning and programming for sustainable development, and environmental capacity development. Within the project activities planned for 2014 – 2015, this project will publish a report highlighting the partnership between MoE and UNDP and its achievements.

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

The assigned consultant will, based on documentation provided by UNDP, prepare a document that consolidates the work achieved within the MoE-UNDP partnership for the past 5-years (or slightly more), analyses the added value of the partnership and determines its impact in the sector. The document will cover at a minimum the following headings (should the consultant consider additional or alternative headings, these could be considered during the drafting of the report)

- Policy Support
- Research & Development
- Environmental Mainstreaming
- Resource Mobilization for Implementation: Financial, Human, Technical
- Key Environmental Guidance and Awareness
- Communication & Partnership
- On the Ground Interventions
- Annex: Fact Sheets about the Projects (One page fact sheet per project)

The scope of work will include the following:

- 1- Review of the documentation provided by UNDP (fact sheets about the projects)
- 2- Draft the publication (in English) as per the outline above
- 3- Review the draft based on comments from UNDP
- 4- Edit the document
- 5- Format (including photographs), layout and design a basic cover for the report



6- Prepare short power point presentation summarizing results.

The report targets the general public and is meant to show-case the work undertaken in the field of environment and sustainable development.

3. Qualifications Required

Title:

The Individual Consultant should possess the following minimum qualifications:

I- Academic Qualifications:

Masters in Environmental Policy Planning or Political Science or other related fields

II- Years of Experience:

- a. Relevant experience of at least 10 years.
- b. Proven professional experience in public policy
- c. Experience in report writing, journalism and/or communication is an asset
- d. Previous experience with the public sector and environmental governance in Lebanon
- e. Previous experience with UNDP is an asset

III- Competencies:

- a. Excellence in writing skills.
- b. Knowledge and practical experience in publishing
- c. Strong analytical skills
- d. Ability to adapt quickly to new work environments, to establish and maintain good work relations with individuals of differing backgrounds, and to work under pressure.
- e. **Language Requirements:** English and Arabic