# TERMS OF REFERENCE

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**TERMS OF REFERENCE FOR RECRUITMENT OF INTERNATIONAL CONSULTANCY FIRM TO PREPARE THE 6TH STATE OF ENVIRONMENT AND OUTLOOK REPORT (SOER) 2021 FOR RWANDA**

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| **Application type:** | International Tender |
| **Job Title:** | Consultancy to prepare the 6th state of environment and outlook report (SoER) for Rwanda 2021 |
| **Category** | International firm |
| **Coverage area** | Rwanda |
| **Application Deadline:** | 12th October 2020 |
| **Type of contract:** | International Firm Contract |
| **Expected starting date:** | Immediately after signing of contract |
| **Duration** | 180 calendar days expanded on 10 months |

1. **BACKGROUND**

The constitution of the Republic of Rwanda of 2003 revised in 2015, in its 22nd article, provides to everyone who lives in Rwanda the right of living in a clean and healthy environment; in its 53rd article, the same constitution obliges everyone residing in Rwanda to protect, safeguard and promote the environment. In the same context, the organic law n° 04/2005 determining the modalities of protection, conservation and promotion of environment in Rwanda, Article 7, 4º emphasizes the importance for every person to have the right to be informed of the “state of the environment” and to take part in the decisions and strategies aimed at protecting the environment. This is further elaborated in article 3.3 of the Law determining the organization, functioning and responsibilities of REMA which states “to conduct thorough inspection of environmental management in order to prepare a report on the status of environment in Rwanda that shall be published every two (2) years”.

So far, REMA has produced 5 SoER reports, the 1st State of Environment and Outlook Report was published in 2009, this report served three main needs: providing information and knowledge on the state of the environment; guiding policy-makers and other stakeholders on how to improve environmental management; and establishing the evidence base for monitoring the implementation of the Economic Development and Poverty Reduction Strategy (EDPRS) and for future policy decisions, particularly those related to integrating the environment into policies, plans, programs and budgets. The second report was produced in 2011 in the form of an Atlas: Rwanda Atlas of our changing environment (implications for Climate Change resilience). The Atlas provided a comprehensive overview of scientific evidence-based impacts of the Rwandan changing environment derived from ground photographs, current and historical aerial photographs and satellite images as well as narratives. The third report of the series was produced in 2013, it focused on the status of the environment of Kigali City in order to provide decision makers with information about the present status of Kigali’s environment and suggests policy options that could help to achieve Rwanda’s Vision 2020 goal to make Kigali “a viable and attractive city in lucrative and sustainable business”. The 4th Report was the State of Environment and Outlook Report 2015, this has focused on greening Rwanda’s agricultural sector with resource efficient, low carbon and climate resilient practices, provided an outlook for the future of the nation’s agriculture sector and explores opportunities for agriculture to contribute to greening the Rwandan economy. The 5th report in 2017 and recent report of the series focuses on Environment, Climate Change and Urbanization with a special focus on achieving sustainable urbanization. The 6th SoE report will analyse among other the key environmental issues, including deforestation and forest and ecosystems degradation, land degradation, exploitation of natural resources, pollution, waste management and also analyse trends over time and identify the environmental challenges that Rwanda is likely to face in future.

1. **RATIONALE**

‘State of the Environment’ reports are critical publications produced by environmental agencies around the world to set the environmental agenda, communicate relevant information about current trends and pressures and develop actions to address environmental challenges. They are important mechanisms to mainstream environmental actions across government and raise awareness among government, private sector, civil society and the general public. The State of Environment (SoE) report provides a basis for evidence-informed policies and early warning of environmental problems facing Rwanda. The 6th SoE report ad highlighted above will analyse key environmental issues, including deforestation and forest and ecosystems degradation, land degradation, exploitation of natural resources, pollution, waste management. This report will also consider the potential effects of the COVID19 on the state of environment of Rwanda. The 6th report will also analyse trends over time and identify the environmental challenges that Rwanda is likely to face in future. This analysis and benchmarking of the environmental issues will assist government, non-government organizations, civil society, media and other stakeholders to takemeasures/actions to address and monitor progress towards the achievement of national and international environmental objectives towards meeting the international targets such as Multilateral Environmental Agreements (MEAs) like NDCs and the Sustainable Development Goals (SDGs) agenda.

Most importantly the 6th SoE report will help the Government of Rwanda to make informed decisions about its environment and to maintain a sustainable environment in the most effective way possible. It will illustrate the interrelationship between people, resources, environment and development, and will demonstrate the importance of including the environment as an integral part of socio-economic planning and policy processes at the national level. To understand this cause and effect’ and the relationship between the environment and people, the report will use, among others, the global best-practices and SDG framework (Goals-Targets-Indicators).

1. **THE OBJECTIVE OF THE ASSIGNMENT**

The objective of this assignment is to prepare the 6th State of Environment Report of Rwanda. The report aims to provide the required information of the current and future state of environment of Rwanda based upon the current trends and future impact of developments. The 6th report is going to provide decision makers and stakeholders with accurate and valuable information needed to take the right decisions towards the sustainable development.

1. **SCOPE OF THE ASSESSMENT**

The preparation of the State of Environment and Outlook report will be led by REMA in collaboration with UNDP. The first State of Environment Report will be a reference and provide the framework for assessing the changes since 2009.

This assessment will also include analysis of following relevant UN Sustainable Development Goals and how Rwanda is making progress towards achieving the 2030 development agenda in general (all 17 goals) and will emphasis of the following goals in particular:

***Goal 6. Ensure availability and sustainable management of water and sanitation for all***

***Goal 7 Ensure access to affordable, reliable, sustainable and modern energy for all***

***Goal 11. Make cities and human settlements inclusive, safe, resilient and sustainable***

***Goal 12. Ensure sustainable consumption and production patterns***

***Goal 13. Take urgent action to combat climate change and its impacts***

***Goal 15. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.***

The above goals will be analysed within the context of the Rwanda Vision 2050 using appropriate targets and indicators suitable to needs and priorities of Rwanda.

The assessment or SoE Report will endeavor to answer the following key questions: - (a) what is happening to the environment of Rwanda and why? (b) what are the consequences of environmental changes to the environment and people? (c) what is being done and how effective is it in addressing the issues? (d) where is the country heading in terms of keeping a clean and healthy environment? (e) what has been the impact of the COVI19 outbreak to the environment of Rwanda and (f) what actions could be done to ensure a more sustainable future?

The report will focus on the following themes and topics:

**Theme1: Environment, people and socio-economic development**

* Environment and economic development
* Population, health and human settlements
* Agriculture Land use:
* Industry and mining
* Tourisms industry

**Theme 2: State of the environment**

* Forests, biodiversity and ecosystems in the protected areas
* Soil and Soil loss
* Water resources, watershed and wetlands
* Energy resources
* Air and Water quality
* Waste management
* Climate change and natural disasters

**Theme 3: Environmental Governance**

* Policy analysis, legislation, institutional arrangements and options for the future

1. **SPECIFIC TASKS AND ACTIVITIES**

Under the overall guidance and supervision of REMA the selected consultancy firm/organization will undertake the following tasks and activities.

* 1. Identify and review the existing information and data relating to socio-economic, environmental and natural resources in Rwanda as well as the key data and information sources and institutions or individuals to be consulted in the preparation of the State of Environment and Outlook report;
  2. Review suitability and adequacy of the thematic areas proposed for the report in consultation with the relevant stakeholders, and where appropriate, propose adjustments in consultation with REMA.
  3. Review the environmental indicators and situation at regional and international levels relevant to Rwanda environment and natural resources including indicators provided in the Sustainable Development Goals (SDGs), United Nations Framework for the Development of Environmental Statistics, previous State of the Environment Reports for Rwanda and more specifically make due consideration of the recommendations from the 1st State of the Environment Report and outlook and the ongoing implementation efforts of the actions of the long-term Environment and climate change policy, Revised National land use master plan, Green Growth and Climate Resilience Strategy and determine suitable environmental indicators that will allow the monitoring of changes for state of environment within the statutory biennial State of Environment reporting framework.
  4. Show the impact of COVID19 on the state of the environment of Rwanda;
  5. Review of ongoing and planned large scale activities, projects, and programmes in Rwanda that are currently creating or are likely to create significant environmental impacts;
  6. Undertake, where feasible, field visits to the designated locations in Rwanda to meet stakeholders and collect information/data for preparation of the State of Environment and Outlook report;
  7. Use the real time data received from various pollution monitoring systems in Rwanda (air pollution, water pollution, chemicals and hazardous waste,…) and portray the changes overtime and recommendations to make them better.
  8. Take or solicit high resolution photos and use reliable data sources to prepare relevant illustrations to accompany the analysis;
  9. Facilitate stakeholder meetings and workshops for preparation and finalization of the SOE report by ensuring that all agreed environmental and natural resources issues are addressed in a complete and coherent manner and reflect the latest information available;
  10. Utilizing the information obtained, and aligning recommendations with current best practice, policy and strategy, identify and recommend a range of potential environmental interventions for each relevant area including Natural Resources Management, Climate Change Adaptation and Mitigation, Wetlands and watershed management;
  11. Prepare final document of the Rwanda State of Environment Report based on the best scientific, technical and socioeconomic information available (supported with references from peer-reviewed literature);
  12. Prepare a summary for decision makers of maximum 20 pages and a policy brief of 5 pages maximum
  13. Produce a video clip of maximum 5 minutes that contains all key information on state of environment of Rwanda

1. **Expected Deliverables / Outputs**

* Inception report including awell elaborated introduction and background of key environmental issues in Rwanda, anappropriate conceptual and analytical framework for use in the preparation of the state of environment and outlook report**,** the organization of chapters, the methodology to be used and the plan of activities;
* Interim Report including data collected on different areas to be tackled in the report and PowerPoint presentation to facilitate the validation workshop facilitated Interim report
* First draft submitted for review and comments of stakeholders before. This report should include but not limited to:
  + Online GIS maps of the state and outlook of environment of Rwanda
  + PowerPoint presentation to facilitate the validation workshop facilitated Draft report,
  + A documentary movie/film of the 6th State of Environment of Kigali
* Final report (not more than 200 pages) and summary for decision makers (not more than 20 pages), a policy brief of 5 pages submitted

1. **Specifications for printing**

**Language:** English

**Finished size:** Quarto (30.5 x 24.15 cm)

**Copies**: - Main Report: 400 – English, Summary for Decision makers: 100 - English

P**ages**: Approximately 150 (w/o cover)

**Binding:** Hard cover, case bound left side (book format)

**Cover**: Laminated;

**Dust Cover:** None

**Inside paper:** 70 lb./104 gms text or 80 lb./118 gms text (per recommendation), Matt art recycled, chlorine-free, and/or environmentally friendly paper

**Inside printing:** 4 color process, 4 side bleed

**Media:** 1st choice – press quality pdf ; 2nd choice – In Design files. Delivered by ftp download and/or DVDs forwarded to printer

**Proofs:** One copy of SOE printed and submitted as sample

**Cross checking:** The sample shall have the same quality as SOER 2009

**Delivery Address**: KG 7 Ave, Kigali. P.O. Box 7634 Kacyiru, Kigali, Rwanda

**Deadline:** 500 Physical copies (400 of the State of Environment; **100 physical copies of summary for decision makers)** must be available

1. **METHODOLOGY**

Interested and competent international firms will propose a convincing methodology that illustrate the best approach to carry out this assignment and delivery a high quality report and its supporting document as detailed in these Terms of Reference (ToRs).

A good methodology will include but not limited to approach of the firm to carry out the main tasks and activities that will be undertaken by the firm through the collection of information and data from the desk review, participatory consultative meetings, and workshops with the key stakeholders. With respect to the current situation of COVID19, a good methodology should also demonstrate contingency plan that will be applied by the firm to get all required data/ information and to engage with stakeholders during this assignment. The selected international consultancy firm / organization will review all the relevant available information, national policies, strategies, plans, programmes and reports in order to establish state of environment and natural resources in the Republic of Rwanda.

1. **DURATION OF THE CONTRACT**

The consultancy will be executed in 180 calendar days on a period of 10 months from the date the contract is signed.

1. **DUTY STATION**

The consultancy firm will be home based mostly, however the consultants / experts are expected to spend at least 30 days in Rwanda for data collection and or presentation of the reports or facilitating workshops. The consultancy firm will propose in the methodology the based and effective way to engage with stakeholders to gather the accurate data and information required to produce a well strong and evidence base report amid any potential constraint like COVID19

1. **INSTITUTIONAL ARRANGEMENTS**

UNDP will contract the best and most competitive international consultancy firm to undertake the assignment as described in these ToRs on behalf of Rwanda Environment Management Authority (REMA). REMA will provide technical support as needed. REMA will designate a technical team made of different experts from various sectors and institutions to review and approvethe quality of the outputs produced by the international consultancy firm. UNDP will also pay the consultancy firm based on the clearance of each deliverable by the Director General of REMA.

1. **EXPERTISE REQUIRED**

| No | Qualification | Education and Experiences | | | |
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| 1. | **Team leader**  **Leading SoER preparation** | a PhD degree in one of the following areas: Applied Environmental Sciences, Natural Resources Management, Environmental Management. | | | |
| Minimum 10 years’ experience in integrated environmental assessment (IEA) and reporting and prior involvement in the SoE writing process will be an added advantage. The team leader should take overall responsibility for coordinating drafting and finalizing the report to a high standard within set deadlines.  Minimum 5 years experience in leading similar work | | | |
| **2** | **Environmental Expert** | MSc in Environmental management or natural resources management | | | |
| At least 7 years of working experience in the related field. A good understanding of integrated environmental assessment (IEA) and reporting and prior involvement in the SoE writing process will be an added advantage. | | | |
| **3** | **Pollution Expert** | At least a MSC in one of the following areas: Environmental sustainability, environmental compliance and related fields | | | |
| At least 7 years of working experience in the following areas: pollution monitoring, pollution analysis, pollution management, environmental law enforcement and related fields | | | |
| **4** | **Conservation Expert** | At least MSc in one of the following areas: biodiversity conservation, Forest Management, Protected areas management | | | |
| At least 7 years of working experience in the related field. A good understanding of integrated environmental assessment (IEA) and reporting and prior involvement in the SoE writing process will be an added advantage. | | | |
| 5 | **Economics Expert** | At least a MSc in economics or environmental economics. | | | |
| At least 7 years of working experience in the related field. A good understanding of integrated environmental assessment (IEA) and reporting and prior involvement in the SoE writing process will be an added advantage | | | |
| 6 | **Policy and Institutional framework Expert** | At least a MSc in following areas: policy analysis, policy development, development studies, public administration, institutional development | | | |
| At least 7 years of working experience in the related field. A good understanding of integrated environmental assessment (IEA) and reporting and prior involvement in the SoE writing process will be an added advantage | | | |
| 7 | Energy expert | At least a MSC in energy policy, Sustainable engineering and related field in Energy sector | | | |
|  |  | At least 5 years of experience in energy management, renewable energy, understanding the impact of energy systems management and their relationships with climate change mitigation and adaptation | | | |
| 8 | **GIS & RS expert** | At least a MSc in GIS and RS | | | |
| At least 7 years of working experience in the related field. A good understanding of integrated environmental assessment (IEA) and reporting and prior involvement in the SoE writing process will be an added advantage | | | |
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1. **Payment Modality**

The selected firm will be paid based on the submission and the acceptance of deliverables/out as follows:

20% of the total contract after submission and validation of the inception workshop;

20% after submission and validation of draft interim report

30% after submission and validation of the full draft report

30% of the total contract fee after submission and validation of State of environment and outlook of Rwanda 2021 and the submission and validation of the Policy brief for decision/policy makers.

1. **Evaluation Criteria: (see above)**

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply. All applicants will be treated with the strictest confidence.