**Terms of Reference**

**International Consultant – Project Management Advisor for EU/UNDP Black Sea Project:** **“****European Union for Improving Environmental Monitoring in the Black Sea – EU4EMBLAS”**

**Type of Contract:** IC/RLA (Consultant)

**Languages Required:** English required and working knowledge of Russian is an asset.

**Duratio**n: estimated May 2021 – 30 September 2024 (approximately 4-5 days per month, i.e. total estimated input of 160 working days).

**Location:** home based, with travels in the Black Sea region and EU countries for the project meetings. The beneficiary countries the project are Georgia, Ukraine, Russian Federation[[1]](#footnote-2).

**1. Background**

The Black Sea Basin environment is of paramount importance both in terms of regional development and of quality of life for its inhabitants. The Black Sea ecosystem is known to be rich and diverse but is also considered to be vulnerable as it experiences notably significant pressure from land-based pollution. The seriousness of environmental issues has been recognised by the countries of the region and they have responded with national and regional strategies and actions to tackle these issues. The Convention on the Protection of the Black Sea against Pollution (Bucharest Convention) addresses these problems through enhanced cooperation among its signatories. Further coordination in policies and legislation is a common interest to all the Black Sea countries. This is particularly true for the riparian Member States of the European Union: being Contracting Parties to the Bucharest Convention and members of the Black Sea Commission (BSC), they also value such coordination as a factor that influences their own ability to comply with the EU legislation, notably the EU Water Framework Directive (WFD) and the EU Marine Strategy Framework Directive (MSFD).

The present project is built on the results of previous project phases and complements the needs to build further the national capacities – technical and personal, to implement marine environment monitoring programmes, in line with the Bucharest Convention and EU reporting requirements.

The overall objective of the project is to help improve protection of the Black Sea environment. This objective will be pursued through further technical assistance focused on establishing modern systems and facilities for environmental monitoring (in Georgia and Ukraine), capacity building, assessment of environmental status in line with EU MSFD/WFD and public awareness raising on the Black Sea environmental issues. The key involved actors are the relevant national authorities, as well as research / scientific and educational institutions involved in the Black Sea monitoring.

The specific objectives are as follows: i) Upgrade of the technical facilities of key environmental organisations and laboratories involved in the monitoring of the Black Sea by procurement of modern analytical techniques and enabling their long term operation; ii) Building national capacities and skills in use of the up-to-date monitoring and analytical techniques aligned with the MSFD and WFD principles and methodologies and the Black Sea Integrated Monitoring and Assessment Programme (BSIMAP), including environmental data sharing and assessment; iii) Raise awareness on the key environmental issues and increase public involvement in the Black Sea protection..

A number of activities will be implemented in the following components of EU4EMBLAS project:

1. Establishing modern systems and facilities to support marine environmental monitoring in Georgia and Ukraine;
2. Strengthening national capacities for application of modern analytical methods, data management and assessment related to marine environmental monitoring;
3. Increasing awareness of general public on the Black Sea environmental issues further increased and education of young generation supported;
4. Management and coordination of the project.

The project will be implemented in the context of the [ENI Regional East Strategy Paper (2014-2020)](http://eeas.europa.eu/archives/docs/enp/pdf/financing-the-enp/regional_east_strategy_paper_2014_2020_and_multiannual_indicative_programme_2014_2017_en_.pdf); [Summary Regional East Multiannual Indicative Programme (2017-2020)](http://eeas.europa.eu/archives/docs/enp/pdf/financing-the-enp/regional_east_summary_of_the_strategy_paper_2014_2020_and_multiannual_indicative_programme_2014_2017_en.pdf) and the Joint Operational [Programme for the Black Sea Basin 2014-2020](http://blacksea-cbc.net/wp-content/uploads/2015/12/ENI-CBC-Black-Sea-Basin-JOP-final.docx).

The project is part of the ENI East Regional Action Programme 2019, Part 2: Support to the Implementation of the Eastern Partnership Multilateral Dimension and the Implementation of the Northern Dimension and the Black Sea Synergy. The **Black Sea Synergy** offers a forum for tackling common problems while enabling political and economic reform. An important goal is to bring added value to the citizens of the region while ensuring environmental sustainability. Two important regional agendas were developed under the Black Sea Synergy umbrella in the blue growth area, namely the Strategic Research and Innovation Agenda and the Common Maritime Agenda for the Black Sea.

**2. Description of Responsibilities**

The Project Management Advisor will provide advisory services related to establishing of modern systems and facilities to support marine environmental monitoring in Georgia and Ukraine, as well as capacity building of national institutions in application of modern analytical methods, data management and assessment related to marine environmental monitoring in line with MSFD methodologies and protocols. He/she will work under the direct supervision of the UNDP Regional Technical Advisor for International Waters, who has the overall supervision role on the project from the UNDP side.

The Consultant will provide recommendations on needs assessment/situation analysis and specification of analytical equipment and relevant facilities for implementation of monitoring programs, application of methodologies, data management, etc. to the other international, national experts and partner organizations working on the project. He/she will closely cooperate with the Project Assistant and Water Programme Analyst from UNDP Istanbul Regional Hub and with other the staff, involved in the project implementation.

The key tasks of the PM Advisor are the following:

* Provide advisory services to countries to fulfil their obligations under the Bucharest convention and other relevant Conventions and agreements (in particular EU legislation and practices) and contribute to the tasks related with Project's governance structure and communication (liaise directly with the representatives appointed by the ministries in the Project Steering Committee (PSC) and national focal points);
* Provide technical details and inputs related to project activities for quarterly progress reports and annual progress reports, according to the donor requirements, containing technical description of progress, including problem encountered, planned activities, as well as provide inputs for all reports required within UNDP project monitoring scheme.
* Provide management advice on the work of Project Implementation Office and whole team of project experts, timely and quality planning and implementation of all project activities, including quality control of all produced outputs, including studies, surveys and pilot projects;
* Upon request from UNDP RTA, present the project at various events, facilitate cooperation with other relevant projects, initiatives, EU (in particular the Joint Research Centre) and international institutions, EU Member States and other stakeholders.
* Provide substantive inputs into all technical reports to be prepared and carry out various activities arising during the project implementation.

The consultant will prepare several deliverables in cooperation with the other recruited short-term project experts (e.g. experts on chemistry, biology, etc.), UNDP team, as well as the experts from the national project partners, within the following time frame and payment schedule:

15 September 2021 (25% of payment)

* Inputs for the technical chapters of the Draft Inception Report, including the work-plan and time frame of the planned activities, (draft document to be available for Project Steering Committee meeting);
* Prepare presentations for the Project SC meeting and Inception workshop;
* Technical specifications and inputs for ToR of international consultants involved in the needs assessment for analytical equipment and facilities in Georgia and Ukraine;

15 May 2022 (25 % of payment)

* Advise on the process of preparation of Situation analysis, to be carried out in Georgia and Ukraine, to identify the existing infrastructure/ equipment/facilities and define equipment/facilities – provide comments to the prepared documentation.
* Specification of technical details on scientific work (inputs for ToRs) of short-term experts (chemistry, biology, etc.) that will provide trainings and hands-on exercises;
* Develop relevant technical chapters on the progress of the project activities and key achievements for the donor Annual Progress Report, covering period March 2021-March 2022
* Documents for the Project Steering Committee – Agenda of the SC, list of participants, Summary progress report – technical part, presentation.

15 May 2023 (25% of payment)

* Training plan for national experts for application modern analytical methods, data management and assessment, using the newly obtained equipment;
* Contribution (in form of presentations) to the trainings and workshops on data assessment and assessment schemes;
* Relevant technical chapters on the progress of the project activities and key achievements for the donor Annual Progress Report, covering period March 2022-March 2023
* Documents for the Project Steering Committee – Agenda of the SC, list of participants, Summary progress report – technical part, presentation.

September 2024 (25% of payment)

* Technical inputs and description of activities on the project key achievements for the donor Project Final Report;
* Technical recommendations for Project Exit Strategy including sustainability of the project results, replicability of actions and future activities in the region;
* Documents for the Final Project Steering Committee and Final Meeting – Agenda of the SC meeting, technical chapters on the key project achievements and their sustainability, to be included in the Project Summary Report, presentation on the key results of the project.

The assignment will require travel in the region, as tentatively specified above (section: Location). The travels will be covered separately as per UNDP rules and regulations.

**3. Competences**

**Functional competencies:**

* Excellent communication and management skills and demonstrable capacity to lead a multi-national team and to work with governmental institutions;
* Demonstrated ability to develop strategies and work plans to accomplish objectives, empower others to translate visions and efforts into results, identify strategic issues, opportunities and risks and devise timely and effective responses;
* Openness to change and ability to receive/integrate feedback;
* Ability to work under pressure and stressful situations;
* Strong analytical, reporting and writing abilities.

**Corporate Competencies:**

* Demonstrates integrity by modeling the UN’s values and ethical standards;
* Promotes the vision, mission, and strategic goals of UNDP;
* Respects and promotes international law, including with regard to territorial integrity;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Treats all people fairly without favoritism;
* Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

**4. Qualifications**

Academic Qualifications/Education:

* Preferably PhD, or minimum Master Degree in chemistry, chemical oceanography, hydrobiology, environmental/natural sciences or environmental engineering.

Specific Experience:

* At least 8 years of demonstrable experience in the field of transposition and implementation of the Marine Strategy Framework Directive (MSFD) or the Water Framework Directive (WFD) and other EU Directives;
* Experience with facilitating of networking and cooperation with EU institutions (including in the relevant Member States) is an asset;
* At least 5 years of management experience in projects of similar size and complexity with multidisciplinary teams related to water environment or integrated water resources management (IWRM), having team-leader position;
* Working experience in international projects related to research and development in the area of water quality monitoring, at least in one of the following: in chemical or biological monitoring or monitoring programmes development, related data collection and data management - database development, Quality Assurance / Quality Control (QAQC) processes, monitoring methodologies and guidelines preparation, monitoring surveys;
* Relevant experience with similar projects or activities in the beneficiary countries of the Black Sea, in particular with establishing environmental analytical laboratories is a strong asset and experience of working in other regional seas relevant in the EU context is an asset.

Language skills

* Excellent writing, editing and oral communication skills in English;
* Working knowledge of Russian will be an asset.

**5. Evaluation of Applicants**

Individual consultants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants’ qualifications and financial proposal**.**

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) Responsive/compliant/acceptable; and

b) Having received the highest score out of a pre-determined set of weighted technical (P11/CV desk reviews and interviews) and financial criteria specific to the solicitation.

Only candidates who will get at least 70% of points in desk review (Criteria A-F) will be invited for interviews. Only candidates who will receive will get at least 70% of points in technical evaluation (Criteria A-G) will be considered for financial evaluation.

Technical Criteria - 70% of total evaluation – max. 70 points:

* Criteria A – academic qualification / education – max points: 5;
* Criteria B – general professional experience in EU environmental acquis (WFD and MSFD) - max points: 10;
* Criteria C – experience in projects of similar size and complexity with multidisciplinary teams related to water environment or integrated water resources management (IWRM), in particular WFD or MSFD, having team-leader position – max points: 15;
* Criteria D – experience in international projects related to research and development in the areas of water quality monitoring: in chemical or biological monitoring or monitoring programmes development, related data collection and data management - database development, Quality Assurance / Quality Control (QAQC) processes, monitoring methodologies and guidelines preparation, monitoring surveys – max points: 10;
* Criteria E – relevant experience in establishing environmental analytical laboratories within the Black Sea region or other regional seas relevant in the EU context – max points: 10;
* Criteria F – language, writing skills (publications) max points: 10;
* Criteria G – interview (technical and communication skills) – max points: 7.
* Criteria H – interview (experience with facilitating networking with EU institutions and projects) – max points: 3.

Financial Criteria - 30% of total evaluation – max. 30 points.

**5. Application procedures**

* Qualified candidates are requested to apply online via this website. The application should contain:
* **Cover letter** explaining why you are the most suitable candidate for this assignment. **Please paste the letter into the "Resume and Motivation" section of the electronic application**.
* **Filled P11** **form or CV** including past experience in similar projects and contact details of referees (blank form can be downloaded from <http://www.eurasia.undp.org/content/dam/rbec/docs/P11_modified_for_SCs_and_ICs.doc>)
* **List of publications** in relevant areas produced by the candidate, as author or co-author (to be included in the CV)
* **Offeror’s Letter** (blank template can be downloaded from <https://bit.ly/2KO1okS>) includes**Financial Proposal\*** specifying: total lump sum amount in USD for the tasks specified in this ToR and

**Incomplete applications will not be considered. Please make sure you have provided all requested materials**

*\*Please note that the* ***financial proposal is all-inclusive*** *and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination, personal security needs and any other relevant expenses related to the performance of services...). The* ***travel costs*** *will be covered separately as per UNDP rules and regulations.*

***Payments*** *will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.*

*Individual Consultants are responsible for ensuring they have* ***vaccinations****/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN* ***security directives*** *set forth under dss.un.org*

***General Terms and conditions*** *as well as other related documents can be found under: http://on.undp.org/t7fJs*

*Qualified women and members of minorities are encouraged to apply.*

*Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.*

1. The primary beneficiary countries of this project are Georgia and Ukraine as the recipients of the technical support in the form of equipment/facilities development. The Russian Federation will participate in the capacity building and awareness raising activities. The Republic of Moldova, Turkey, Bulgaria and Romania and the Black Sea Commission will be associated to the extent possible through other ongoing projects in which they participate, as well as through the activities of the Black Sea Commission, when deemed appropriate. [↑](#footnote-ref-2)