

Terms of Reference for Individual Contractor

Post Title:	International Consultant -Environmental Risk Expert
Anticipated Started Date:	As soon as possible
Duration:	The expected duration of the work is up to 6 months, with the possibility of an extension
Language:	Fluent in English and Arabic is required
Location :	Riyadh, Saudi Arabia
Project:	United Nations Environment Programme (UNEP)
National or International	International

A. Project Title

Environmental Risk Expert

B. Project Description

Organizational Setting:

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. The West Asia Office delivers advisory services and capacity building support to countries to achieve environment and sustainable development objectives. This consultancy is established at the West Asia Office within the framework of the Strategic Cooperation Agreement between UNEP and the Ministry of Environment, Water and Agriculture of the Kingdom of Saudi Arabia. The Expert will report to the Project Manager for the Saudi Environment Sustainability Programme at UNEP West Asia Office in Riyadh, Saudi Arabia.

B. Duties and Responsibilities

Under the direct supervision of the Project Manager in UNEP West Asia Office and in coordination with the respective department in the Ministry of Environment, Water and Agriculture in Saudi Arabia, the expert will carry-out, inter alia, the following duties and responsibilities:

1. Support the development of national environmental risk assessment strategy, action-plans, and environmental risk registry for different vulnerable ecosystems in line with priorities and targets of the national environmental sustainability strategy.
2. Establish coordination mechanisms for early warning about environmental emergencies amongst the Ministry and different local, regional, and international stakeholders and relevant partners.
3. Draft, consult and finalize working manual for standard operating procedures (SOPs) for building risk scenarios and offer standard response protocols for each type of risks.
4. Develop for each ecosystem a coordination protocol amongst different related entities and stakeholders for the prevention, mitigation and response to emergencies and disasters based on the respective integrated disaster risk management structure.
5. Socialize in the selected communities the products related with the integrated disaster risk management plan.
6. Recommend disaster risk management strategy in consultation with different stakeholders and local entities.

D. Expected Outputs and Deliverables

The expert will be expected to deliver the following outputs:

1. National Risk Assessment Strategy, action-plan and risk registry are developed.
2. Coordination mechanisms for environmental emergencies early warning are established
3. Standard Operating Procedures (SOPs) for risk scenarios and responses is developed
4. Develop an emergency plan and operating model for prevention, mitigation, response, and recovery.
5. Corrective actions: description of the measures to be taken in the event that the risk has occurred.
6. A Disaster Risk Management Plan is developed
7. Enhance institutional setting for environment emergency management
8. Corrective actions: description of the measures to be taken in the event that the risk has occurred.

E. Institutional Arrangement

The expert will be supervised by the Project Manager in UNEP West Asia Office in close collaboration with the relevant department in the Ministry of Environment, Water and Agriculture of Saudi Arabia.

F. Duration of the Work¹

The contract duration will be for an initial period of six months.

G. Duty Station

Riyadh, Saudi Arabia

H. Qualifications of the Successful Individual Contractor

- PhD or master's degree in environmental protection, environmental science, natural sciences, or related fields.
- Minimum of 10 years of professional technical experience in the field of environmental risk management is required.
- Knowledge of environmental risk standards in Saudi Arabia is an asset
- Experience working in West Asia is desirable.
- Fluency in written and spoken English and Arabic is required.

I. Scope of Price Proposal and Schedule of Payments

The payment will be monthly rate of 10,000 United States Dollars (USD). The total remuneration for six months will be 60,000 USD.

M. Approval

This TOR is approved by: [indicate name of Approving Manager]

¹ The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

Signature _____
Name and Designation _____
Date of Signing _____