

TERMS OF REFERENCE

Post title:

National Project Manager and Strategic Environmental Assessment Coordinator

Project Title: Strategic Environmental Assessment – Promotion and Capacity Development

Duration: 12 months

Start Date: 01 November 2008

Duty Station: The Ministry of Ecology and Natural Resources, Baku, Azerbaijan

BACKGROUND

There is growing understandings that sustainable socio-economic development cannot be achieved without considering and integrating environment in the countries' planning and decision-making process. Strategic Environmental Assessment (SEA) is one of the increasingly applied approaches for mainstreaming environment into national developing frameworks. SEA is being regulated by the national legal systems and also by the EU Directive on SEA¹ and by the UNECE SEA Protocol to the Espoo Convention².

The project 'SEA – Promotion and Capacity Development' has been initiated to respond to the request of the government of Azerbaijan to support introduction of SEA in the country. The main **objective of the project** is to raise awareness on SEA benefits and concept and to develop countries' capacity in applying SEA in practice.

City of Baku forms a large area of the Absheron Peninsula with high and increasing concentration of industry and infrastructure. As such it needs to address the challenges arising from growing population, including the one of saving the health environment necessary for human development. The SEA project will aim to address environmental implications of growing population, what is one of the focus areas of the Environment and Security Initiative (ENVSEC)³, which supports the SEA project in Azerbaijan.

The main **SEA project activities** are:

- Overall project management and coordination
- Assessment of Capacity development (CD) needs to implement SEA in the country
- Implementation of the SEA pilot project
- Evaluation of quality and effectiveness of the SEA pilot project
- Potentially, elaboration of national capacity development strategy for SEA implementation

The **major component of the project** will be the pilot application of SEA to the process of elaboration of the Absheron Peninsula Regional Development Plan (RDP). Development of the RDP is supported by the World Bank, and will be elaborated by the State Committee for Urban Planning and Architecture. The process of its elaboration consists of the following components:

- Component 1: Collection, presentation and validation of baseline information (initial broad categories) (6 months)
- Component 2: Analysis of baseline information (6 months)
- Component 3: Development of Strategic Plan and Supporting Spatial Development Plan (6 months)
- Component 4: Capacity building
- Component 5: Information sharing

The goal of the UNDP SEA pilot project will be to make sure that environmental sustainability principles are integrated into the RDP and capacity of both planners involved in the RDP elaboration and environmental

¹ Directive 2001/42/EC on the assessment of the effects of certain plans and programmes on the environment

² Protocol on SEA to the Espoo Convention on Environmental Impact Assessment in a Transboundary Context adopted at the 5th ministerial conference 'Environment for Europe' in Kiev in 2003

³ The inter-agency initiative originally established by UNDP, OSCE and UNEP; www.envsec.org

authorities and experts in SEA application is increased. The timeframe of the pilot project will follow the timeframe of the RDP elaboration. The generic tasks of the SEA process are described in the Annex 1 to this ToR.

POSITION DESCRIPTION

The National Project Manager and SEA Coordinator (NPM) has responsibility for the *(i) operational management of the project, and (ii) coordination and substantive contribution to the SEA pilot project and other activities of the project listed above.* Under the operational management, the NPM is responsible for the day to day business of the project. He/she will be responsible to plan, initiate and manage the project activities. He/she will be supervised, on a day-to-day basis, by the National Project Director (NPD), appointed by the Ministry of Ecology and Natural Resources of Azerbaijan, and will report to the Project Steering Committee (PSC).

Operational project management duties and responsibilities

- To undertake the operational management of the project according to the arrangements described in the SEA project document and the procedures in the official UNDP National Execution (NEX) manual.
- To recruit and supervise the national staff to be involved in the project implementation, such as the national SEA expert team
- To regularly communicate with all the project-relevant national and international stakeholders (NPD, representative of the national and regional UNDP office, international SEA process adviser, national World Bank office and the State Committee on Urban Planning and Architecture, concerned public, etc.
- To mobilize and administer all project inputs in accordance with the relevant procedures, authorize expenditures for input mobilization and approve payments within the level of authority stated in the UNDP Programme Manual.
- To regularly update the project work plan and budget, if needed.
- To organize and manage the project activities according to the work plan in order to produce the outputs.
- To prepare and submit in a timely manner the Annual Project Review Report and any other required progress and financial reports and ensure that reports prepared by the project personnel or participants are undertaken as required.
- To submit an “exit strategy” that has been approved by the NPD to the PSC.
- To prepare and submit quarterly reports to the NPD and Project Steering Committee,
- To report to the NPD on a regular basis.
- To undertake other activities as required by the NPD and Project Steering Committee.

Duties and responsibilities related to the coordination and substantive contribution to the project activities

- Elaborate the national review describing the current national system for environmental assessment at strategic level and identifying the capacity development needs for SEA application in the country. ToR for such review will be provided to the consultant by the international SEA expert. To obtain necessary information the consultant will cooperate and consult representatives of the Ministry of Ecology and Natural Resources, Department of the State Ecological Expertise.
- Coordinate the pilot SEA application / project (usual tasks of an SEA process are listed in the Annex 1)
 - Elaborate the pilot SEA detailed work plan and budget and submit for the approval to the NPD and the PSC
 - Coordinate work of the national SEA expert team
 - Ensure the SEA expert team complies with the work plan
 - Organize all working meetings of national SEA expert team;
 - Initiate meetings with planners and consultations with relevant stakeholders (Ministry of Ecology and Natural Resources, other ministries, municipality representatives, NGOs, key experts, concerned public, etc.);
 - Coordinate and potentially compile inputs from the SEA team experts into the SEA report
- Support evaluation of the SEA pilot project by providing (in written form) all necessary information, formulating the SEA case study following the pre-defined form for case studies’ recording (this form will be provided to a consultant or developed in cooperation with the

international SEA expert).

- Potentially, if indicated by the Ministry of Ecology and Natural Resources as a need, support elaboration of a national capacity development strategy for SEA implementation

NPM will be supported by the international SEA expert who will provide the overall guidance on the SEA process. Therefore the NPM needs to be able to communicate and write in good English. NPM will, throughout the whole project implementation period, frequently communicate with the international SEA expert, National Project Director and with the planners responsible for elaboration of the Absheron Peninsula Regional Development Plan.

REQUIRED SKILLS AND QUALIFICATION

National Project Manager and SEA coordinator (NPM) will be selected by the Selection Committee consisted of the representatives of the UNDP Country Office and UNDP Bratislava Regional Centre. Consultant will be selected based on the following criteria:

- University degree in the field of environmental science, management and/or assessment or in the field of strategic (urban / territorial) planning
- At least 3 years work experience in the fields listed above, experience in conducting environmental assessment of planning documents would be an advantage
- Knowledge of environmental assessment system in the country
- Familiarity with the UNECE SEA Protocol
- Excellent project management and coordination skills
- Excellent writing and analytical skills
- Great knowledge of Azerbaijani, Russian and English language (spoken and written) demonstrated by a writing sample attached or references given
- Excellent communication skills
- Strong computer skills (typed applications accepted, e-mail preferred);
- Availability for the task (contract can be signed with a company the consultant represent or by a consultant itself)

MANAGEMENT AND SUPPORT

The work of the National Project Manager and SEA Coordinator will be overseen and evaluated by the National Project Director, representative of the UNDP country office in Baku and of SEA expert from the UNDP Bratislava Regional Centre. National Project Director will approve any assignment related payment to the NPM. SEA expert from the UNDP Bratislava Regional Centre will assist the National Project Director, as well as the representative of the UNDP office in Baku in evaluating the quality of work and deliverables of the national project manager and SEA coordinator.

DURATION OF ASSIGNMENT AND COMPENSATION

Consultant is expected to work on the assignment from 1 November 2008 to October 31, 2009 (12 months). It will be a full-time (100%), eventually 75% assignment, depends on agreement with the selected consultant.

Consultant will be paid on monthly basis. The amount of his/her monthly salary will reflect the standard UNDP Baku office fee for a national consultant position and the agreed scope of the assignment (100% or 75%).

Payments will be made by the UNDP country office in Baku after the National Project Director approves in a written form quality of performance and of a submitted deliverable. The respective sum might be reduced in case that quality and deadlines are not met.

HOW TO APPLY?

Please send your application letter, CV, references or writing sample – all in English - by 22 October 2008 to the UNDP Azerbaijan Country Office, by e-mail to sea_manager@vacancies.un-az.org

ANNEX 1

KEY TASKS IN SEA

SEA expert team will:

- Prepare detailed pilot SEA implementation plan, including milestones of interaction with the team of planners, and of consultation with relevant authorities and public;
- Evaluate the analytical part of *P/P*⁴ - whether it addresses all relevant environmental trends and problems and suggest any relevant modifications of the *P/P*
- Choose relevant environmental objectives for *P/P*, evaluate how the proposed objectives of the *P/P* and proposed actions in the *P/P* relate to relevant environmental objectives and suggest any relevant modifications of the *P/P*;
- Evaluate specific environmental/health impact of the proposed activities in the *P/P* and suggest any relevant modifications of the *P/P*
- Evaluate of adequacy of implementation arrangements and suggest any relevant modifications of the *P/P*
- Evaluate adequacy of monitoring plan – whether it provides for a realistic monitoring and analysis of key environmental impacts during implementation of the *P/P* and suggest any relevant modifications of the *P/P*
- Prepare draft SEA report based on the findings of the evaluations and assessments listed above
- Organize consultations on draft SEA report with key authorities and the public
- Compile final report of SEA and presenting it to the planning team and/or to the MoE and to the planning authority in charge of the *P/P*;
- Analyse experience gained in this pilot SEA and provide recommendations for future SEA practices in the country.

⁴ P/P – plan and programme – refers in this document to the Absheron Peninsula Regional Development Plan