

TERMS OF REFERENCE

For International Consultant to prepare UNEP/GEF project documentation: Implementation of the Strategic Action Programme for Protection of Environment in the Arctic Zone of the Russian Federation (Phase II of the Russian NPA-Arctic UNEP/GEF Project)

BACKGROUND

The Project on 'Russian Federation: Support of the National Programme of Action for the Protection of the Arctic Marine Environment (Russian NPA Arctic)' aims to overcome existing environmental problems in the Russian Arctic, as well as to reduce possible risks of their appearance, taking into account the influence of such threats and potential remedies on both regional and global levels. The system boundaries for interventions within the current Project are marine areas of the northern region of the Russian Federation, covering the Arctic basin (which stretches from the Bering Strait across the North Pole to Spitsbergen and Greenland) and its adjacent seas (i.e., the Barents Sea, the Greenland Sea, Baffin Bay, and some parts of the Bering Sea).

The Project applies an incremental cost approach to support the Government of the Russian Federation in adopting a comprehensive approach towards environmental protection of the Arctic and its indigenous peoples. The goal of the Project is to create a system to facilitate the investments that benefit the international Arctic environment, particularly the Arctic Ocean Basin and its shelf seas. It also aims at contributing to implementation of the two principal international agreements, the Arctic Environmental Protection Strategy (AEPS) and the UNEP Global Programme of Action for the Protection of the Marine Environment from Land-based Activities (UNEP/GPA), through the Regional Programme of Action for the Protection of the Arctic Marine Environment from Land-based Activities (RPA) and the Arctic Council Plan of Action to Eliminate Pollution of the Arctic (ACAP). The objectives of the Project are as follows:

- (1) to prepare and adopt a Strategic Action Programme (SAP) that creates the enabling conditions and identifies the necessary actions required to improve the environmental situation in the Arctic region of the Russian Federation, taking full account of the existing state and projected scope of contamination in the Russian Arctic, interests of the inhabitants including indigenous peoples, and the necessity to meet international obligations of the Russian Federation;
- (2) to select and complete a set of Pre-investment Studies (PINs), addressing serious environmental threats posed to the Russian Arctic environment from previous and current activities, and resulting in an optimal number of investment proposals for resource mobilization and implementation;
- (3) to develop and implement an Environmental Protection System (EPS) for the Russian Arctic through the process of analyzing and identifying gap-filling measures for improving levels of institutional, technical, administrative and legal efficiency designed to ensure SAP implementation; and,
- (4) to implement a set of pilot and demonstration projects for restoration and prevention of environmental damage caused by pollution in the Russian Arctic region, initially focusing on indigenous environmental co-management (COMAN), marine water clean-up by using brown algae (CLEANUP), and environmental remediation in the areas of decommissioned military bases (BASES).

In June 2009, the Strategic Action Program for Protection of the Environment of the Arctic Zone of the Russian Federation (SAP-Arctic) was approved by the Maritime Board at the Government of the Russian Federation, the highest-level body of the government in charge of coordinated efforts of federal enforcement authorities in the field of maritime activities, investigation and exploration of the World Ocean, Arctic and Antarctic. The framework document sets the goals, tasks, principal activities and targets in the area of protecting Arctic environment for the period up to 2020 including the prevention and abatement of the environmental pollution caused by transboundary pollutant transfer, oil, chemical, and radioactivity contamination; preservation and improvement of the quality of environment and conditions for traditional nature use by indigenous people of the North; and the prevention and reduction of negative consequences of natural and human-caused disasters, including those caused by global climate change.

It is intended that the current phase of the Russian NPA Arctic Project, which ends in October 2010, will be followed by a next project phase (or phases) geared at implementing certain aspects of the SAP-Arctic. A number of possible project concepts and investment project ideas have already been developed by partners and stakeholders under the Russian NPA Arctic project. For this reason, the Russian NPA Arctic Project Office, in conjunction with the Russian Ministry of Economic Development and UNEP/DGEF are currently seeking the services of the International Consultant to assist in the development of a Project Document for implementation of the SAP-Arctic for submission to the Global Environment Facility (GEF) for funding.

STATEMENT OF SERVICES

The International Consultant, in close collaboration with the Team Leader and the Russian Consultant(s), will be responsible for providing technical support on ecosystem-based management of the Arctic LMEs in consistency with GEF policy and priorities and for assisting the Team Leader in finalizing a draft PIF and draft Project Document in order to ensure a high quality of outputs for submission to GEF-5. He/she will be responsible to the Ministry of Economic Development (MED) of the Russian Federation, and will report to the Russian NPA-Arctic Project Manager, a representative of the MED, and the UNEP Task Manager on the status of the work. For achieving required outputs: i) a draft Concept of the SAP-Arctic Implementation Project (GEF PIF), and ii) a draft Project Document (based on GEF requirements), the International Consultant is assigned for the following work, as well as undertake any other duties that will ensure successful execution of this consultancy services:

- 1) Familiarize with the findings and recommendations of the Russian Arctic TDA, including the vision, objectives, targets and actions as defined in the SAP-Arctic, as well as the various project concepts developed on this basis.
- 2) In close collaboration with the Team Leader, undertake consultations with the Ministry of Economic Development of the Russian Federation, relevant UNEP's substantive Divisions, as well as lead project partners as identified in the SAP-Arctic, in order to obtain their inputs and/or views on the SAP-Arctic implementation project, and define modalities for their involvement in the implementation of the Project.
- 3) Develop draft reports/write-up sessions on Public Involvement Plan, Incremental Cost Analysis, and International Waters tracking tools and indicator framework;
- 4) Provide technical support to the Team Leader and the Russian consultant team in the development of full-sized project implementation arrangement

- 5) Identify possible areas for collaboration with relevant GEF and non-GEF initiatives and programmes in the Russian Federation and Arctic-wide region;
- 6) Assist the Team Leader and the Russian consultant team with the drafting of the final outputs including the GEF Project Identification Form (PIF) and Project Document using the GEF Full-Sized Project Outline/Format;
- 7) Participate and facilitate to ensure effectiveness of the meetings to review and agree on a draft PIF and a draft Project Document.

It is intended that the full-sized project document will be presented to the Project Steering Committee and relevant project partners and stakeholders during the 5th STC meeting to be held during the last week of October 2010 in Moscow.

Duration and Timing of the Assignment

The total time allocated for this assignment is 30 man-days, spread over a period of 6 months, starting 15st May 2010. The assignment will include selective participation in a series of project-related meetings and Investment Forum to be organized/co-organized by the Russian NPA Arctic project Office, given the circumstances and resources offered; the special meeting to present the PIF (June 2010 in Moscow); and the 5th STC meeting (last week of October 2010 in Moscow).

Deliverables/Expected Outputs

1. Progress report - within 5 working days upon start of a mission in Moscow. The progress report will outline preliminary findings and assessment of Russian team work, and progress of the assignment to the Russian NPA-Arctic Project Manager, MED representatives, and UNEP Task manager. The progress report shall not have more than 10 pages.
2. Mission report – upon completion of the mission.
3. Draft guidelines for conducting PIF and ProDoc preparation – within 5 working days upon start of a mission in Moscow. Feedback will be provided by the Project Office and UNEP/DGEF, which should be incorporated into the draft by the international consultant within 3 working days upon receipt of the revised draft.
4. Draft technical inputs and write-up sessions for inclusion in the draft PIF (1st June 2010) and draft ProDoc (20th September 2010).
5. Final draft of the Project Concept of the SAP-Arctic Implementation Project (PIF) and the Project Document. These are the key outputs of the assignment and deadlines for submitting the final documents are 30th June 2010 and 20th October 2010, respectively.

The following basic components are expected to be parts of the deliverables:

1. Executive summary, elaboration of the narrative, strategic result framework;
2. Description of Russian Arctic conditions and project pilot/demo sites;
3. Maps of project areas and pilot/demo sites;
4. Monitoring and evaluation (M&E) plan;
5. Project logical framework;
6. Implementation work plan;

7. Draft Letters of Endorsement;
8. Draft Co-financing Letters;
9. Public Involvement Plan;
10. Incremental Cost Analysis;
11. International Waters (IW) tracking tools and indicator framework;
12. Budget, including both GEF and non-GEF resources, and utilizing UNEP's budget format; and,
13. Execution/implementation arrangements, including the Terms of Reference (ToRs) for staff members who will be recruited to coordinate/manage the implementation of the project.

Time Schedule

Deliverable	Date
Draft Project Identification Form (PIF)	1 st June 2010
Project Identification Form (PIF)	30 th June 2010
Zero Draft Project Appraisal Documentation	20 th September 2010
Final Draft Project Appraisal Documentation	20 th October 2010

Adjustments can be made in this schedule upon the mutual agreement between the Consultant and the Project Office.

During this period the consultant may bill up but not to exceed a total of 30 work days, equivalent to 6 weeks.

Facilities to be provided to the Consultant

Costs of travel (air ticket and per diems), if required and as agreed, will be covered by the Russian NPA Arctic project. While in Moscow, facilities for printing, photocopying and communication will be made available by the Russian NPA Arctic Project Office.

Supervision, review and acceptance

The Consultant will be directly responsible to the Russian NPA Arctic Project Manager for back-stopping regarding technical, managerial and other substantive matters.

Schedule of payment

The Consultant will receive a first payment of 30% of the total amount due upon submission of the draft Project Concept of the SAP-Arctic Implementation.

The Consultant will receive the second payment of 50% of the total amount due upon submission of the Zero Draft Project Appraisal Documentation.

Final payment of 20% will be made upon satisfactory consultancy completion report.

In case, the consultant can not provide the deliverables in accordance with the TOR, the timeframe agreed, or his/her products are substandard, the payment could be withheld, until such a time the products are modified to meet UNEP's standards.

Administrative and logistical support

The Russian NPA Arctic Project Office in Moscow will provide the following administrative and logistical support to the Consultant:

- A. Full cooperation regarding staff availability for the discussion of project implementation and progress;
- B. Unrestricted access to all documents, outputs and other project deliverables;

Consultant qualifications

The Consultant will possess the following qualifications and experience:

- Advanced university degree in coastal and marine sciences/management, environmental economics, or engineering;
- At least ten years of international experience in project development and managing environmental and infrastructure projects;
- In-depth knowledge of multi-state, regional and/or international projects that address large marine or Arctic ecosystem with certain high priority contaminants. Experience in developing projects focusing on the coastal and marine environment, with the GEF project development cycle, including the formulation of GEF Project Documents, will be an advantage;
- Proven experience in drafting strategic documents/programs for GEF, UNEP, and other international organizations;
- Understanding of legal, institutional, environmental, economic development issues as well as existing financial mechanisms and procedures in Arctic;
- Strong analytical and reporting abilities; and,
- Proficiency in English, knowledge of Russian is desirable.

Contact details

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae, and other supporting documents, to

Acting Project Manager

Sergei B. Tambiev

UNEP/GEF project - Russian Federation: Support to the National Programme of Action for the Protection of the Arctic Marine Environment.

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Additional Considerations

- Applications received after the closing date (17:00 of Moscow time, May 7, 2010) will not be considered.
- Only those candidates that are short-listed for interviews will be notified.

For more information on the Russian NPA Arctic Project, please visit the project website at: <http://npa-arctic.ru/>.