

TERMS OF REFERENCE

International Consultant for the UNEP/GEF project – “Russian Federation - Support to the National Programme of Action for the Protection of the Arctic Marine Environment”

Activity 1.9: Preparation of the 1st draft of the SAP (preparation of the 1st draft SAP document)

I. INTRODUCTION AND BACKGROUND

The UNEP/GEF Project “Russian Federation - Support to the National Programme of Action for the Protection of the Arctic Marine Environment” comprise four principal components:

- Preparation and adoption of a Strategic Action Programme (SAP);
- Completion of a set of Pre-Investment Feasibility Studies (PINS);
- Development and implementation of Environmental Protection System (EPS), embodying legislative, administrative, institutional and technical capacity improvements consistent with the SAP; and
- Three demonstrations projects

Strategic Action Programme for the Protection of the Marine Environment from Pollution in the Arctic Zone of the Russian Federation is a key project outcome. It will synthesize work of project expert teams since the project inception. SAP should (1) satisfy requirements of the Russian Federation for sustainable exploration of natural resources in the Arctic, (2) stipulate the fulfilment of environmental tasks under the Federal Target Oriented Programme “World Ocean” and other existing and envisaged related programmes of the Russian Federation, (3) fully meet the aspirations of the other Arctic States and the whole Arctic Council, (4) ensure the Russian contribution to the implementation of the Global Programme of Action for the Protection of the Marine Environment from Land-Based Activities (GPA).

The main objectives for SAP formulation are:

1. to include measures covering all matters related to land-based activities as well as projected exploration on the sea shelf within the Arctic zone of the Russian Federation that adversely affect or threaten the arctic marine environment and in support of the NPA-Arctic;
2. to define specific targeted and costed measures for addressing priority environmental protection issues derived from land-based and shelf activities within the Russian Federation with regard to the current state and projected scope of contamination in the Russian Arctic;
3. to take account of provisions stipulated in the Russian FTOP “World Ocean”, the GPA, as well as decisions taken in the framework of the Arctic Council;
4. to give due consideration to proposals of federal and regional executive stakeholders of the Russian Federation, industrial companies, indigenous peoples organizations, NGOs, international organizations and partners.

The draft SAP document should satisfy the following quality criteria:

1. Environmental quality objectives (EQOs) of the SAP should reflect long-term tangible outcomes and point to the improvement of the environment status or its protection status. Goals are not institutional or process changes.
2. Proposed management objectives (or interventions) under each EQO should lead to significant progress towards achieving EQO.
3. SAP interventions should have time targets (preferably, 5-10 yrs).
4. All SAP interventions should have measurable process, stress reduction and environmental status indicators. The amount of the three types of indicators should be balanced in the SAP, i.e. the text should not contain most of interventions directed towards process change. Formulated indicators should be linked to institutional capacity to implement them.
5. SAP should formulate institutional framework for the implementation and have specific actions towards its improvement.
6. High-quality SAP document should, *inter alia*, contain the following chapters:
 - statement of priority problems;
 - principles for their implementation;
 - institutional framework for SAP implementation;
 - public participation strategy;
 - long-term EQOs and management objectives;
 - SAP financial sustainability strategy;
 - SAP review and monitoring arrangements and compliance procedures

SAP annexes may include:

- most relevant very brief information about physical environment and socioeconomic situation;
 - results of the causal-chain analysis;
 - activities at the federal and regional levels with assigned responsible institution(s), budget, and process, stress reduction or environmental status indicators for implementation monitoring;
 - stakeholders and their involvement in SAP implementation and review process;
 - priority investments;
 - contact points for responsible authorities for SAP implementation
7. At minimum, SAP should be endorsed at the Interministerial Meeting. At maximum, SAP should become a programmatic document of the Russian Government and have the content and structure simplifying its incorporation into such document.

II. STATEMENT OF SERVICES

The Consultant is responsible for producing full draft of the Strategic Action Programme for the Protection of the Marine Environment from Pollution in the Arctic Zone of the Russian Federation by analyzing and summarizing results of all substantive reports produced during the implementation of the GEF project including, but not limited, by the following documents:

- SAP Conceptual Notes;
- Russian Arctic Diagnostic Analysis;
- Causal Chain Analysis of identified environmental problems;
- Regional updates of hot-spots in the Russian Arctic;
- Reports on public participation strategies;
- Reports on SAP financial sustainability;

- Results of regional mission reports.

When drafting SAP document, Consultant should co-ordinate his(her) work with concurrently recruited National Consultant working on SAP indicators and assure that the outputs are properly incorporated in the text.

III. DELIVERABLES

1. Draft SAP document prepared according to, at minimum, proposed quality criteria and reflecting as far as possible all information provided by the project.
2. Presentation of the draft SAP document at the SAP TT meeting.
3. Consultancy completion report (1-3 pages) to be submitted to UNEP GEF office in Moscow containing the following information:
 1. Services performed
 2. Deliverables completed
 3. Any significant problems encountered
 4. Recommendations
 5. Other comments

IV. SCHEDULE

The consultancy should take place between 1st August and 10th September 2007 for 1.5 p/m. Adjustments can be made in this schedule upon the mutual agreement between the Consultant and UNEP.

During this period the consultant may bill up but not to exceed a total of 30 work days, equivalent to one-and-a-half months.

V. SUPERVISION, REVIEW AND ACCEPTANCE

The Consultant will be directly responsible to the UNEP/GEF Task Manager, with copies of correspondence to the Project Manager for back-stopping regarding technical and other substantive matters.

VI. REPORTING

The final draft SAP document shall be delivered in Russian.

The draft report shall be submitted to UNEP Task Manager and Project Manager by 20th August 2007. Based on the review and recommendations (to be available to the Consultant latest by 25th Aug 2007), the final report shall be made available to UNEP Task Manager and Project Manager by 10th September 2007.

VII. SCHEDULE OF PAYMENT

The Consultant will receive a first payment of 60% of the total amount due upon submission of the draft SAP document. Final payment of 40% will be made upon satisfactory completion of the SAP and consultancy completion report.

The consultancy under this contract does not incur any national or international travel expenses. Consultant should pay for own incidental expenses and personal communications expenses that do not directly concern the work under the present TOR.

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.

VIII. ADMINISTRATIVE AND LOGISTICAL SUPPORT

UNEP DGEF will provide the following administrative and logical support to the Consultant:

- A. Backstopping on all matters related to this TOR (through UNEP/GEF Task Manager based in Moscow);
- B. Any technical information requested and examples of good international practice of SAP process.

The PO 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. Assure smooth co-operation between International Consultant drafting SAP document and National Consultant working on SAP indicators.
- C. Unrestricted access to all documents, outputs and other project deliverables;
- D. Assistance in facilitation and contacting of SAP Task Team members, national regional consultants and experts, subcontractors and stakeholders;
- E. Organization of the SAP TT consultative meeting to discuss draft SAP document.

IX. CONSULTANT QUALIFICATIONS

The Consultant will possess the following qualifications and experience:

- Advanced university degree in natural/environmental sciences, environmental economics or engineering;
- At least ten years of experience in managing international environmental and infrastructure projects in the Russian Federation;
- Proven experience in drafting strategic documents/programs for the Russian Government and international donors;
- Excellent understanding of legal, institutional, environmental and economic development issues in the Russian Federation and Russian Arctic;
- Thorough knowledge of various local and regional stakeholders dealing with natural resources management, water, ecology, environmental protection and development in the Arctic Region/oblast;
- Understanding of evaluation requirements of the Global Environmental Facility and particularly GEF policies within International Waters focal area;
- Satisfactory proficiency in English

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