



## GEF/UNDP Medium Sized Project (MSP)

***Monitoring and assessment of MEA implementation and environmental trends  
in Antigua and Barbuda***

### **Terms of Reference**

### **International Consultant – GEF Project Development Specialist**

<b>Type of Contract:</b>	Individual Contract
<b>Languages Required:</b>	English
<b>Duration:</b>	Approx. 33 days over 9 months from 16 <sup>th</sup> September 2016 – 15 <sup>th</sup> June 2017
<b>Location:</b>	Remote posting with 1 – 2 missions
<b>Application Deadline:</b>	9 <sup>th</sup> September 2016
<b>To Apply:</b>	Please email the Project Manager at <a href="mailto:antiguaenvironmentdivision@gmail.com">antiguaenvironmentdivision@gmail.com</a> copied to: <a href="mailto:dcblack11@gmail.com">dcblack11@gmail.com</a> two separate documents: 1. <i>Technical Proposal</i> : description of proposed work plan and methodology, risks and mitigation measures (max. 2 pages); CV of expert; three references 2. <i>Financial Proposal</i> (max. 1 page)

#### **1. BACKGROUND**

The Department of Environment in the Ministry of Health and the Environment, Antigua and Barbuda is developing a full project document for a Medium Sized Project (MSP), *Monitoring and assessment of MEA implementation and environmental trends in Antigua and Barbuda*, to be implemented through the National Implementation Modality (NIM) of the United Nations Development Programme (UNDP).

In accordance with UNDP/GEF procedures for the NIM, the Department of Environment (DoE) is providing personnel to develop the MSP proposal for the project, *Monitoring and assessment of MEA implementation and environmental trends in Antigua and Barbuda*, for submission to the GEF Secretariat fully compliant with the enforced GEF rules and standards as part of the GEF Project Preparation Grant (PPG). The Project Design Specialist will report to the Director of the Department of Environment, and work closely with the UNDP Programme Manager in Barbados and UNDP-GEF Senior Technical Advisor in UNDP Istanbul Regional Hub.

The purpose of the PPG is to fully design the activities, outputs, and outcomes of the project, *Monitoring and assessment of MEA implementation and environmental trends in Antigua and Barbuda* medium size project and to fully develop a full set of project documentation for submission to the GEF Secretariat and approval. Normal rules for development of medium-sized GEF projects apply. Copies of the GEF templates and guidelines can be found at: [http://www.thegef.org/gef/guidelines\\_templates](http://www.thegef.org/gef/guidelines_templates)

## **Project Description**

The Department of Environment (DoE) is striving to improve data collection and information for environmental management in Antigua and Barbuda. Local environmental management and decision-making in Antigua and Barbuda is suffering from poor data collection, management, and analysis. The last comprehensive national environmental profile for Antigua and Barbuda was completed in 1991, and unreliable data is often used to make important decisions. In addition, the 15+ multilateral environmental agreements (MEAs) to which the country is signatory require thorough monitoring, evaluation and reporting. In the absence of a coordination national environmental information system, the reporting requirements are burdening the country's limited capacity in the civil service.

**Table 1. List of Multilateral Environment Instruments and Environment Conventions to which Antigua and Barbuda is signatory**

No.	Instrument & Title	Place & Date of Signature	Ratification
1	Basel Convention on the Transboundary Movement of Hazardous Wastes and its Disposal and its protocols.	March 22 <sup>nd</sup> 1989	April 5 <sup>th</sup> 1993 Accession
2	United Nations Framework Convention on Climate Change and its protocols.	March 21 <sup>st</sup> 1994	February 2 <sup>nd</sup> 1993
3	Kyoto Protocol to the UN Framework Convention on Climate Change	December 11 <sup>th</sup> 1997	October 28 <sup>th</sup> 1998
4	UN Convention to Combat Desertification In Those Countries Experiencing Serious Droughts and/or Desertification Particularly Africa and its protocols.	October 14 <sup>th</sup> 1994	June 6 <sup>th</sup> 1997 Ratification
5	UN Convention on Biological Diversity.	June 5 <sup>th</sup> 1992	March 9 <sup>th</sup> 1993
6	Cartagena Protocol on Biosafety to the Convention on Biological Diversity	January 29 <sup>th</sup> 2000	May 24 <sup>th</sup> 2000
7	Protocol Concerning Pollution From Land Based Sources And Activities in the Wider Caribbean Region (Protocol to the Cartagena Convention)	October 6 <sup>th</sup> 1999	
8	Convention on International Trade in Endangered Species (CITES) and its protocols.		October 6 <sup>th</sup> 1997
9	Vienna Convention for Protection of the Ozone Layer and its protocols.	December 3 <sup>rd</sup> 1992	December 3 <sup>rd</sup> 1992
10	Montreal Protocol on Substances that Deplete the Ozone Layer and its protocols.	September 16 <sup>th</sup> 1987	March 12 <sup>th</sup> 1992
11	Amendment to the Montreal Protocol on Substances That Deplete the Ozone Layer	29 <sup>th</sup> June 1990	February 23 <sup>rd</sup> 1993
12	Amendment to the Montreal Protocol On Substances That Deplete the Ozone Layer	December 25 <sup>th</sup> 1992	July 19 <sup>th</sup> 1993
14	Amendment to the Montreal Protocol on Substances That Deplete the Ozone Layer adopted by the 9 <sup>th</sup> meeting of the Parties	September 17 <sup>th</sup> 1997	February 10 <sup>th</sup> 2000
15	The Stockholm Convention on Persistent Organic Pollutants		February 2004

Therefore, a central pillar to the Environmental Protection and Management Act, approved by Parliament in April 2015, was accurate, reliable, and up-to-date environmental data. To facilitate this, the Act established a GIS-based information repository, the Environmental

Information Management Advisory System (EIMAS), to be maintained by the DoE with provisions for public, private, and NGO access. The DoE is also taking steps towards supporting a National Spatial Data Infrastructure in Antigua and Barbuda, for the efficient management of all spatial data – within which the EIMAS would be responsible for environmental data.

Antigua and Barbuda completed its National Capacity Self-Assessment (NCSA)<sup>1</sup> and its Cross-cutting Assessment Report<sup>2</sup>, which identified the constraints and needs.

Capacity constraints:

- Limited public awareness of the conventions and the decision process;
- Low salaries, cannot attract professionals with the training and experience to participate in the international process, project management and national government process;
- General lack of funding;
- Institutional barriers to Integration, “turfism” is a key impediment;
- No formal training available locally for the participation in the international negotiation processes;
- Not enough funds for adequate size delegation to COPs (the ideal is five delegates for each COP);
- Not enough funds available for the coordination at the regional level.

Capacity needs:

- Establish an annual three weeks training program for participation within the international process with specific references to each of the Rio conventions within the Antigua and Barbuda’s State College;
- Enshrine the National Coordinating Mechanism within the legislation of the Department of Environment;
- Provide internet access to all agencies that are part of the NCM process;
- Develop a targeted Communication Campaign aided by professional communication training;
- Institutionalized Training Seminar for Permanent Secretaries and other senior officials in Government;
- Increase salary allocated to posts that are involved with the Implementation of Conventions;
- Assign full time staff to assist with Inter-Agency coordination and collaboration.

Significant legislative hurdles were overcome through the passage of the Environmental Protection and Management Act of 2015. This project will focus on operationalization and implementation of the information-related sections of the Act.

Without this project, there will continue to be limited availability of data on core environmental indicators in the country, making it difficult to track progress with MEA implementation in Antigua and Barbuda. Absence of a coordinated environmental information system may also result in a less cost-effective approach with a number of stand-alone project-specific systems being developed separately. The additional cost reasoning of this project is that Component 1 will support an integrated GIS-based environmental information system for Antigua and Barbuda, to provide a coherent approach to management and presentation of environmental information relating to the country’s environmental priorities, involving partnership between a range of government agencies, research institutions, as well as civil society.

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<sup>1</sup> <https://www.thegef.org/gef/sites/thegef.org/files/documents/document/ncsa-antigua%20barbuda-fr-ap.pdf>

<sup>2</sup> <https://www.thegef.org/gef/sites/thegef.org/files/documents/document/419.pdf>

Project Component 2 will support activities to promote awareness and use of environmental information by different sectors. Linking the system with a stronger user base is critical to maintaining government support for the system and its sustainability in the long term. The activities to demonstrate MEA reporting and information uptake in the environmental and social safeguard assessment process will develop this user base. Key outputs under this component are to develop a sustainable financing strategy for the environmental information system, and to deliver the State of the Environment report, which is critical for establishing a baseline across the conventions on desertification, biodiversity and climate change.

## **2. DESCRIPTION OF RESPONSIBILITIES**

The principal responsibility of the International Consultant (IC) is to develop the MSP project document fully compliant with the UNDP-GEF and UNDP Quality Assurance rules and standards as lead expert on capacity development and project design, closely collaborating with the DoE in Antigua and Barbuda, and UNDP on setting PPG implementation strategy

Within the framework of this ToR, the Consultant's scope of activities includes:

- Iteratively develop the project logframe based on feedback from the consultation process and in consultation with relevant stakeholders
- Complete background studies, ensuring they are appropriate in scope and overall quality, providing required analyses
- Facilitate and guide consultations to determine project strategy, priorities, key partners, and overcome key barriers to success
- Participate in calls/meetings and remote presentations as requested, with national decision-makers to identify priorities and approaches

Specific detailed activities include:

- Complete the Technical Review
  - Review baseline information and conduct additional baseline studies as necessary
  - Align the project logframe and activities with existing strategies and policies
  - Complete a UNDP Capacity Development Scorecard
  - Complete Environmental and Social Screening Procedure
  - Mobilize and engage stakeholders during project design
- Institutional arrangements, monitoring and evaluation
  - Refine the results framework with SMART indicators
  - Develop a detailed M&E work plan and an appropriate budget
  - Develop a sustainability plan outlining the principles and guidelines for ensuring the long-term sustainability of project achievements
  - Develop a training programme that will address capacity gaps during implementation
  - Define management arrangements
  - Prepare Terms of Reference for key project staff, project management committee and key consultants
- Financial planning and co-financing investments
  - Prepare a detailed multi-year budget following the standard template provided in the UNDP-GEF project document
  - Support multilateral and bilateral co-financing opportunities
  - Ensure completion of required official endorsement letters

### **Expected Deliverables:**

The key products to be delivered, working closely with the Local Consultant, are as follows:

1. A detailed PPG work plan and design of consultation and validation workshops (within 1 week of start of the assignment)
2. First draft of the Project Document and GEF Request for CEO Endorsement/Approval (1st February 2017)
3. Final Project Document and GEF Request for CEO Endorsement/Approval fully compliant with the UNDP-GEF and UNDP Quality Assurance rules and standards (detailed technical review) (1<sup>st</sup> April 2017)

### **Timeline**

The principal responsibility for managing the Consultant will lie with the Director of the Department of Environment in Antigua and Barbuda, along with the Programme Manager at the UNDP Barbados and the OECS sub-regional office, and the UNDP-GEF Senior Technical Advisor.

The timeframe and duration of activities are proposed as follows:

Activity	Duration (estimated) / days	Estimated timeline
PPG work plan	1	1 <sup>st</sup> week of assignment
Development of Project Results Framework	4	31 <sup>st</sup> September 2016
Development of Monitoring & Evaluation Framework	1	15 <sup>th</sup> October 2016
Environmental and Social Safeguards Assessment	2	31 <sup>st</sup> October 2016
Sustainability Plan	2	15 <sup>th</sup> December 2016
Detailed Multi-Year Budget	3	15 <sup>th</sup> December 2016
Preparation of GEF Tracking Tool (CCCD Scorecards)	3	15 <sup>th</sup> December 2016
Draft Project Document	6	1 <sup>st</sup> February 2017
Validation workshop report	1	15 <sup>th</sup> February 2017
Final Project Document	6	1 <sup>st</sup> March 2017
Preparation of Request for CEO Approval	1	1 <sup>st</sup> March 2017
Revisions of Documents following GEF comments	3	15 <sup>th</sup> June 2017
<b>TOTAL working days (estimated)</b>	<b>~33 days</b>	

Prior to approval of the Request for CEO Endorsement, a final draft version of the UNDP Project Document, fully compliant with the enforced UNDP-GEF rules and standards, shall be submitted for comments to UNDP by 1<sup>st</sup> February 2017. UNDP and the stakeholders will submit comments and suggestions within 10 working days after receiving the final draft. The finalized documents shall be submitted by 1<sup>st</sup> April 2017 with the aim of getting the project

documents all approved by the GEF Secretariat by June 2017, hence by the end of the assignment.

If any discrepancies have emerged between impressions and findings of the International Consultant and the aforementioned parties, these should be explained in an annex attached to the final report.

### **3. COMPETENCIES**

#### Technical work

- Familiarity with GEF policies, templates and requirements for MSP.
- Strong expertise in data and information management, especially GIS, tracking indicators, and efficient reporting systems.
- Familiarity with the International Conventions addressing Climate Change, Desertification and Biodiversity Conservation.
- Experience in drafting similar project proposals.

#### Partnerships

- Maturity and confidence in dealing with senior members of national institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal.
- Excellent coordination skills and result-oriented collaboration with colleagues.

#### Results

- Promotes the vision, mission, and strategic goals of the DoE.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Good team player that has ability to maintain good relationships.

### **4. QUALIFICATIONS**

#### Education

- Proven expert knowledge in the GEF CCCD/CB2 Project Cycle
- Advanced University Degree in environmental management, business administration, project management or other relevant field.

#### Experience

- At least 7 years of relevant professional experience
- Proven experience in developing/implementing similar projects, preferably in the Caribbean region
- Previous successful experience in development and approval of GEF project documents (at least 3 examples)
- Previous experience with the UN/UNDP/UNEP is an advantage

#### Languages

- Excellent English writing and communication skills are essential.

## **5. EVALUATION OF APPLICANTS**

- Only those applications which are responsive and compliant will be evaluated;
- Individual consultants will be evaluated based on Combined Scoring method taking into consideration the combination of the applicants' qualifications and financial proposal;
- Combined weighted scoring: Technical (70%); Financial (30%).

### **Information on Working Arrangements:**

- Estimated level of effort, including travel days: 33 days;
- The Consultant will work remotely with limited mission travel;
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;
- Irrespective of his/her location, the consultant will be expected to be available for skype/phone meetings and be in reliable email contact, when required, during the regular business hours of Antigua and Barbuda;
- Payments: the consultant shall receive payment in four instalments as follows:
  - 25% upon preparation and acceptance of the assignment work plan, PPG work plan, design of consultation and validation workshops;
  - 25% upon preparation and acceptance of the draft UNDP Project Document;
  - 20% upon completion of consultation and validation workshops (following the mission), final UNDP Project Document and GEF Request for CEO Endorsement/Approval;
  - 30% upon clearance by UNDP-GEF Senior Technical Advisor of the project documentation fully compliant with the enforced GEF rules and standards and its submission to GEF Secretariat which includes assistance with response to any GEF Sec comments.