

TERMS OF REFERENCE

For International Consultant (Team Leader) to prepare UNEP/GEF project: 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 Lead Russian 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 Lead International Consultant (Team Leader) will be responsible for the overall output preparation, including i) a draft Concept of the SAP-Arctic Implementation Project (GEF PIF) and ii) a draft Project Document (based on GEF requirements), as well as the coordination and quality control of the drafting and documentation. As the team leader, he/she will work under the supervision and oversight of the Russian NPA-Arctic Project Manager, in close consultation with the International Consultant, the Ministry of Economic Development of the Russian Federation, UNEP/DGEF and the various lead partners/relevant organizations identified in the SAP-Arctic, and will be responsible for delineating responsibilities and extracting timely outputs from each of the other two members of the Russian consultant team. In addition, he/she will ultimately be responsible for:

- 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. Link the projects and activities to thematic GEF's focal areas and GEF-5 programmatic priorities.
- 2) In close collaboration with the International Consultant, undertake consultations with the Russian Ministry of Economic Development, UNEP/DGEF, as well as lead project partners, 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, as well as roles and responsibilities of participating agencies/partners/stakeholders;
- 3) Develop guidelines for conducting the preparation of the main outputs (i.e., GEF PIF and ProDoc) by identifying the composition of the SAP-Arctic Implementation Project and priority Project Activities for implementation, taking into consideration GEF-5 International Waters Focal Area Strategies;
- 4) Identify and document potential co-financing contributions from potential international partners and potential Russian partners of the project, as well as opportunities from other regional sources (including NEFCO, EBRD, PSI), and in particular advice on steps required for securing such co-financing contributions and prepare a list of ranked projects and activities to be supported through Russian co-financing (fully or partially).
- 5) Develop guidelines and draft ToRs for the composition of regional and national multi-sectoral steering committees for the full-sized Project;

- 6) Based on the SAP-Arctic and supporting technical inputs that will be provided by the International Consultant and the Russian consultant team, draft a project concept document (GEF Project Identification Form - PIF) and the necessary project appraisal documentation in accordance with the GEF full-sized project outline/format;
- 7) Facilitate and participate in a special meeting to be organized by the Russian NPA-Arctic Project Office in June 2010 in Moscow, and in meetings to review and agree on a draft PIF and a draft Project Document;
- 8) In close collaboration with the International Consultant, through inputs from the Russian Consultant(s), responsible for finalizing the draft PIF and Project Document, as well as Annexes and Attachments as required by the GEF;
- 9) Submit the final draft PIF and the draft full-sized project document for approval by the Implementing and Executing agencies; and,
- 10) Assist the Project Office in preparing the following outputs and undertake any other duties that will ensure successful execution of this consultancy services:
 - a. Based on the concept of LMEs and Programmatic Approach, identify strategies for implementation of the SAP-Arctic priorities that are not part of the current GEF-PIF and Project Document, and develop a proposal for mobilization of technical and financial resources for those additional activities;
 - b. Draft Letters of Endorsement and Co-financing Letters for country/donor signatures and for GEF submission;
 - c. Prepare a proposal for inclusion of the SAP-Arctic project in the Russian GEF-5 business plan scheduled to be prepared by MNRE.

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 60 man-days, spread over a period of 6 months, starting 15th 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 15 working days upon start of the contract. The progress report will outline preliminary findings and assessment of the work jointly conducted with the International Consultant, and progress of the assignment to the Russian NPA-Arctic Project Manager, MED representatives, and UNEP Task manager.
2. Final report – within 10 days after the completion of this assignment.
3. Draft of the Project Concept of the SAP-Arctic Implementation Project (PIF) – 1st June 2010. Feedback will be provided by the Project Office and UNEP/DGEF, which should be incorporated into the draft within 10 working days upon receipt of the revised draft.
4. Zero draft of the Project Appraisal Documentation – 20th September 2010. Feedback will be provided by the Project Office and UNEP/DGEF, which should be incorporated into the draft within 10 working days upon receipt of the revised draft.

5. Final draft of the Project Appraisal Documentation. This is the key output of the assignment and deadline for submitting the final documents is 20th October 2010.

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
Final 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.

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 Deputy Project Manager for back-stopping regarding technical and other substantive matters.

Schedule of payment

The Consultant will receive a first payment of 40% 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 40% 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 marine/environmental sciences, environmental economics or engineering;
- At least fifteen years of international experience in project development and managing environmental and infrastructure projects;
- Proven experience in drafting strategic documents/programs for the GEF, Russian Government and international donors;
- 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, as well as experience in developing and/or managing GEF Programmatic Approach, will be an advantage;
- Excellent understanding of legal, institutional, environmental, economic development issues as well as existing financial mechanisms and procedures in the Russian Federation and Russian Arctic;
- Strong analytical and reporting abilities; and,
- Satisfactory proficiency in English and Russian (written and spoken).

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/>.