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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference: PN/VU-25-17

**Consultancy Title:** Technical Assistance for the Environment Information Management in Vanuatu (Local)

**Project Name:** Integrating global environmental priorities into national policies and programmes (Vanuatu CB2-CCCD)

**Period of assignment:** 13<sup>th</sup> November 2017– 31<sup>st</sup> May 2018

**Duty Station:** Port Vila, Vanuatu

**Language Required:** English

### 1.0 Background

The United Nations Development Programme (UNDP), the implementing agency of the Global Environment Facility (GEF), for the Government of Vanuatu in the implementation of the UNDP/GEF medium sized project 'Integrating global environmental priorities into national policies and programme' (Vanuatu CB2/CCCD Project).

In collaboration with the Vanuatu Department of Environmental Protection & Conservation (DEPC) of the Ministry of Climate Change (MoCC), DEPC is hiring a local consultant to undertake activities that will contribute to the development of an operational Environmental Management Information System (EMIS) for providing accurate and timely information. DEPC/MoCC is the focal point for the environment sector, environment policy development and overseeing the environment sector operations and therefore recognize require technical assistance to improve performance with respect to the coordination of environmental protection efforts throughout Vanuatu. The Local consultant, in consultation with the CB2/CCCD Project Coordinator, will report to the Director of DEPC as the implementing agency and the project board on progress and achievements of the activities.

### 1.1 Project Description

The Government of Vanuatu is undertaking a cross-cutting capacity development project aimed at targeting the critical need for new and improved environmental data and environmental analysis to strengthen the foundations of Vanuatu's policy and planning frameworks in order to meet commitments to the Rio Conventions. The Vanuatu Capacity Building (CB2)/Cross-Cutting Capacity Development (CCCD) project is in line with the GEF-5 CCCD Programme Frameworks two (2) and five (5), which calls for countries (2) to generate, access and use information and knowledge and (5) to enhance capacities to monitor and evaluate environmental impacts and trends. It is a direct response to national priorities identified through the NCSA conducted in 2004-2007 and reiterated in the recently approved Vanuatu National Environment Policy and Implementation Plan (NEPIP), 2016-2030 and Vanuatu Disaster Risk Reduction and Disaster Management National Action Plan (2006 – 2016). Through a learning-by-doing process, this project will harmonize existing

environmental information systems, and integrate internationally accepted measurement standards and methodologies, as well as develop a more consistent reporting on the global environment. Under the first component, the project will target the development of capacities at the individual and organizational level, strengthening technical skills to collect data and transform information into knowledge. Under the second component, the project will target a more holistic construct of monitoring and evaluation systems through strengthening the institutionalization of these systems as a means to feed lessons learned and best practices from interventions to decision-makers/policy-makers. Through the provision of better environmental information, the project will increase the capacity of national and local levels' stakeholders and counterparts to diagnose and understand complex dynamic nature of national and global environmental problems and develop local solutions; including the greater capacity to monitor and evaluate environmental programs and projects and also to better report on the state of the environment, including the national reports to the MEAs. Finally, the development of capacity of decision-makers will strengthen the environmental governance system in place in Vanuatu. The project is seeking the services of an Environment Management and Monitoring Specialist to undertake specific activities of the project.

## **CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING**

### **2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION**

#### **Qualifications:**

- A Bachelor's degree in Environment Science, Environment data collection and management or related disciplines.

#### **Experience:**

- Minimum of 10 years working experience in Vanuatu
- Experience in reporting obligations under the Rio Conventions, knowledgeable in environment data collection and compilation
- Experience in analysing and monitoring the environmental issues, ability to set up environmental indicators for the state of environment reporting and national reports to the MEAs.
- In depth knowledge and experience in environment policy, excellent training presentation and capacity building skills related to environment data management, excellent documentation and writing skills
- Strong personal communicative skills and the ability to organize and impart environment management training to the project staff, experience in the holistic development approach include learn by doing processes
- In-depth knowledge and work experience on national capacity project development is preferred, all candidates must possess excellent communications skills in English, both written and spoken, and competent in computers.

#### **Competencies:**

- Candidates should be self-motivated, with strong organizational and planning skills, with the ability to work independently as a team player and under pressure.
- Good knowledge of the objectives of UNFCCC, UNCBD and UNCCD conventions and new developments in elaboration of synergies between international conventions
- Ability to transfer environment information into knowledge managed products.
- Excellent written and communication skills, with analytic capacity and ability to synthesize relevant collected data and findings.

### 3.0 Duties & Responsibilities

The principal responsibility of the local consultant is to assist the International Consultant with the analysis of the institutional field concerning the management of data and information relevant to the global environment, building upon the current set of analyses and capacity development work underway or planned in Vanuatu and in the region. With the active participation of technical staff in key institutions and agencies in Vanuatu through expert working groups, the harmonization of the current set of collection and measurement methodologies will be negotiated and officially agreed by the relevant decision-makers.

#### 1.1 Scope of Works

Under the overall guidance of the DEPC, UNDP, the Local Consultant will undertake specific activities of the project, as per the project document.

The works will involve the following:

- Identify, liaise with, and collect from stakeholder's information regarding existing institutions and systems for the management of data and information relevant to the global environment.
- Organize, confirm and participate in discussions with key line ministries and stakeholders.
- Assist the International Consultant conduct research on systems and methodologies that are effective in countries with similar context.
- Assist the International Consultant with the design of an Environmental Management Information System (EMIS).
- Assist the International Consultant with the identification of environmental indicators and development of a Compliance Monitoring System (CMS).
- Assist the International Consultant with the presentation of the recommended methodologies.
- Assist the International Consultant conduct a Training Needs Analysis (TNA), develop a training curricula, and undertake training activities

Under the overall guidance of the DEPC, UNDP, the National Consultant will undertake specific tasks that will contribute to the achievement of specific project activities, as per the project document.

1. Liaise with agencies that are involved in compiling environmental information data sets for Vanuatu. Promote the project objectives and secure buy-in as this will be a starting point to establishing an **inventory of environmental information data sets** compiled in Vanuatu (Project document activity 1.1.1)
2. Arrange for consultation and/or workshops (including facilitating discussions in the local language and writing up minutes) with agencies regarding the **environmental reporting obligations in Vanuatu, including the national and international reporting obligations.** (Project document activity 1.1.2)
3. Facilitate discussions with key stakeholders regarding **environmental information needs, particularly environmental decision-makers and policy-makers** (Project document activity 1.1.3)
4. Arrange for consultation and/or workshops (including facilitating discussions in the local language and writing up minutes) to review and validate the **environmental information gaps that have been identified between what is available and what is needed to comply with all national and international environmental reporting obligations** (Project document activity 1.1.4)
5. Liaise with agencies and list the types of information technologies (IT) that are currently being used to collect, store, report and network to access this environmental data, including IT bottlenecks, IT gaps, IT overlaps, etc (Project document activity 1.2.1).

6. Arrange for consultation and/or workshops to review and validate an IT architecture (that will be developed by the international consultant as part of this project) to strengthen IT technologies used to collect, store, report and give data access across agencies in Vanuatu (Project document activity 1.2.2)
7. Arrange for consultation and/or workshops (including facilitating discussions in the local language and writing up minutes) to **review protocols in place for environmental data sharing in Vanuatu and identify sharing arrangement gaps preventing effective environmental data sharing, including collaborative arrangements, legislation in place as well as national budget availability** (Project document activity 1.3.1)
8. Arrange for consultation and/or workshops (including facilitating discussions in the local language and writing up minutes) to **confirm/validate arrangements to address gaps to improve environmental information access**. It could include protocols, MOUs, policy, etc. as the most appropriate instruments to formalize data sharing and data exchange among key government and non-governmental organizations involved in environmental management and monitoring in Vanuatu (Project document activity 1.3.2)
9. Arrange for consultation and/or workshops (including facilitating discussions in the local language and writing up minutes) to review, confirm/validate **a training needs analysis using the findings from outcome #1 to determine the scope and content of a training programme that will be supported by the project and focusing on data collection and environmental measurement methodologies** (Project document activity 2.1.1)
10. Liaise with key stakeholders to review the training programme (developed by the international consultant) addressing the training needs and targeting key stakeholders including decision-makers and policy makers (Project document activity 2.1.2)
11. Arrange for training activities on environmental monitoring and on environmental data collection that will be conducted by the international consultant (Project document activity 2.1.3)
12. Arrange for consultation and/or workshops (including facilitating discussions in the local language and writing up minutes) to review the training needs analyses report based on the findings from outcome #1 to determine the scope and content of a training programme that will be supported by the project and that will focus on data analysis to evaluate/measure environmental trends (Project document activity 2.2.1)
13. Liaise with key stakeholders to review the **training programme** (developed by the international consultant) **addressing specific training needs and targeting decision-makers and policy-makers but also students enrolled in related higher education programmes** (Project document activity 2.2.2)
14. Arrange for **training activities on environmental data analysis and environmental information reporting focusing on environmental trends** that will be conducted by the international consultant (Project document activity 2.2.3)
15. Liaise with key stakeholders and make logistical arrangements for a **working group composed of decision-makers involved in environmental management** (Project document activity 3.1.1)
16. Arrange for consultation and/or workshops (including facilitating discussions in the local language and writing up minutes) to **review the institutional mandates in relation to findings from output 1.3 and identify bottlenecks, gaps and opportunities to improve environmental decision-making processes including budget needs** (Project document activity 3.1.2)
17. Arrange for consultation and/or workshops (including facilitating discussions in the local language and writing up minutes) to confirm/validate the implementation of identified key opportunities that will improve the environmental decision-making processes in Vanuatu; including a process to increase the national budget allocation to the environment (Project document activity 3.1.3)

**Payment schedule**

Consultant will be paid according to the Government consultation rate

**How to Apply**

Application will be forwarded directly to email: [rguila@vanuatu.gov.vu](mailto:rguila@vanuatu.gov.vu) no later than 3<sup>rd</sup> of November 2017