

Consultancy: Terms of Reference for the review of the preliminary TDA document and provision of methodology for new TDA and SAP development

Application Deadline: 25th October 2008

Starting Date: 15th November 2008

Languages Required: English and French

Duration of Contract: 20 man/days

1. Background

The UNEP/GEF Volta River Basin Project for “*Addressing Transboundary Concerns in the Volta River Basin and its Downstream Coastal Area*” is a regional initiative of six riparian countries in the basin, including Benin, Burkina Faso, Cote d'Ivoire, Ghana, Mali and Togo. The project which has been designed to facilitate the integrated management, sustainable development and protection of natural resources of the Volta River Basin plan to achieve its objectives by addressing priority regional transboundary issues and problems as identified through a preliminary transboundary diagnostic analysis (TDA) earlier conducted on the basin. The project is expected to promote a more sectorally-coordinated management approach, based on Integrated Water Resource Management (IWRM) principles, both at the national and the regional levels, with a strong emphasis on an expanded role for all stakeholders.

The long-term goal of the project is to enhance the ability of the countries to plan and manage the Volta catchment areas within the territories and its aquatic resources and ecosystems on a sustainable basis.

This Project has three main components with associated objectives identified by the root cause analysis carried out during the project preparation process and updated during the inception phase as follows:

- Specific Objective n° 1: Build capacity, improve knowledge, enhance stakeholders involvement to support the effective management of the VRB
- Specific Objective n° 2: Develop river basin legal, regulatory and institutional frameworks and management instruments for addressing transboundary concerns in the Volta River Basin and its downstream coastal area
- Specific Objective n° 3: Demonstrate national and regional measures to combat transboundary environmental degradation in the Volta Basin

The specific objective 2 above will help to finalize and agree on the final, geographically specific, and quantitative TDA, contribute to the development of the Strategic Action Programme (SAP) and its declination into Action Plan for the National Part of the Volta River Basin (APNP-VRB).

A trans-boundary diagnostic analysis is an important tool/approach that GEF has adopted towards the development of a Strategic Action Programme. A preliminary TDA has been prepared, and these serve as the basis for preparation of the project document and follow up inception report guiding the project implementation. The current GEF Volta Project is therefore expected to update and expand the TDA, and also develop a regionally agreed SAP, following clarification of some aspects of the environmental status of the region as well as building grounds for SAP implementation.

2. Duties and Responsibilities

The general objective of the study is to review the preliminary TDA of the Volta River basin and prepare detailed methodology for new TDA and SAP development. A regional expert selected on competitive basis by the Project Management Unit (PMU) will be contracted by UNOPS as

Consultant to conduct the study. In view of this, the consultant will work through the PMU and in collaboration with the Project Task Force Members to execute the following far-reaching assignments as part of the first phase of the TDA, SAP and APNP-VRB development:

- Conduct a detailed review of the preliminary TDA document for the Volta Basin, including its development process and associated challenges
- Based on the above review and on-going work under the GEF Volta Project, identify gaps and supplementary assessments/work required for the updating and finalization of the TDA document
- Develop Terms of Reference (ToR) for the required technical task teams of relevant national and/or international experts required for the finalization of the TDA, the formulation of SAP and APNP-VRB
- Produce in collaboration with the PMU a detailed methodology and schedule of meetings/consultations and milestones to be achieved during the timeframe required for the finalization of the TDA and the formulation of SAP and APNP-VRB
- Highlight the roles and responsibilities and commitment/participation expected from the six riparian countries during the TDA/SAP process.

3. Key expected outputs of the consultancy

- Preliminary TDA reviewed and gaps identified
- Term of reference for technical task and methodology for the completion of the TDA and the formulation of the SAP prepared and approved by PMU
- Guidance for new TDA and SAP development prepared and approved by PMU (detailed methodology and schedule of meetings/consultations and milestones, roles and responsibilities and commitment/participation expected from the six riparian countries during the TDA/SAP process)

4. Key Considerations for the study

The consultant shall propose a detailed methodology, sufficiently clear and enabling to achieve the objectives of the study and produce the expected outputs. To this effect, the information below is provided for an efficient orientation of the study.

The consultant shall take into consideration all on-going studies and activities, particularly the results of studies (stakeholders involvement, national/regional institution analysis, data management and sharing) and project (IUCN/PAGEV, VBA Projects, etc.), in order to achieve the necessary synergies and complementarities at the level of the development of TDA, SAP and APNP-VRB.

The consultant is expected to maintain regular communication with the PMU, GEF Volta Project Task Force Members, UCC, and VBA, and liaise with the National Project Coordinators and other relevant stakeholders. PMU will make available all related literatures at its disposal and provide the consultant with contacts of key stakeholders involved in the GEF-Volta Process.

5. Required expertise and qualifications of consultant

The assignment shall be conducted by a regional expert with extensive experiences of more than ten years in the areas of competence required by the study. Equally, the consultant must have conducted activities of similar nature and complexity, especially in the framework of other GEF financed projects.

The consultants' should have the following qualifications and experiences:

- considerable experience in TDA/SAP development
- A higher university degree in environmental science, water resources management or other related fields

- Experience in working and relating with governments and international agencies
- Extensive, with at least 10 years of proven experience in designing and implementing successful GEF TDA/SAP processes in a broad range of contexts
- sound understanding of Integrated Ecosystem Management and International River Basin Management principles and approaches
- Demonstrated experience in working with participatory methodologies
- Knowledge or experience in working on issues of governance, advocacy, and participatory monitoring
- Excellent and demonstrated communication, consultation and drafting skills
- Working experience and production of documents in French and English
- Knowledge of transboundary issues in the Volta Region is an asset.

6. Duration of the assignment, Deliverables and Deadlines

The Consultant shall produce the following reports as stated under the Task column. A total of 20 days are foreseen to be provided. The assignment is to be completed by end December 2008 according to the following schedules:

Task	Deadline	Responsible
Contract signature	15 th November 2008	UNOPS, Consultant
Preliminary report describing the work plan and methodology	25 th November 2008	Consultant, PMU
1 st Draft of the Consultancy reports submitted to PMU/UNOPS	10 th December 2008	Consultant
Assessment of the consultancy reports	15 th December 2008	PMU, PTF,NFP
Final consultancy reports	20 th December 2008	Consultant
Approval of final reports	22 th December 2008	PMU, NFP
Contract end	22 th December 2008	UNOPS, Consultant

The actual time schedule may be revised upon agreement between PMU and the consultants. The consultant will submit deliverables in electronic format (**English**) to the PMU in accordance with the timelines above.

7. Submission of Applications

Qualified candidates should submit their application, including a **letter of interest, proposed methodology and complete Curriculum Vitae** to, Ms. Angelika Quaye, via e-mail to angelikaq@unops.org.