



- Financial Proposal
- CV
- ID/Passport copy
- Copy of academic certificates
- Information that demonstrates ability to perform the services (description of similar assignments, experience in similar conditions, availability of appropriate skills, etc detailed in the Terms of Reference.

Interested consultants may obtain additional information from the “**Terms of Reference**” attached to this advertisement. The “**Terms of Reference**” will also be available for download in the Ministry’s website www.environment.gov.mv.

The Expressions of Interest must be submitted to the address below no later than **1200 hours on 17th August 2017**. **Financial proposal must be submitted in a sealed envelope titled as below to the below address.**

“Recruitment of a Technical Advisor to assist development of Minamata Initial Assessment for Maldives”

Ministry of Environment and Energy

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Male’, 20392

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Ministry of Environment and Energy

Male', Republic of Maldives.

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މާލެ، ރިޕުބްލިކް އޮފް ދިވެހިރާއްޖެ.

Date- 19th July 2017 IUL/438-ENV/438/2017/166

TERMS OF REFERENCE FOR INTERNATINATONAL TECHNICAL ADVISOR TO ASSIST

DEVELOPMENT OF MINAMATA INITIAL ASSESSMENT FOR MALDIVES

Duty Station:

Male', Maldives

Project Name:

Minamata Initial Assessment for Maldives (Strengthen national decision making towards ratification of the Minamata Convention and build capacity towards implementation of future provisions)

Description of Assignment:

Provide overall technical backstopping support to the National Project Team and be responsible for helping to plan and oversee data collection and analysis. Help national team to monitor and evaluate implementation of project activities, and provide support to draft the National Mercury Profile and Initial Assessment Report.

Duration of Assignment:

Approximately 35 consultancy days (out of which two missions to Male',Maldives each for 5 days and 25 days of home-based consultancy).



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BACKGROUND:

The Minamata Convention on Mercury is a major international treaty aiming at protecting human health and the environment from anthropogenic (man-made) releases of mercury and mercury compounds. Mercury is considered as a dangerous pollutant and is listed by the WHO as one of the top ten chemicals of major public health concern. It can travel long distances through the oceans and the atmosphere, bio-accumulate in micro-organisms and bio-magnify along the food chain. Humans are exposed to mercury through emissions in the air and from eating certain foods (mainly marine fish) and this can pose significant health risks.

The Government of Maldives represented by the Ministry of Environment and Energy, on 22 March 2016 sent letters to UNEP and to GEF expressing its commitments and confirmation that the country is taking meaningful steps towards becoming a Party to the Minamata Convention. The Republic of Maldives has ratified Basel (1992) Rotterdam (2006) and Stockholm (2006) Conventions.

PROJECT OBJECTIVE:

The project's objective is to undertake a Mercury Initial Assessment (MIA) to enable the Government of Maldives to determine the national requirements and needs for ratification of the Minamata Convention and establish a sound foundation to undertake future work towards the implementation of the Convention. The project is funded by the GEF, and the project framework, including envisaged activities, are entirely in line with the GEF Initial Guidelines for Enabling Activities for the Minamata Convention on Mercury (GEF/C.45/Inf.05).

The project will be implemented through NIM (national implementation modality) with the Ministry of Environment and Energy as the execution agency – the national partner. The Ministry is responsible to coordinate this project with relevant line ministries, government agencies, academia, universities and civil society.

The proposed project has been organized into the following components:

Component 1: Enabling environment for decision-making on the ratification of Minamata.

Component 2: Development of the National Mercury Profile and Mercury Initial Assessment Report.

Component 3. Monitoring and Evaluation



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OBJECTIVE OF THE ASSIGNMENT

The International Technical Advisor will be responsible for helping to plan the overall activities under the project, contribute to the capacity building at the national level, advise with data collection, oversee data collection and data analysis, help to monitor and evaluate activities being implemented, and provide support in writing the National Mercury Profile and Initial Assessment Report. S/he will work closely with UN Environment and the Ministry of Environment and Energy. The overall supervision of the Project will be conducted jointly by UN Environment Project Coordinator and the Project Director. The outcome of the assignment will be developing National Mercury Profile and Mercury Initial Assessment (MIA) Report to enable the Government of Maldives to determine the national requirements and needs for ratification of the Minamata Convention.

SCOPE OF WORK

The scope of works to be undertaken by the international expert under this outlined Terms of Reference are to be undertaken in close collaboration with the Environment Department of the Ministry of Environment and Energy, and include, but are not necessarily limited to, the following:

- Provision of technical guidance and advice in the detailed planning of project activities, elaborating on the overall work plan. Advice and assist in the awareness raising plan preparation and implementation;
- Provision of technical advisory support (with missions) to the local team on the Minamata convention such as the new instruments, mercury sources, data collection, organization and validation process in each related sector/sub-sector;
- Support the national level consultations on the data analysis, national mercury profile formulation and priority setting processes for decision-making;
- Oversee data collection and data analysis delivered by national consultants;
- Advise national consultants to propose recommendations and/or methodology to ensure reliability and analysis of data on mercury;
- Review existing respective government and donor reports on mercury (as needed);





- Assist the national team in developing a methodology and work program for the Mercury inventory by using toolkit for Mercury Inventory Level 2;
- Provide assistance to the national consultants in conducting technical training on Mercury inventory (level 2) and in developing mercury inventory report;
- Prepare methodology and/or work assignment for capacity assessment of governmental institutions and agencies to gather and analyze available data on mercury to build national capacity for preparing mercury inventories;
- Help national consultants to conduct capacity assessment of the key institutions (state and non-state) to identify gaps for comprehensive management of mercury and determine capacity needs and barriers (legal and functional) to meet the requirements of the Convention;
- Design and facilitate national capacity training(s) for both the National Project Team (including consultants collecting data) and key personnel of Government institutions. Prepare and deliver training materials as necessary. The trainings will be undertaken during the mission;
- Provide support to develop and analyze cost related to the implementation of the Convention and description of potential sources of funds, including existing bilateral sources;
- Jointly with National consultants assess existing legislation on the governance of mercury and its alternatives and identify gaps for meeting the Convention's requirements;
- Assist Preparation of recommendations on the pieces of legislation which need to be urgently updated and/or drafted for the ratification and further implementation of the Convention;
- Help to analyze environmental and health impact conducted to support government decisions;
- Through email and Skype contact, support the national team during preparation of the Mercury Inventory Level 2 to be conducted;
- Through the entire assignment period provide advisory support to the Project Team on mercury awareness-raising activities targeting decision makers and population groups at risk;





- Participate in the final workshop and present the results to the stakeholders (during the second mission to Maldives); reflect provided comments in the assessment report (if relevant);
- Review and provide inputs into project reports as requested by the UN Environment, GEF and Ministry;
- Take a leading role in drafting the National Mercury Profile, based on the Mercury inventory, and support the national team in its presentation;
- Advise the Ministry of Environment and Energy and Project team on the establishment of a National Mercury Coordination/Consultation Mechanism (to initiate policy discussions and define country strategy and specific steps for the ratification of the Convention);
- Assist and provide guidance on any other technical issues arising within the project as needed

DELIVERABLES AND TIMETABLE

Deliverables	Time-table (payment)
1. Advance payment	20% of the total upon signing of contract
Deliverable 2. Upon submission of work plan; Preparation of Inception Report based on inception workshop and first mission to Male'; Provision of trainings on Awareness-raising and Capacity Building during the first mission to Male'; Support the national level consultations on the data collection, organization and analysis as well as national mercury profile formulation; Oversee data collection and data analysis delivered by national consultants; Help to develop a methodology for the Mercury inventory by using toolkit for Mercury Inventory Level 2	20% of the total amount
Deliverable 3. Assist the national team in assessing national legislation on the mercury (and its alternatives) use/management and prepare recommendations to identify gaps for meeting the Convention's requirements; Together with	20% of the total amount





the local legal consultant prepare recommendations on the pieces of legislation, which need to be updated; propose national decision-making structure on mercury for strengthening legal and regulatory framework on mercury governance;	
Deliverable 4. Support the national consultants on the preparation of the National Mercury Profile, based on the Mercury Inventory and first draft of the Mercury Initial Assessment Report; Prepare Progress report on project activities.	20% of the total amount
Deliverable 5. Finalization of the Mercury Initial Assessment report. Prepare Final report on Project activities	20% of the total amount

Detailed list of deliverables and milestones will be agreed in consultation with UN Environment. The reports shall be submitted in English.

REPORTING:

S/he will be reporting to the UN Environment project Coordinator and the Project Director representing the Ministry. The International technical advisor must ensure timely fulfillment of his/her assisting and support actions, thus making timely and sufficient contribution to the timely preparation and submission of the reports for the Minamata Initial Assessment for Maldives.

MONITORING

The monitoring of fulfillment of the assignment by the International Technical Advisor will be conducted by the UN Environment Project Coordinator and Project Director.

TRAINING DETAILS:

Two training covering two modules should be undertaken. The first module on Mercury Awareness-raising, including requirements under Minamata Convention, should be conducted with the participation of major stakeholders and the Project Team. The second training module – specifically for the Project Team, - should be on the overall road-map of the project implementation, on formulation of National Mercury Profile and on drafting Mercury Initial Assessment report and respective recommendations’ preparation second training should guide the Project Team in project implementation. The second mission to the end of the assignment should be devoted to summarizing the results of the works, preparation and participation in the final workshop where the results of the





project will be presented. Associated travel costs for these two missions should be included into the financial proposal. If additional ad hoc travel(s) become necessary during the assignment, they will be covered separately in accordance with government of Maldives procurement regulations.

SELECTION CRITERIA

Point system for the evaluation:

(1) Educational Qualifications	[30%]
(2) Specific experience in the related field	[40%]
(3) Financial Proposal	[30%]
	Total: 100%

REQUIRED SKILLS, EXPERIENCE AND TECHNICAL CAPABILITY

- Minimum Master’s degree or equivalent in environmental sciences/engineering/policy/management or natural sciences
- Minimum 7 years of experience in preparation of national reports and assessments related to chemicals in the environment.
- Record of experience in assisting countries in implementation of various international treaties applicable to chemicals and waste/hazardous waste; Record of specific experience with Mercury inventories, especially Level 2 will be an asset
- Demonstrable experience in designing and providing capacity building trainings to stakeholders;
- Prior UN agencies /GEF project experience and knowledge of UN agencies and GEF procedures and guidelines is an advantage.
- Previous experience working in Small Island Developing will be an asset
- Advantage of the proposed methodology and work approach;
- Fluency in written and spoken English.



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COMPETENCIES

- Demonstrated commitment to UN Environment’s mission, vision and values;
- Sensitivity and adaptability to cultural, gender, religion, race, nationality and age;
- Highest standards of integrity, discretion and loyalty.
- Advanced computer skills including Microsoft Office and web-based applications;
- Proven ability to deliver quality output working under tight deadlines;
- Excellent communication and facilitation skills;
- Ability to work together with UN Environment Project Manager, the Project Team;
- Ability to work in a complex environment with different national and international experts;
- Planning, organizing;
- Analytical thinking.
- Respond positively to feedback and differing points of view;

CONTRACT PAYMENT

- 1st tranche/ advance payment - 20% of the total amount
- 2nd tranche – 20% of the total amount;
- 3rd tranche – 20% of the total amount;
- 4th tranche – 20% of the total amount;
- 5th tranche – 20% of the total amount;



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