

“Strengthening the national institutional capacity for chemicals and waste management in Vanuatu”

TERMS OF REFERENCE

CONSULTANT for the NATIONAL CHEMICALS PROFILE for VANUATU

BACKGROUND

The objective of the Project is to support country-driven institutional strengthening at the national level, in the context of an integrated approach to address the financing of the sound management of chemicals and wastes, taking into account the national development strategies, plans and priorities of each country, to increase sustainable public institutional capacity for the sound management of chemicals and wastes throughout their life cycle. Institutional strengthening under the Special Programme will facilitate and enable the implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and the Strategic Approach to International Chemicals Management (SAICM).

The first session of the United Nations Environment Assembly (UNEA-1), in June 2014, in resolution 1/5 on Chemicals and Waste, further adopted the terms of reference for a Special Programme, to be funded by voluntary contributions, to support institutional strengthening at the national level to enhance the implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention on Mercury and the Strategic Approach to International Chemicals Management (SAICM). The Special Programme is one of two complementary elements of dedicated external financing under the integrated approach, with the GEF being the other element.

The Special Programme is part of the sub-programme 5 on chemicals and wastes in UNEP's Programme of Work, in particular Project 515.2 Special Programme to support institutional strengthening at the national level to enhance the implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and the Strategic Approach to International Chemicals Management (SAICM). It specifically addresses expected accomplishment (a) *that countries increasingly have the necessary institutional capacity and policy instruments to manage chemicals and waste soundly including the implementation of related provisions in the multilateral environmental agreements (MEAs)*.

Following the third call for applications, the Government of Vanuatu submitted their application for funding from the Special Programme Trust Fund to strengthen their capacities for national implementation of chemicals and waste related international agreements. The Executive Board of the Special Programme, at its fourth meeting held from 29 to 31 January 2019 in Geneva, Switzerland, approved the application submitted by Vanuatu.

The following seven outputs are expected from the project:

1. Establish project implementation and governance arrangements
2. Develop a National Chemicals Profile for Vanuatu
3. Develop a National Chemicals Management Policy and costed implementation plan
4. Review and update the legislative framework for chemicals and waste management
5. Establish a centralised national database for chemicals and waste
6. Develop and deliver certified training programs in chemicals and waste management.
7. Provide implementation and enforcement training for the Conventions

A. OBJECTIVE

These Terms of Reference (TOR) were developed in order to recruit a qualified consultant in accordance with the approved Project Document. The Consultant for the National Chemicals Profile for Vanuatu (CNCP) will consult with relevant stakeholders in the private sector and the government sector to provide a comprehensive overview and assessment of the existing legal, institutional, administrative and technical infrastructure related to the sound life-cycle management of chemicals in Vanuatu. It will not duplicate assessments that have been completed for the update of the Stockholm Convention National Implementation Plan, or the Minamata Initial Assessment. It will help to identify national chemicals management priorities to be addressed to support implementation of the Conventions. Priorities would include institutional and legislative reform, infrastructure development, data collection, chemicals emergency preparedness,

public awareness of chemicals safety issues, resources available and required for sound chemicals management and training and capacity development. The national profile will also identify possible approaches to addressing the identified priority issues.

B. SCOPE OF WORK

The CNCP is expected to;

1. Conduct assessments for the existing;
legal, institutional, administrative and technical infrastructure related to the sound life-cycle management of chemicals in Vanuatu.
2. Identify national chemicals management priorities to support implementation of the conventions. This would include;
Recommendations for Legislative and institutional and technical infrastructure, data collection, chemicals emergency preparedness, public awareness of chemicals safety issues, resources available and required for sound chemicals management and training and capacity development to implement the conventions.
3. Draft the National Chemicals Profile Report.
4. Consult with stakeholders on the draft National Chemicals Profile report.
5. Finalise the National Chemicals Profile report

The CNCP is to work as much as possible with the Coordinator of the project and other relevant officers of the Department of Environmental Protection and Conservation (DEPC) throughout the duration of this project component to completion. This is to pass on technical knowledge and skills to the DEPC officers.

C. DELIVERABLE

The CNCP is required to develop the National Chemical Profile Report.

D. REPORT TO

The Consultant will report to Project Coordinator (Senior Officer [Chemical and Ozone] and Principal Officer, Environmental Protection and Director) of (DEPC)).

E. DURATION OF WORK

The duration of the contract shall be for a minimum of 4 months and 5 month maximum period and is expected to start two (2) weeks from the date of signing of contract.

F. DUTY STATION

The CNCP can be based in their country of residence to fly in and out or can be based in country if it's a local and is expected to use his or her own laptop for work. A workstation shall be provided when s/he comes into the DEPC office for consultations and/or for any task that the Project Co-ordinator needs to discuss to progress work based on the agreed work schedule.

For a consultant who may be residing overseas, their schedule of work will specify number of days they would come in country to conduct components of work which would require them to be physically in country.

G. SCHEDULE OF PAYMENTS

The national consultant shall be paid the amount he/she provided in the response to the expression of interest advertised. The amount acceptable by the interim committee as the amount within the range of the budget for the consultant.

A schedule of payments as per the deliverables outlined in B – Scope of works shall be part of the contract signed between the successful applicant and Department of Environmental Protection and Conservation.

H. SUBMISSION OF DOCUMENTS

1. Eol documentation should demonstrate that the interested person satisfies the conditions stated above and is capable of meeting the specifications and timeframes.

Documentation must also include the supporting examples to address the evaluation criteria.

2. Eol documentation should outline the interested supplier's complete proposal and include

(a) The CVs of proposed personnel highlighting related experience relevant to the Eol;

(b) Complete the Eol application form provided which should be provided to you when you request the ToR. (please note you are required to complete in full areas requested in the Form, particularly the Statements considered).

(c) A Technical Proposal, which contains the detailed methodology to achieve the tasks outlined under B. Scope of Work and

(d) A Financial Proposal, to reflect the scope of work in the technical proposal which is to be priced on a lump sum basis.

3. The financial proposal should only contain the personnel costs against the project activities. Project related activities will be paid for directly by the DEPC. Eol submission must be in Vanuatu vatu (VT). The consultancy has a maximum budget of VT 2,200,000. Submitted proposals will be evaluated based on best value for money.

D. REQUIRED EXPERTISE AND QUALIFICATIONS

A degree in environmental science, law, management and any relevant discipline is required with:

- A minimum of 2 years of professional experience in the field of environmental issues, chemical and waste management.
- Demonstrated experience and skills in project management
- Work experience in Vanuatu would be an advantage
- Demonstrated experience and skills in report writing
- Excellent organizational skills and experience
- Demonstrated ability to pass on relevant knowledge and skills used to conduct assessments and in the compiling of the report.