



TERMS OF REFERENCE

The United Nations Development Programme (UNDP) in Libya, on behalf of the Environment General Authority (EGA) seeks short-term technical services in support of the National Capacity Self Assessment for Global Environmental Management (NCSA) Project.

Libya NCSA Strategy and Action Plan Finalization Arabic and English

I. OBJECTIVES OF THE CONSULTANCY:

Objective of this consultancy is to generate the information necessary and undertake the participatory processes to finalize the Libyan NCSA Document.

Through a wide consultative process to establish support, “ownership”, and understanding for the implementation of the findings and recommendations of the Libyan NCSA Strategy and Action Plan, the project finalization phase will compile and complete NCSA Strategy and Action Plan Document meeting GEF guidelines and specifications.

The project finalization phase will be undertaken by a specialized consultancy firm, which should provide a team of experts comprising international and national specialists. These include:

1. **International consultant** on Environmental Strategy Development/ Environmental Management;
2. **National/ international consultants** to translate and proof read the English and Arabic versions of the NCSA Document, and
3. Specialized **printing office**.

II. OBJECTIVES OF THE CONSULTANCY:

1. Objectives of the assignment:

The Libyan Environment General Authority (EGA) is preparing to launch and endorse the National Capacity Self Assessment for Global Environmental Strategy and Action Plan (NCSA). The Strategy draft was prepared in a participatory approach involving relevant national stakeholders within all sectors and as a result of a comprehensive national consultation process that was guided by a group of international experts.

The EGA in cooperation with UNDP Libya Country Office and with the support of the Global Environment Facility (GEF) is seeking to procure the services of a consultancy firm for the final review, modification, finalization, and editing of the NCSA.

2. Scope

By building on additional stakeholder consultations to be conducted during the finalization phase of the project, and in close consultation and co-operation with the EGA, as well as with the UNDP and UNDP/GEF regional advisor, the Consultant will support the drafting and finalization of the NCSA Strategy and Action Plan.

The overall task of the Consultancy Firm will be to ensure that essential steps in the process of developing and finalizing the above mentioned document are undertaken in a technically sound, timely and transparent fashion. The consultant will work under overall supervision of UNDP and in close collaboration with the EGA to ensure that the final NCSA Document meets EGA and UNDP/GEF requirements.

3. More specifically tasks will include:

A. Review and finalize the NCSA draft documents, develop the missing sections as per the GEF guidelines, and update the remaining sections, this includes:

- Collect the needed information and documents and make the preliminary review of the NCSA Documents, the existing strategy, thematic reports and action plan and identify gaps and needs to be addressed through the project finalization phase.
- Review the scientific and technical information in the NCSA draft document ensuring its scientific validity and introduce updated information where necessary, based on consultations with the Environment General Authority.
- Develop the missing sections of the NCSA against the UNDP/GEF NCSA tool kit;
- Review the outline, structure and language of the report and introduce any modification required in terms of language, editing and overall structure.
- Review the Action Plan and validate the short-term and long-term categories for projects and a methodology of implementation.
- Review, update and edit notes and illustrations directly in the electronic copy of the draft NCSA.
- Provide the EGA and UNDP Libya with a technically-reviewed and edited final electronic copy of the NCSA (English).

B. Finalize the English version of the NCSA Documents and Prepare and finalize the Arabic NCSA Strategy and Action Plan:

- Follow up with the Printing Office on the design and final layout for the English document.
- Translate the NCSA Strategy and Action Plan, English version, into Arabic.
- Provide a professional Arabic proof reader to review and finalize the NCSA Arabic Strategy and Action Plan.
- Follow up with the Printing Office on the design and final layout for the Arabic document.

C. Help the National Partner in disseminating the NCSA Strategy and Action Plan:

- Support the EGA and UNDP Libya country office in organizing a public dissemination event to take place in Libya.
- Provide a Power Point Presentations in English and Arabic on the contents of the NCSA Strategy and Action Plan.
- Participate in the National Events, as necessary.

4. Outputs

The key deliverables of this work will be:

1. An electronic copy and hard copies of the final NCSA Strategy and Action Plan - English; and
2. An electronic copy and hard copies of the final NCSA Strategy and Action Plan -Arabic.

5. Skills and Qualifications

The consultancy firm should provide the following team members with the following qualifications:

1. **International consultant** on Environmental Strategy Development/ Environmental Management;
2. **National/ international consultants** to translate and proof read the English and Arabic versions of the NCSA Document, and
3. Specialized **printing office**.

1) **International consultant: Environmental Strategy Development/ Environmental Management**

The International consultant will be the team leader, who will have overall responsibility for the delivery of the consultancy products. The team leader should have:

- A solid background in the three Rio Conventions (UNCBD, UNFCCC, and UNCEDD);
- Wide background knowledge on sustainable development principles;
- A minimum of 10 years proven experience in preparing environmental strategies and action plans;
- Higher university degree in Environmental Sciences or any related development field;
- Demonstrated ability in editing and writing skills in English and Arabic is a must;
- An extensive relevant practical experience internationally in the planning, development and implementation of mainstreaming and development projects and programs.
- Adequate administrative and organizational experience and knowledge to function and operate effectively within the political, economic and legal realities of Libya;
- Prior experience in developing/managing projects for GEF financing in the fields relevant to these Terms of Reference;
- Good interpersonal, writing and communication skills.

2) **National/ international consultants to translate and proof read the English and Arabic versions of the NCSA Document.**

3) **Specialized printing office.**

III. METHODOLOGY OR APPROACH

An outline of the consultancy approach is provided below; however it should be made clear that the consultancy team is responsible for revising the approach as necessary. Any changes should be in-

line with UNDP/GEF norms and standards. They must be also cleared by UNDP before being applied by the consultancy team.

The consultancy will be carried out by the team through:

- (i) **Documentation review** (desk study); the list of documentation to be reviewed should be prepared by UNDP and EGA.
- (ii) **Interviews** will be held with the following organizations and persons as a minimum
 - **UNDP:** Country Director, Environment Analyst, and GEF Regional Technical Adviser/Biodiversity (Bratislava).
 - **EGA:** General Director, Management Committee, Directors, all relevant units and experts
 - **Key staff ministries/departments**
 - Ministry of Planning
 - Ministry of Agriculture
- (iii) **Brain Storming and thematic workshop** – the team should develop a process for semi-structured interviews and meetings with the different interviewees to ensure that the different aspects are covered. Focus group discussions will be held as deemed necessary by the consultancy team in cooperation with the international consultants and the EGA.

IV. CONSULTANCY MANAGEMENT:

1. Supervision and Reporting Arrangements

The international consultant will be the team leader and will have overall responsibility and accountability for the organization of the mission and for the production of the outputs. He/she will report technically and administratively to the UNDP Jordan Office.

2. Submission of Proposal, CVs, brief Letter, Timelines and Budget Indication

The consultancy firm must provide:

- clear, specific evidence of their background, qualifications and experience which are exclusively relevant to UNDP/GEF proposal and project document writing
- a brief proposal outlining how he/she propose to undertake the work, the process and timeframes to complete the work
- a price offer for conducting this work, including travel costs to Libya.

3. Supervision and Reporting Arrangements

- The consultant will report technically and administratively to the UNDP Libya Country Office and EGA, who will agree with him/her on the timetable and outputs.
- The international consultant will work directly with the designated counterpart in the Environment General Authority in providing advice and comments.
- The Environment General Authority and UNDP Country Office will provide the consultancy firm with an electronic copy, and a hard copy of the draft NCSA.