 

Coastal Area Management Programme (CAMP)

for

Bosnia and Herzegovina (BH)

TERMS OF REFERENCE

**FOR THE NATIONAL PROJECT CO-ORDINATOR**

**July 2020**

#### Background information

The Coastal Area Management Programme (CAMP) of the UNEP’s Mediterranean Action Plan (UNEP/MAP) is a country-driven programme aimed at helping the Mediterranean countries in their efforts towards sustainable development. Once the interested country has proposed a project within this programme and the Contracting Parties (CPs) to the Barcelona Convention (BC) have approved it at their biannual meeting, the project is developed by the local and national experts with the assistance of UNEP/MAP and its Components (MED POL and Regional Activity Centres (RACs)), each of them being involved in the activities falling within its area of expertise. The Priority Actions Programme Regional Activity Centre (PAP/RAC) co-ordinates UNEP/MAP efforts in each CAMP project.

The Agreement for the CAMP Bosnia and Herzegovina project was signed in June 2020 on the basis of the preparatory activities that took place prior to the signature between the national counterpart and UNEP/MAP. The implementation of the project is envisaged for the July 2020 – July 2022 period, with post-project activities in the following two years.

The design of the CAMP BH project recognizes and incorporates the following fundamental considerations:

* The CAMP BH is a country-driven project: this emphasizes that the Project is designed to respond to national, regional and local priorities, and will operate according to the experiences and realities of the host-counry’s legal, administrative and cultural institutions, and will benefit from the available national and local expertise. UNEP/MAP technical assistance will be targeted to general coordination and to issues in which national expertise and resources require support and supplementary inputs.
* The CAMP BH project is based on an integrated approach to marine and coastal environment and development problems. This emphasizes that the project activities will cut across protection and development problems, harmonize public sector priorities and private sector pressures, and provide an integrated strategy for the common goal of achieving development in the region within a sustainable management policy framework.
* Consequently, the CAMP BH project, far from compromising development objectives, aims to incorporate the principles of sustainable development and integrated coastal management in the development process to better articulate resource protection and development objectives.

The main objectives of the CAMP BH project are: a) to create necessary mechanisms that can help achieve sustainable development of the coastal area; b) to support the efforts of BH towards the ratification of the ICZM Protocol; c) to support implementation of national policies related to coastal area; d) to promote integrated and participatory planning and management in the coastal area; e) to build capacities at all levels for ICZM and raise awareness on the importance of the coastal area and on the complexity and fragility of its ecosystems, as well as on the need for integrated approaches in managing them; and f) to facilitate the transfer of knowledge on ICZM tools and approaches.

The project will contribute to the implementation of various decisions of the BC related to ICZM, pollution, biodiversity and contingency planning, as well as to other international obligations such as to UN Sustainable Development Goals, EUSAIR and alike.

The CAMP BH will be implemented by national officers and/or experts assisted by UNEP/MAP experts and international consultants, as appropriate.

Organisational arrangements for CAMP BH are presented in the following figure:

**Project Steering**

**Committee**

**BH**

**UNEP/MAP - PAP/RAC**

**National Project**

**Coordinator**

**UNEP/MAP Project**

**Coordinator**

**MAP Components**

**Working Teams**

(National/MAP)

teams implementing

CAMP activities

Participation of a wide range of stakeholders and partnerships with relevant organisations and initiatives will be fostered throughout the project implementation.

To achieve its objectives the CAMP BH will develop two fundamental lines of work:

A Horizontal activities

* Project co-ordination, integration and dissemination of results
* Capacity building/Awareness raising
* Spatial Data Infrastructure/Information system/Data management

B Individual activities integrated into a Coastal Plan

* Institutional mechanism for ICZM
* Marine habitats and protected area
* Monitoring marine and coastal environment
* National Contingency plan
* Sustainable tourism: coastal – hinterland
* Climate change adaptation

### The National Project Coordinator (NPC)

The National Project Coordinator (NPC), recruited by PAP/RAC in consultation with the host-country authorities, is responsible of the coordination and management of the CAMP project. He/she:

* Coordinates and integrates the whole project activities and deliverables;
* Manages the coordination between the host-country administrations and between these and UNEP/MAP, as well as the coordination of all external contributions;
* Keeps contact with other similar projects driven by the host-country and UNEP/MAP with the view of complementing the CAMP;
* Prepares the reports related to its tasks and comments the technical reports submitted by the project teams.

#### General job description

The NPC will participate in the detailed formulation and implementation of the project, in co-operation with the UNEP/MAP project Co-ordinator; in harmonisation of the actions implemented by the institutions and experts involved in the project; and in the guidance and assistance related to the implementation of individual project activities.

The NPC will also secure that the inputs and outputs of individual activities are interchanged among the teams implementing CAMP activities and concerned UNEP/MAP Components, and integrated during the implementation of the project. He/she will co-ordinate the work of project teams, as well as other consultants engaged.

#### Detailed job description

The NPC will specifically perform the following tasks:

1. Prepare a detailed Workplan of the project. Together with the relevant UNEP/MAP Components the NPC will develop a workplan and prepare Technical Specifications for each individual project activity.

2. Help organise and conduct the Inception Workshop. Besides the logistic aspects, the NPC will participate in setting the agenda, modes of presentation, selection of participants and, actually, conducting the Inception Workshop. He/she will also prepare the report of the Workshop and send it to PAP/RAC for final editing.

3. Assist in selecting the teams for project activities. The NPC will participate in the selection of the national experts to be contracted as members of the project team for each specific activity.

4. Provide assistance and guidance to the project team members. The NPC will assist and guide the team members in their work. He/she will hold regular meetings with them to assess progress, identify problems and offer solutions. In doing so, he/she may ask for assistance from the respective UNEP/MAP Component. After each meeting, the NPC will prepare a brief report with major points discussed at the meeting, and send it to PAP/RAC and all participating UNEP/MAP Components.

5. Supervise the work of project teams. The NPC will constantly monitor and supervise the work of each project activity team. He/she will check if their work is progressing according to schedule, early identify eventual problems, and provide solutions with the assistance of the respective UNEP/MAP Component and the project Steering Committee.

6. Prepare bi-monthly progress reports. These reports will be prepared in order to identify early if there are problems in the project implementation. Basically, these reports are a compilation of the reports of the meetings that the NPC will hold with the project team members, and other activities implemented by the NCP. Together with other reports/outputs required by this ToR, these bi-monthly reports will make a basis for payments.

7. Facilitate the exchange of inputs and outputs among project teams. As CAMP is a highly integrated exercise, it is of utmost importance that project team members be well informed on each other’s work as well as timely provided with outputs, which they could use as inputs in their work. The task of the NPC is to be well acquainted with everybody’s work and outputs.

8. Secure that UNEP/MAP outputs are integrated into the project. The NPC will make sure that any relevant UNEP/MAP output, prepared within the entire scope of its activities, be made known and put at a disposal of project team leaders and experts. This task will be performed in close collaboration with the UNEP/MAP Project Co-ordinator and the respective UNEP/MAP Components.

9. Closely collaborate with relevant authorities within the host-country. Since CAMP is, to a large extent, a “bottom-up” exercise, the NPC will have to establish very close relationships with the all relevant authorities for the CAMP area. At the beginning of the project’s implementation, he/she will have to inform them thoroughly in order to secure their support, commitment and participation. During the course of the project, he/she will have to inform them regularly on the work’s progress, problems and results.

10. Closely collaborate with the NGOs. The NPC will make sure that project teams maintain a very close contact with regional and local NGOs, and other interest groups, particularly in local communities. He/she will supply them with relevant documents and other background material, explain the nature and importance of the project, keep them regularly informed on the project’s progress, and secure their approval of the recommendations.

11. Facilitate the integration of the work of project teams and international consultants. The NPC will ensure that the work of the national experts, assisted by the international consultants when needed, is being carried out smoothly. He/she will explain their roles and tasks and secure that there is no overlapping in their work. The NPC will also facilitate the work of international experts, engaged by the respective UNEP/MAP Components, during their stay in Bosnia and Herzegovina. This task will include logistic support as well as the provision of relevant data and information.

12. Closely collaborate with the UNEP/MAP designated project Co-ordinator. The UNEP/MAP Secretariat, through PAP/RAC, will nominate a project Co-ordinator who will manage the project on the UNEP/MAP side. The Co-ordinator will be selected among the PAP/RAC team members. The two Co-ordinators will have to collaborate closely by exchanging information on the project and assisting each other in making the decisions.

13. Review the project outputs. The NPC will review outputs of all project members, and check if they have been prepared according to Technical Specifications or TORs, and on time. Each payment will be conditional upon approval by the NPC in a written form and the subsequent validation by the competent UNEP/MAP Component.

14. Secure timely submission of interim activity reports. Each project member is obliged to prepare interim progress reports, the periodicity of which will be defined in the respective TORs. The NPC is obliged to secure that these reports be submitted on time.

15. Assist in the organisation of the Steering Committee meetings. The poject Steering Committee will held regular meetings. The NPC will assist in preparing the agenda of these meetings, securing and distributing the necessary documents, and writing the reports of the meetings.

16. Assist in the organisationof the Mid-term Review Meeting. The objective of the meeting is to assess the progress of the project’s implementation approximately one year after its start. The NPC will assist in preparing the agenda, compiling the documents and the list of participants, and writing the report of the meeting.

17. Coordinate the preparation of the Final Activity Reports. Upon completion of the individual activity the team members will prepare the Final Activity Report. The NPC will guide their preparation and will review them. Each report will consist of a short summary, will state the issue, measures taken to deal with the issue, results, benefits, lessons learned, follow up-actions, and alike. These individual Final Reports will be used for the preparation of the Final Integrated Report to be prepared by the NPC.

18. Prepare the CAMP Final Integrated Report. The NPC will compile the results of all CAMP activities; prepare a summary of each activity; identify the integrating elements, benefits, and lessons learned; assess the sustainability of the project; and make a list of the follow-up actions and funding opportunities in the “post-project” period.

19. Assisted by UNEP/MAP and PAP/RAC, prepare the Final Presentation Conference. Besides the logistic aspects, the NPC will assist in preparing the agenda, compiling the list of participants and the list of documents, and acting as the secretary of the conference, including writing the conference report. The report will be sent to PAP/RAC for final editing, printing and distribution.

#### Outputs and deadlines

The NPC will submit the following outputs:

* Detailed Programme of Work and

technical specifications for each project activity 30 days after signing of the contract

* Report of the Inception Workshop 15 days after the workshop
* Reports of the Steering Committee meetings 15 days after each meeting
* Bi-monthly Progress Reports 7 days after bi-month period
* Mid-Term Review Meeting Report 15 days after a year expires
* Final Integrated Report 30 days after completion of the project
* Report of the Final Presentation Conference 15 days after the conference

#### Job requirements

The consultant’s educational background should be in one of the following fields: coastal zone management; social sciences; urban and regional planning; economy; natural sciences; or natural resources management.

The consultant should have at least 5 years of experience in working on the projects relevant to the main activity fields of this project (see above). The consultant should also have experience in participating in international cooperation projects.

The consultant has to be fluent in one of the three official languages used in Bosnia and Herzegovina, and in English. His/her duty station during the entire duration of the project will be in the project area.

He/she has to possess very good interpersonal and communications skills.

#### Duration of the assignment

The NPC will be recruited among national experts, but acting on behalf of and being paid by UNEP/MAP.

The duration of the assignment is 24 months, until the end of the project as approved and adopted by the Agreement relative to the CAMP BH project, i.e. by end July 2022.

##### Remuneration

Monthly remuneration for the NPC services is estimated at 2,000 Euro gross, over 24 months. Contracts will be issued according to the biannual UNEP/MAP Programmes of Work (PoW) and Budgets, as approved by the meetings of the Contracting Parties to the Barcelona Convention (COPs).

The payments will be effectuated on a bi-monthly basis. After the expiration of each two-month period, the payments will be made after the NCP submit a two-month activity report, and after the respective outputs, for which the consultant is responsible are submitted.

Payment will be made after the clearance by PAP/RAC. The reports will be submitted in English, in Word format.