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| --- |
| **TERMS OF REFERENCE** |
| “Assessment of Revised Framework Plan of Action on Environment Cooperation and Global Warming (2016-2020), Work Plan on Biodiversity (2016-2020)and Development of Action Plan/Roadmap on ECO LandCare Program” |
| Directorate for Energy, Minerals & Environment |

ECONOMIC COOPERATION ORGANIZATION



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| ECO Secretariat2/22/2022 |

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## Glossary

|  |  |
| --- | --- |
| ECO-Economic Cooperation Organization | MEA-Multilateral Environment Agreements  |
| EME-Energy, Minerals and Environment | CBD-Convention on Biological Diversity  |
| ECO-IEST- ECO Institute of Environmental Technology and Science | IPCC-United Nations Intergovernmental Panel on Climate Change |
| SSP-small sized project | UNEP-United Nations Environment Programme |
| UN-United Nations |  |

## Summary

Presently, the ECO region states the acute need for immediate realization of: (1) “Action Plan/Programme on Environment”, (2) “Framework Plan of Action on Environment Cooperation and Global Warming for ECO Member States (2016-2020)” and (3) “Work Plan on Biodiversity in ECO Region”. The latter two would need to be updated and reviewed against passage of time for the period of 2021-2030.

Over the past period till 2016, ECO Secretariat conducted the feasibility study on Environment, notably, on desertification and land degradation, which resulted in “ECO LandCare Program” prepared by ECO Institute of Environmental Technology and Science (ECO-IEST).

Such result was discussed at the Workshop of ECO Member States held in November 2021 (Antalya) Turkey. Thereupon, it was decided that a Plan/Roadmap be developed for implementing “ECO LandCare Program”. For this particular reason, a small sized project (SSP) is to be fulfilled during short term period (90 days) by a Specialist to be hired under this project.

# Aim and objectives

Aim of subject project is to provide the ECO high level decision making bodies, notably, 6th Meeting of Ministers of Environment to be held in the first half of 2022 with the policy documents and actionable roadmaps for approval of core area activities on environment in ECO for the period of 2021-2030.

Objectives of the subject project are:

To conduct the ECO region-scoped assessment study resulting in (1) “Plan of Action on Environmental Cooperation 2021-2030” and (2) “Roadmap for implementation of ECO LandCare Program 2021-2030”.

To review and update: (3) “Plan of Action on Environmental Cooperation and Global Warming” and (4) “Work Plan on Biodiversity in ECO Region”.

# Background

##  History in ECO

Over the past, the **Plan of Action (PoA) on Environment** was adopted in December 2002 by 1st ECO Ministerial Meeting on Environment. The document was further extended from 2007 till 2010.

* The 3rd ECO Ministerial Meeting on Environment held in June 2006, Almaty (Kazakhstan) urged to start the development of ECO Regional Plan of Action for Protection and Conservation of Biodiversity (Biological Diversity). Further, in the 1st Experts Group Meeting (EGM) on Biodiversity held in Islamabad on 24-25 April 2007, the Member States adopted the “*Work Plan on Biodiversity in the ECO Region for 2007-2015*”.
* In June 2011, the 4th ECO Ministerial Meeting on Environment adopted subsequent version of PoA titled as “*Framework Plan of Action on Environmental Cooperation and Global Warming for ECO Member States*” focusing on Environmental Management, Global Warming, Climate Change and Means of Implementation. That was valid until 2020.
* The 5th ECO Ministerial Meeting on Environment (18 November 2014, Istanbul (Turkey)) asked for a revised PoA for period 2021-2030 and, for that matter, instructed the Secretariat to prepare a detailed countries’ needs-based assessment addressing Land Degradation, Dust Haze and Sand Storm in ECO Region.
* ECO Secretariat fulfilled the Feasibility Study on Desertification and Land Degradation. That, in turn, served for preparing the Draft Project Proposal. The Member States feed-backed on the said document.
* In July 2016, the Project Consultation Workshop was held in Tehran (Iran) whereupon land degradation and conservation issues of ECO countries were identified in search of assistance from the proposed Project.
* Draft Project Proposal was elevated to the status of the **ECO LandCare Program**.
* In December 2021, another Workshop was held in Antalya (Turkey) to review flagship project “ECO-LandCare Program” and pointed out ways of implementing it.
* Earlier, the 2nd EGM on Biodiversity held on 4-5 November 2014 in Antalya (Turkey) extended the Work Plan on Biodiversity. It also approved the revised “Work Plan on Biodiversity in ECO Region (2016-2020)”.
* The 3rd EGM on Biodiversity designated the Republic of Turkey as a new Coordinating Country for follow-up and implementation of Work Plan.
* Added to the above, the 2nd ECO Consultative Ministerial Meeting on Environment held on 27 May 2016 in Nairobi, Kenya, (on the sidelines of UNEA-2) re-confirmed the said Work Plan. Moreover, the 6th ECO Working Group Meeting on Environment (1-2 June 2016, Islamabad) endorsed the said Work Plan and requested ECO Secretariat to start implementation.
* The ECO Coordination Meeting titled “ECO Contribution to the CBD Agenda: *Implementation of the Work Plan on Biodiversity in the ECO Region 2016-2020*” (12 December 2016, Cancun, Mexico) held on the sidelines of COP13 of UNCBD, prioritized cooperation on “Access and Benefit Sharing (ABS)” within Work Plan on Biodiversity.
* The 1st ECO Experts Group Meeting on Access and Benefit Sharing (ABS) on 11-13 March 2019 in Antalya (Turkey) considered the ABS Framework on Traditional Knowledge; Material Transfer Agreements; Prior Informed Consents; Clearing-House Mechanism; Bottlenecks, as Trans-Boundary Cooperation and Global Multilateral Benefit-sharing Mechanism. The Meeting also finalized the ToR for “ECO ABS Experts Pool”. The Meeting likewise decided to support CITES through ECO’s biodiversity cooperation.

The above indicated developments serve the prerequisite groundwork for implementing the subject project.

##  Concept Paper

Environmental issues more often than not entail socio-economic implications. ECO Region (as elsewhere in world) faces environmental challenges. The latters are amplified by cross-border and regional impact. The challenges identified most recently include Global warming, Climate change, Biodiversity and Land degradation.

The documents that were adopted by ECO Member States require major revisiting in the light of current global developments like the pandemics and climate change and therefore need to be handled basing on core national needs in line with their commitments under Global Environmental Agenda. Such tailor-made assessment will enable ECO countries to effectively implement regional environmental priorities. All-level decisions required for a project have been made in the past till present. In practical terms, the project proposal was initiated by ECO Institute for Environmental Technology and Science (ECO-IEST) to review and re-visit the targets in the area of environmental cooperation among ECO member countries and develop a new roadmap for implementation. Such effort has to be via a small sized project meaning that it should be accomplished in short term period as instructed by 24th COM (8-9 November 2019, Antalya (Turkey)), with easily measurable and therefore sensible results.

##  Informative Report

The recent developments from the time of initiating by ECO-IEST of the project proposal have centered around the outcomes of feasibility study on desertification and land degradation in ECO region, which was carried out by Australian consultants in cooperation with ECO IEST. In the light of the feasibility study findings and to optimize the project by proposals of the Republic of Turkey, the workshop held in November 2021 in Antalya (Turkey) concluded that a clear roadmap be developed to fulfill smaller projects in pursuit of greater implementation efficiency of ECO LandCare Program.

Given the short term nature of a small sized project, it may plan in advance the consideration of its expected results during a high decision making level meeting in the first half of the current year of 2022. Such meeting has been scheduled in ECO Events Calendar 2022 to be organized in the Kyrgyz Republic during the first half of the year. To that effect, the timeline of the present small sized project lasts from March to June 2022. It means that the subject project will be short term; thereupon will be able to obtain validation of its results from the 6th ECO Ministerial Meeting on Environment.

# Project Rationale and Motivation

##  General observations

Land Care is one of key phenomena in the area of Environment. The degradation of Land directly affects Climate in the same respect as other contributors to climate change. As with decisions made by IPCC as recent as in November 2021, the environmental cooperation in addressing global challenges of climate change and the related environmental issues such as Land Degradation is imminent urgency for ECO. Having an observer status in IPCC, ECO positions itself as one of staunch supporters of fight against global warming and climate change and therefore land degradation.

In this regard, access to high-quality, timely and ECO-specific policy document on Environmental Cooperation is a prerequisite for any effective decision-making process and having such policy papers available for Environment is absolutely fundamental to ECO.

##  Economic justification

According to UNEP (UNEP, 2018), land degradation is an environmental urgency. It affects 1.9 billion hectares of land every year with 24 billion tons of soil being washed away forever. Land degradation in Asia only, has captured 40% of the soils that are classified as completely degraded. This figure is pertinent to ECO region for its geographic location.

According to Global Environmental Outlook (UNEP, 2019), within just forty years, one third of global farmable land has become absolutely useless. Every year, the 36–75 billion tons of land are depleted. By some other sources, because of intensive land degradation, freshwater and food shortages are therefore threatening the very human livelihood (R. Gobinath, 2021). If such pace of land degradation continues, the world will become uninhabitable within just one generation’s life time.

Loss of land productivity is defined as soil degradation (Maximillian, 2019). The latter, in turn, leads to severe environmental pollution. In that sense, for land care, the biodiversity is all the more critical. As part of the subject project, biodiversity will be attended to through the development of a clear work plan.

Loss of arable land mainly occurs due to: (i) urban expansion, (ii) overgrazing, and (iii) environmentally unfriendly agricultural production. All those cause the dramatic climate change.

By theory, land degradation is commonly determined by: soil weakening, transfer, and settlement. Reduction in the size of the land area, suitable for food production, originates from the three main processes: (1) direct physical loss of land from erosion and desertification; (2) loss of soil fertility due to acidification, salinization, and excess cultivation; (3) biological and chemical contamination of soils. All the above-indicated processes do take place in the ECO regional landscapes.

Specifically, the arid land, such as in Central Asian sub-region and semiarid land, as in the Middle Eastern countries of ECO region, are already facing irreversible soil conditions, particularly, soil erosion and desertification caused by sand dunes and deforestation. In such situation, soil preservation and conservation are of critical importance for the ECO region. Measures to resolve may include effective and efficient soil management in the ECO region.

In sum, the subject project, taking into account the above-stated points, should develop a reliable land care framework (roadmap) for the ECO region of managing the consequences of land degradation. As such, the project shall be able to produce evidence-based, science-driven and economically viable policy work.

In specifics, the project shall identify all land degradation processes, including rills, gullies, and badlands, are key indicators of severe erosion, in view of geographical landscapes of the ECO regional countries. Most ECO countries have badlands. The latters, as known, as not suitable for agriculture; this situation necessitates the project’s findings even more so. In another respect, land degradation comes along in the ECO region with water-related issues that are connected to land degradation.

* Susceptibility mapping of badlands is one of the keys for soil erosion study and thus land management (especially for planning control activities).
* Land degradation is a broad, multifaceted phenomenon. As such, it is subjected to various economic parameters describing: vegetation cover, management practices, soil, topography, and climate change effects.
* To develop the best suited for ECO management tools, aimed at reducing land degradation, the subject project should assess the inherent costs of erosion processes under different scenarios. That will include topographic conditions, soil characteristics, and land use of watersheds.
* It is therefore that the quantifying of the runoffs and sediment yield from disturbed watersheds is necessary to achieve the objective of developing the clear roadmap to prevent from land degradation. Evidences of such typed land degradation may refer to recent runoffs in Iran, Turkey, Pakistan and some Central Asian sub-regional countries of ECO.
* Because the direct computation of soil loss on each piece of land is unrealistic or impractical because of high expenditure, data procurement complexities, extensive requisite of land area, field staff, and requirements of automated apparatus, therefore there is an acute need to develop different and effective methods to estimate runoff and erosion from watersheds.
* The use of numerical land degradation causing factors’ models to determine runoffs and sediment yield in a watershed for planning and analyzing alternative solutions for land use and best management practices will be useful. It is needed for the common understanding among ECO member countries and for quantifying the impact of complex management practices in a diverse environment.
* To simulate the complete interactions of land degradation processes and determine sediment and runoffs from watersheds, various economic simulation models have to be developed under the subject project and presented for views of Member States.
* The study of the currently existing models in international arena for simulation of land degradation-caused runoff and sediment yields from watersheds is required. Those models are often region-specific. They therefore would need to be readjusted to fit the specific needs of the ECO region. Specific needs of the region could be collected from relevant questionnaires.

##  Social justification

Presently, because of land degradation, more than 2.6 billion people are directly affected in terms of health and income. Land degradation consequences cost people as much as $10.6 trillion every year in lost ecosystem services (GEF, 2019).

By other estimates, the majority of affected 1.3 to 3.2 billion people are living in poverty in the developing countries (P.R. Shukla, 2019). As most of ECO countries are the developing countries, this figure is pertinent to the ECO regional community as well.

Because of irresponsible human activities worldwide, over the last few decades, land degradation has increased beyond control. Floods and other environmental hazards caused by arid and semi-arid land desertification bear the burden of direct damage for regional community. Disasters along the water reservoirs, inland lakes, and other waterways are directly caused by soil degradation. The latters lead to water storage ability to be reduced due to rapid water runoff, caused by land degradation.

As one of the effective measures to manage towards the reasonable Land Care, multiple species of herbs, shrubs, and indigenous grass plants play a crucial role in critically managing land degradation. They have an essential value added contribution to the Land Care management by simply filtering through landscape to effectively control soil erosion.

To the above-indicated effect, the subject project will study and identify the doable Land Care management framework (roadmap) to prevent from future social losses, under different scenarios, as well as other inefficiencies associated with land degradation that are damaging for human livelihood in the ECO region.

##  Regional integration rationale

For the purposes of this small sized study project, the importance of environmental stances taken by member countries is enshrined in many policy initiatives and instruments at the international, regional and national levels. Discovery of such currently adhered positions of member countries has an important integrational effect for the ECO region.

To that end, the pertinent information could be revealed in ECO member countries’ commitments for Multilateral Environment Agreements (MEAs), such as the Convention on Biological Diversity (CBD) and the assessment reports of the United Nations (UN) Intergovernmental Panel on Climate Change (IPCC), European Union (EU) reporting and monitoring of environment legislations. Study of such instruments may lead to the development of ECO-specific stance/approach on Land Degradation consequences and, for that matter, the Land Care management within the domaine of International Environmental Cooperation.

For another, study of instruments on biodiversity may include such international arrangements as the Infrastructure for Spatial Information in the European Community (INSPIRE) Directive, Habitats and Birds Directives and country-specific reporting obligations, such as the Alpine and Carpathian Conventions. Not all of ECO countries are part to the latters but those who currently are, may provide meaningful guideline information toward unifying the environmental policy on land degradation, conservation, biodiversity and other environmentally pertinent issues under ECO’s framework in the light of the roadmap for effective Land Care.

# Terms of Reference of Consultancy Service

##  Methodology

Prior to fulfilling the project, Specialist shall undertake a detailed review of global and world’s regional as well as the national reports of ECO Member States in regard of relevant international conventions relating to the subject matters of research under the present project. In particular, Specialist shall undertake a review of national status reports of ECO Member States in regard of the Rio Conventions (UNFCCC, UNCBD and UNCCD).

In actual development of the roadmap relevant technology and strategic planning approaches should be involved to focus on creating the implementation strategy/roadmap in the subject area. The resulting document should enable ECO to integrate various perspectives of environment in order to set clearly defined goals and targets and strategic gaps in the subject area. Also, the resulting document should prioritize the well-calculated activities that should be fully matched/balanced against the targets as defined time-wise.

One of the methodologies that may be used in the project is involvement of a workshop-based method which advances the consensus-based and transparent decision-making. That will help facilitate common points among key stakeholders of the project (Member States) with regional partners in putting up their future support to the implementation of the roadmap. Specialist will be requested to review the feedbacks to be obtained from Member States and accordingly adjust the interim and final reports of the project (although this work could also be done by Programme Officer in consultation with Specialist, as project schedule may allow).

In addition to the above, Specialist shall undertake CBA, SWOT, needs-based assessment and gaps analyses under the subject project.

The results of subject project shall be presented by Specialist to ECO Member States, if otherwise is not advised by ECO Secretariat.

##  Activities

The project has identified 14 milestone activities. They are herewith commensurate to the results of the project.

## Outcomes

The project focuses on the main outcome of the project, which are:

 (i) Provision of ECO high level decision making bodies with policy support frameworks in one of ECO core activity areas i.e. Environment, and

(ii) Facilitation of creating the enabling environment in the EME sector of ECO by clearly defining the vector development strategy and implementation roadmaps.

## Outputs

The project has specified four (4) main outputs from the implementation of the subject project as reflected in Table 1.

Table .

| **No.** | **Outputs** | **Description** |
| --- | --- | --- |
|  | **Output 1.** | Plan of Action on ECO Environmental Cooperation 2021-2030. |
| 1 |  | Output 1.1: Comparative analyses of existing plan of action on environmental cooperation and developing new framework plan in the subject area for the period of 2021-2030.  |
| 2 |  | Output 2.2: Reviewing ECO Member States’ national status reports to Rio Conventions. |
| 3 |  | Output 1.2: Identifying reviewed targets in the following sub-areas and setting new ones: (1) Environmental Management, (2) Human Environment, (3) Natural Environment and Biodiversity, (4) Marine Environment, (5) Climate Change, (6) Research and Education, (7) Public Awareness and Participation, (8) Green Economy and Financial Mechanisms, (9) Land Care, (10) Water Resources, and (11) Ecosystems’ Restoration. Needs-based assessment and gaps analysis. |
| 4 |  | Output 1.3: Developing the Implementation Framework indicating the tools of implementation, means (financial and non-financial) of realization of targets as defined in Output 1.2, and also, by driving from lessons learnt from study of best international practices in the subject area. |
| 5 |  | Output 1.4: Consolidation of findings of Output 1.1 − Output 1.3 into the comprehensive Plan of Action on ECO Environmental Cooperation 2021-2030. |
|  | **Output 2.** | Roadmap for implementation of ECO LandCare Program 2021-2030. |
| 6 |  | Output 2.1: Conducting a review of findings of Feasibility Study on Desertification and Land Degradation till 2016 and, based on that, developing reviewed framework design of roadmap of the qualitatively new program to cover the period of 2021-2030 (undertaking anew the needs-based assessment and gap analyses). |
| 7 |  | Output 2.2: Reviewing ECO Member States’ national status reports, if any, on Land Care. |
| 8 |  | Output 2.3: Conducting the strategizing via relevant analyses and strategic model simulation techniques to present the final results of multi-scenarioed roadmap (at least three).  |
| 9 |  | Output 2.4: Conducting SWOT and Cost Benefit analyses to produce the final metrics of the program implementation framework design with specific focus on Dust and Sand Storm challenges and Land management initiatives to combat desertification.  |
| 10 |  | Output 2.5: Developing most ECO-suitable Partnership Framework of roadmap via study of regional integrated, cross-sectoral and participatory approaches; partnerships to strengthen institutional capacities and Demonstration of best sustainable practices.  |
| 11 |  | Output 2.6: Consolidation of Output 2.1 to Output 2.4 into the comprehensive design of Roadmap for implementation of ECO LandCare Program 2021-2030 with all Content of strategizing works fulfilled.  |
|  | **Output 3.** | Review and update of “Plan of Action on Environmental Cooperation and Global Warming” and (4) “Work Plan on Biodiversity in ECO Region” |
| 12 |  | Output 3.1: Reviewing and updating “Plan of Action on Environmental Cooperation and Global Warming”. |
| 13 |  | Output 3.2: Reviewing and updating “Work Plan on Biodiversity in ECO Region”. |
| 14 | **Output 4.** | Adjustment of and final presentation of bankable project results.  |

Consultancy Service will be paid 9,000 US dollars in the form of installment payments in line with ECO Consultancy payment practices. The ToR is for direct contracting following the recommendations of the 24th Council of Ministers Meeting (8-9 November 2019, Antalya) in regard of Small Sized Projects (SSPs). The key points are listed hereafter.

# Implementation Arrangements

The ECO Secretariat hires a Specialist for fulfilling the project. Below is Project’s Brief Profile.

Table .

|  |  |
| --- | --- |
| **1. Basic data** | **Project Code: EME/Environment/SSP-2022** |
| **Project title**  | “*Assessment of Revised Framework Plan of Action on Environment Cooperation and Global Warming (2016-2020), Work Plan on Biodiversity (2016-2020)and Development of Action Plan/Roadmap on ECO LandCare Program*” | **Department** | Energy, Minerals & Environment  |
| **Short title** | LandCare | **EME/E/SSP-2022** |
| **Project Activity** | Policy work. | **Executing Agency** | ECO Secretariat |
| **Modality** | “Functional Methodology of ECO”; “ECO Guidelines for Small Sized Projects”. |  |  |
| **Focus Countries** |  | **Project Participants**  | ECO Member States |
| **2. Sector** | Subsector | **ECO Financing** |
| Energy, Minerals & Environment | Environment | General Reserve Fund (GRF) |
| **3. Operational Targets**:1. Plan of Action on ECO Environmental Cooperation 2021-2030.
2. Roadmap for implementation of ECO LandCare Program 2021-2030.
3. “Plan of Action on Environmental Cooperation and Global Warming” and Work Plan on Biodiversity in ECO Region.
 |
| **Alignment with the UN Sustainable Development Goals** | In close consultation with EME Directorate |
| SDG 15: Life on Land  | With relevance to the project. |
| **4. Risk Categorization** | Low | ECO does not have project risk-related policy. |
| **5. Safeguard Policies** | ECO Contingency Policy in the form of selected provisions do not apply.  |
| **6. Financing** |  |
| Sources |  |
| ECO Secretariat | (1) GRF to support Consultancy Service (US$9,000). |
| Project Coordinator Country | ECO-IEST  |
| Project participating countries | All Member States  |
| Co-financing (amount) | US$  |
| Counterparts | - |
| Co-partner financing | - |
| Total: | Consultancy Service (US$9,000). |

The Director for Energy, Minerals & Environment (EME) will administer Consultancy Service. Specialist will regularly interact with same Director. The National Focal Points of ECO Member States assigned by their respective executing authorities in the area of EME (of which Environment is part) may interact (upon clearance by Director EME) with Specialist on matters relating to Environment area. Specialist will set online interactive linkages using, among others, social media platforms (WhatsApp) as convenient for contacts in the framework of execution of the present ToR and deactivate those online linkages within 3 months after the present ToR will have been fulfilled. Implementation arrangements have been summarized in Table 3. Specialist may act as Project Team Leader.

Consultancy Service Implementation Arrangements

Table .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Items** | **Arrangements** | **Period** |  **(US$)** |
| **1.** | Indicative implementation  | Consultancy Service Work Plan | March-June 2022 |  |
| **2.** | Project Executing Agency | ECO Secretariat |  |  |
| **3.** | Project Implementing Agency | ECO Institute of Environmental Technology and Science (ECO-IEST) |  |  |
| **4.** | Project Participating Countries | ECO Member States |  |  |
| **5.** | Specialist | **Name of Specialist**: ECO-EST**Address**: I. R. Iran Email: http://ecoiest.org/en/contacts | 3 person-months |  |
| **6.** |  | Selection of Specialist follows the procedures stipulated by *Functional Methodology of ECO* for this subject matter. Delivery of outputs to be under present ToR as compliant with the Typical Sample Framework of Small-Sized Project (SSP). | 0 | US$9,000 |
| **7.** | Consultancy Service Fees  | Payments will be effected in installments.  | As per ToR |  |

# Monitoring Framework and Performance Indicators of Consultancy Service

As mentioned in the above sections of the present ToR the total number of **Activities** of Consultancy Service will be **14** to be fulfilled in 1 phase as specified in Table 1 of the present ToR.

At completion of the small sized project, Consultancy Service will present **4 key milestone Outputs.**

In the course of Consultancy Service, ECO Secretariat will monitor progress of implementation of Consultancy Service based on **13 Key Performance Indicators (KPIs)** and **12 reporting items** as specified in Table 4 of the present Terms of Reference.

Performance Indicators and Monitoring Framework

Table .

|  |  |  |
| --- | --- | --- |
| **Outputs** | **Key Performance Indicators** | **Data sources\* and reporting** |
| **Output 1.** Plan of Action on ECO Environmental Cooperation 2021-2030. | 1. Preparing and collecting results from questionnaires and conducting Comparative analyses.
2. Needs-based assessment and gap analysis and the reviewed target-setting.
3. Developing the Implementation Framework.
 | 1. Questionnaires circulated to Member States; feedback collected/ summarized matrix (1) to result in Comparative Analysis (1).
2. Needs-based Assessment and Gap Analysis (1).
3. Plan of Action (1 (Draft)).
 |
| **Output 2.** Roadmap for implementation of ECO LandCare Program 2021-2030. | 1. Review of feasibility study on LandCare.
2. Needs-based assessment and gap analysis and reviewed target-setting.
3. Strategy Development (Model, three (3) Scenerios).
4. CBA, SWOT Analyses.
5. Partnership Framework of Roadmap.
6. Developing the Roadmap.
 | 1. Feasibility study review (1).
2. Needs-based Assessment and Gap Analysis (1).
3. Strategy Model, Scenarios (1+3) to be followed by acceptance.
4. CBA, SWOT Analyses (2)
5. Partnership Framework (1)
6. Roadmap (1)
 |
| **Output 3.** “Plan of Action on Environmental Cooperation and Global Warming” and Work Plan on Biodiversity in ECO Region. | 1. Review and updating the PoA.
2. Review and updating the WP.
 | 1. “Plan of Action on Environmental Cooperation and Global Warming” (1)
2. “Work Plan on Biodiversity in ECO Region” (1)
 |
| **Output 4. Bankable project results.**  | 1. Adjustment.
2. Presenting bankable project results.
 | 1. Bankable project results.
 |

\*Reporting items could be in the form of an on-paper document supported by a software file.

## Individual Work Schedule:

Specialist is expected to start fulfilling specified assignments under the present Terms of Reference, immediate to singing of contract, for the duration of 90 days.

Payments are to be effected once satisfactory completion is obtained as well as upon review/quality assurance of Consultancy Service’s outputs and deliverables as specified in the Terms of References. Deliverables must be submitted by Specialist to Director EME with copy to the Project Management Section (PMS) of ECO Secretariat and certified by latters as being of adequate quality and satisfying specified terms under the ToR before payments to Specialist preceded by either Project Management Group Meeting or signature by coordinating Deputy Secretary General and H.E. ECO Secretary General.

### Payment Schedule:

Invoices for payments may be submitted as and when completed but indicative delivery dates are advised as below. Completion of all deliverables is expected to last 90 days. The below payment schedule and its workload breakdown follows ECO practices as customized for similar studies fulfilled by consultancy services of other Directorates of the ECO Secretariat.

Payment schedule for Specialist

As per ECO practices, the payment on a typical small sized project in the Organization is paid by installments based on the ratio of 20% (at inception), 10% (after 2 weeks), 20% (after 8 weeks), 10% (after 9 weeks) and 40% (upon final submission) in view of the organizational safeguards. However, given the trust in ECO-IEST as ECO’s long term project partner, the payment schedule has been altered, as reflected in the below Table 5:

Table .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Payments of consultancy fees** | **Targeted (Indicative) Deliverables Date** | **Outputs and Deliverables** | **Cost in US$** |
|  | 20% of total contract value | At commencement of contract | * Fact finding review/assessment (questionnaires) and Inception Report.
 | 1,800 |
|  | 30% of total contract value | After two weeks | * Plan of Actions and the Roadmap to be circulated to Member States in the form of Interim and Final Reports.
 | 2,700 |
|  | 50% of total contract value | Upon validation | * Validation of Project results by 6th Ministerial on Environment in the first half of 2022.
* Certificate of acceptance of project results by ECO Secretariat.
 | 4,500 |
|  | Total: | 9,000 |

\*In submitting invoices for deliverables other than ones mentioned in the Terms of References, suchlike should be presented to Director EME.

#### Supervision arrangements:

Specialist, in fulfilling specifications of the present Terms of reference, will be supervised by Director EME; all copies of project-related correspondence shall be forwarded to Project Management Section (PMS) of ECO Secretariat.

**Timeline of project**

The timeline of project as reflected below is set to last as has been suggested by ECO-IEST (Project Implementing Agency). The ECO Secretariat concurs to it as is below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Main Steps**  | Work Days | March 2022 | April 2022 | May 2022 | June 2022 |
| 1 | Needs assessment and gap analysis study for drafting the Roadmap | 3 |  |  |  |  |
| 2 | Reviewing national status reports to Rio Conventions | 4 |  |  |  |  |
| 3 | Drafting the Plan of Action | 6 |  |  |  |  |
| 4 | Drafting the ECO LandCare Roadmap | 3 |  |  |  |  |
| 5 | Reviewing feedbacks received on the drafts | 2 |  |  |  |  |
| 6 | Submitting the final versions | 2 |  |  |  |  |

# Signature

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| --- | --- |
|  |  |
| PROJECT SPECIALIST: | THE SECRETARIAT: |

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