

# TERMS OF REFERENCE (TOR) FOR THE RECRUITMENT OF A CONSULTANCY FIRM TO CONDUCT AN INSTITUTIONAL CAPACITY ASSESSMENT OF THE SOUTH ASIA CO-OPERATIVE ENVIRONMENT PROGRAMME (SACEP)- THE CONSULTING ASSIGNMENT IS FINANCED UNDER THE WORLD BANK-FUNDED PLASTIC FREE RIVERS AND SEAS FOR SOUTH ASIA (PLEASE) PROJECT

## Background.

South Asia Co-operative Environment Programme (SACEP) is an inter-governmental organization, established in 1982 by the governments of South Asia to promote and support protection, management, and enhancement of the environment in the region. SACEP member countries are Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka. The regional Plastic Free Rivers and Seas for South Asia (PLEASE) Project is a World Bank-funded regional project that is implemented by SACEP. PLEASE aims to strengthen innovation and coordination of circular economy solutions to plastic pollution in South Asian seas. The project development objective is to strengthen innovation and coordination of circular economy solutions to plastic pollution flowing into South Asian Seas.

PLEASE has a strong focus in improving the institutional structure of SACEP and building the capacity of SACEP as the foremost institution with the mandate to address environmental issues in the South Asia Region. Under Component 3, Strengthen Regional Integration Institutions, the project supports (i) building of SACEP's institutional capacity to improve SACEP's capacity. The proposed capacity assessment of SACEP consultancy assignment will be financed under Component 3 of the project.

SACEP requires a detailed assessment to fulfil its mission to promote regional co-operation in South Asia in the field of environment, both natural and human in the context of sustainable development and on issues of economic and social development which also impinge on the environment and vice versa; to support conservation and management of natural resources of the region and to work closely with all national, regional, and international institutions, governmental and non-governmental, as well as experts and groups engaged in such co-operation and conservation efforts. The scope of SACEP's Work Program includes Air Pollution, Biodiversity, Clearing-House Mechanism, Climate Change, conservation of Coastal and Marine Environment, Combating Illegal Trade in Wildlife, Data and Information Management, Environmental Education, Environmental Law, Environmentally Sustainable Transport, Sustainable Consumption and Production, Multi-lateral Environmental Agreements and Waste Management.

Based on capacity assessment, Component 3 of the PLEASE project envisages strengthening SACEP's organizations' capacity to coordinate and support their member-states to better deliver solutions to global and regional environmental challenges. To achieve this objective, the component would expect to build SACEP's institutional capacity by enhancing accountability, operational, relationship, and knowledge management systems, improving SACEP's effectiveness, and its ability to collaborate with its member states, other regional and international organizations, and institutions.

Accordingly, PLEASE PIU has taken the initiative to recruit an experienced firm to conduct capacity assessment of SACEP and make recommendations for improvements. The consulting firm needs to carry out a detailed Institutional and Capacity assessment of the SACEP as outlined in the scope of works below and will identify the existing institutional and technical capacity gaps. Additionally, the report on the capacity assessment of SACEP and its recommendations together with action plan will be presented to

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SACEP Member States for endorsement, facilitating SACEP to reposition itself with increased accountability, transparency, efficiency, and operational capability.

### Scope of works

The capacity assessment of the SACEP needs to employ a comprehensive methodology to ensure a thorough evaluation of its capabilities. The assessment should include the following aspects (i) Strategic Management to evaluate the alignment of SACEP's strategies with stakeholder expectations and needs, and the clarity of these strategies; (ii) Operational Management to evaluate SACEP's efficiency and effectiveness in resource management, including human resources, finances, and operational processes; (iii) Relationship Management to evaluate SACEP's ability to engage with its stakeholders, partners, and beneficiaries in a collaborative manner; and (iv) on Knowledge Management to review SACEP's capacity to acquire, manage, and apply knowledge to improve its work. The capacity assessment needs to evaluate all systems in SACEP including management structure, administration and legal, human resources management, procurement and contract management, finance and office administration, budgeting and project formulation, policy and guidelines in respective sectors, constant/continuous engagement mechanism with member states, reporting mechanism to Governing Council and Consultative Committee and anti-harassment internal policies etc. Based on the assessments results, the Consultant should propose an appropriate organizational structure for SACEP that aligns with its current mission and strategic direction.

A mix of data collection methods, including Desk Review, Questionnaires, Structured Interviews, Online Meetings to engage key stakeholders, including focal points of the Member countries, Document Reviews, Surveys among stakeholders, including donor countries/agencies, partner countries, and civil society organizations and direct observations of SACEP's operations and activities shall be employed. The Consultant should also conduct a detailed SWOT analysis to find and identify Strengths, Weaknesses, Opportunities, and Threats related to SACEP's operations.

The scope of works should include but not limited to the following activities:

- i. Gather information on the expectations of the focal points in the member countries, Governing Council and Consultative Committee, donor organizations/Development Partners.
- ii. Review all the strategic documents related to the overall strategy of SACEP (Colombo Declaration, SACEP Strategy 2020-2030, etc.).
- iii. Define how the four key performance dimensions- Strategic Management, Operational Management, Relationship Management, and Knowledge Management- will be assessed and reasons for such interventions.
- iv. Define who the key stakeholders are, their role and influence on SACEP, and planned communication and data collection methods and a tentative schedule of stakeholder engagements. describe the criteria or performance indicators that will be used to assess each of

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- the four dimensions and outline the mix of qualitative and quantitative analysis techniques that will be used.
- v. Outline the expected sections of the draft report and explain how transparency will be maintained and key stakeholders will be consulted in the process of developing the report.
  - vi. Explain the review process, which stakeholders will be engaged in the process and a tentative timeline.
  - vii. Review and make recommendation to strengthen Grant management capacity of SACEP, particularly financial management perspective.
  - viii. Describe how feedback will be incorporated for finalization, and what process ensures the endorsement of SACEP Member States.
  - ix. Based on the findings the consultant makes its own recommendations on the future changes required in the SACEP structure, capacity improvement, recruitment of staff, engagement mechanism with member states, and other recommendations.
  - x. Evaluate the extent to which SACEP's current activities and projects align with its long-term vision and mandate beyond the PLEASE project. Identify any gaps and opportunities for expansion into other environmental-related areas.
  - xi. Assess capacity strengthening requirements of PIU for successful implementation of PLEASE
  - xii. Conduct interviews with National Focal Points (NFPs), higher-level officials, and key stakeholders from member countries to understand their expectations and perspectives on SACEP's role and responsibilities. Include these insights in the assessment report.
  - xiii. Facilitate discussions within SACEP to define its future role and mandate in the context of evolving environmental challenges in the South Asian region. This should involve internal consultations and may result in a refined strategic plan for the organization.
  - xiv. Evaluate SACEP's capacity to conduct research and provide evidence-based policy advisory services to national governments in the region. Assess the organization's track record in this regard and identify areas for improvement.
  - xv. Assess SACEP's ability to lead and facilitate discussions on environmental management at regional and national levels. Evaluate its effectiveness in promoting best practices and cooperation among member states.
  - xvi. Review SACEP's capacity to facilitate technical cooperation among member states in addressing shared environmental challenges. Identify areas where technical cooperation can be enhanced.
  - xvii. Examine SACEP's infrastructure and IT capacity to store and disseminate knowledge products, data, and research findings for the benefit of member countries. Ensure that SACEP has the necessary tools and resources for effective knowledge sharing.
  - xviii. Develop a transparent and scientifically sound, staff performance evaluation template and scoring method that align with SACEP's objectives. Ensure that the template considers the organization's specific needs and goals.

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- xix. Identify alternative financing sources and budgeting strategies to ensure the sustainability of SACEP beyond the current funding sources. Provide recommendations for securing financial stability.
- xx. Evaluate staff skill set and propose a comprehensive staff skills development program, including technical capacity development in working areas. Develop a capacity-building plan that addresses the organization's skill gaps and training needs.

**Team composition and qualification requirements**

Key team composition for; conducting the **capacity assessment of South Asia Co-operative Environment Programme (SACEP)** is given below:

<b>Key Staff Role</b>	<b>No experts</b>
Project Team Leader /Environment Expert	1
Institutional Reform Expert	1
Financial management expert	1
Plastic Waste Management Expert	1
Environmental Policy and Governance Expert	1
Air Quality Specialist	1
Biodiversity Conservation Specialist	1
Climate Change Specialist	1
Natural Resource Management Expert	1
Ocean Scientist	1
Data Analyst and Researcher	1
Technology and Information Systems Expert	1
Environmental Economics Analyst	1
Legal and Regulatory Advisor	1
Procurement Specialist	1
Gender specialist	1
HR specialist	1
Organizational governance specialist	1

Fluency in spoken and written English is essential for each team member. The additional local languages of member states in South Asia region will be advantageous.

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## Budget and schedule

The ceiling budget allocated for this assignment is USD 200,000. The assignment is required to be carried out by the Consulting Firm within 4 months starting May 10, 2024, and terminating on September 15, 2024.

The following schedule is envisaged:

- I. **Signing of contract** on or before May 10, 2024 (10% of the total amount, on the submission of the Bank Guarantee)
- II. **Inception report:** Submission of Inception report on or before May 30, 2024 (30% of total amount) to include proposed work plan, structural guidance for organizing the discussions /meetings, and scheduled date to submit the capacity assessment of the South Asia Co-operative Environment Programme (SACEP) report to PIU/SACEP with the recommendations. The work plan shall include a timeline of distribution of man days with the tasks involved and submission of deliverables. The Inception Report shall include a detailed success factor analysis of the task that will be undertaken, laying out the processes, tools, plans, skills, communication methods, and management techniques that will be used to ensure the success of the assignment. The assignment will be evaluated against this metric at regular intervals to ensure adherence to overall success and quality.
- III. **Draft report:** Submission of draft report for stakeholder consultation on or before July 15, 2024. (30% of total amount). The slide deck of the draft report is to be presented at the Stakeholder's consultation during Governing Council meeting in Thimphu, Bhutan (tbc).
- IV. **Draft Final Report:** Submission of draft final report after including comments from Stakeholder's consultation on or before July 30, 2024 (20% of total amount)
- V. **Final Report:** Submission of the final report on or before August 30, 2024 (10% of the total amount) It should include findings on the contents and the scope of the TOR, a summary profile of the discussions/minutes of meetings including findings on capacity gaps, all requirements requested in the TOR including,
  - a. Recommendations to establish new longer-term human resource capacity for data analytics, monitoring, and benchmarking, active cross-country engagement, coordination, PPP collaboration, communication, and project management, etc, encompassing the four dimensions of the assessment, namely strategic management, operational management, relationship management, and knowledge management.
  - b. Initiatives to fulfill an institutional development vision by member-states for SACEP to grow into a knowledge-sharing, training, and regional program implementation, with a hub to support governments of member countries, the private sector, and other stakeholders to implement practical solutions in resolving regional environmental challenges.
  - c. Effective engagement channels, programs, plans, and targets enable SACEP to provide cross-a regional collaboration platform for donor partners, philanthropies, public sector and private sectors interested in the various thematic areas – i) waste management including plastic waste/circular plastic economy, ii) air pollution, iii) biodiversity, iv) climate change, v) natural

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resource management; vi) ocean and marine management, vii) environmental policy and economics to collaborate.

## Required Experience of the consulting firm

The experience and expertise required for the consulting firm are listed below:

- i. In addition to the qualification requirements of individual consultants indicated in TOR, the Consulting Firm shall have general consulting experience of a minimum of 10 years.
- ii. A consulting firm shall indicate a minimum of 2 reference projects/contracts of similar services carried out in the past 5 years with activities included in the TOR. PLEASE project reserves the right to contact the companies provided as references by bidders (proposed consultants).
- iii. References will be requested by PIU/SACEP to provide feedback on the following aspects of service delivery similar to services expected in the TOR on the reference 2 projects listed by the consultants: (i) Management capabilities of the firm, (ii) Accuracy and quality assurance of the administrative processes, (iii) Efficiency and cost-effectiveness in terms of delivery of services and timeliness, and (iv) responsiveness to the client services,

The Consulting Firm shall provide a detailed approach and methodology for capacity assessment of SACEP to cover the proposed scope of work including task description and how such tasks will be performed on the given timeline in their submissions.

## Evaluation Criteria

The selection of the consultancy firm will be based on the Consultant's Qualification selection basis (CQS). All consultants, including the firm and individuals, will be recruited in accordance with the World Bank's 'Procurement Regulations for IPF Borrowers' (Procurement in Investment Project Financing- Goods, Works, Non-Consulting and Consulting Services, July 2016 Revised November 2017, August 2018, September 2023), setting forth the World Bank's policy on conflict of interest.

The submission for the EOI will be evaluated according to the criteria indicated below:

- i. **Experience:** The Consulting Firm shall have at least 10 years of general consulting experience with at least two traceable references relating to consulting services **similar** to this scope in the past five years. Provide a brief description of the scope and scale of the work undertaken for each and indicate the value of each contract.  
Points will be awarded to affirmative compliance to the Experience and qualification requirements of the firm indicated in the Recruitment Qualifications and experience listed in the TOR. (50 points- (Compliance general Experience-15, two qualified projects- 35 (17.5 marks for each)
- ii. **Team capacity:18 Positions:** The Consulting Firm should demonstrate the capacity of the project team recommended to be engaged and to be utilized in the execution of the contract. Their skills, qualifications, experience, (the individual consultant's qualification and experience), etc. The CVs of staff should not be longer than 2 pages for each position and should be structured as follows: - (i) Professional qualification/s, (ii) Brief description of individuals' experience of similar work in the last

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five years. (iii) Name of previous employer/s and position. (iv) Role in the services to be provided in this bid. (50 points distributed as follows):

<b>Ref. Number</b>	<b>Key Staff Role</b>	<b>No experts</b>	<b>Marks awarded</b>
i	Project Team Leader /Environment Expert	1	5
ii	Institutional Reform Expert	1	3.0
iii	Financial management expert	1	3.0
iv	Plastic Waste Management Expert	1	3.0
v	Environmental Policy and Governance Expert	1	2.5
vi	Air Quality Specialist	1	2.5
vii	Biodiversity Conservation Specialist	1	2.5
viii	Climate Change Specialist	1	2.5
ix	Natural Resource Management Expert	1	2.5
x	Ocean/ Marine Scientist	1	2.5
xi	Data Analyst and Researcher	1	2.5
xii	Technology and Information Systems Expert	1	2.5
xiii	Environmental Economics Analyst	1	2.5
xiv	Legal and Regulatory Advisor	1	3.0
xv	Procurement Specialist	1	2.5
xvi	Gender specialist	1	2.5
xvii	HR specialist	1	3.0
xviii	Organizational governance specialist	1	2.5
	<b>Total</b>	<b>18</b>	<b>50</b>

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The highest ranks Consulting Firm scored on the qualification grounds on EOI shall be called up to submit RFP. The successful Consulting Firm will be requested to enter a contract on a lumpsum basis to compete for the total capacity assessment of SACEP activities as indicated in the TOR-provided deliverables.

**Submissions:** The closing date for submission of EOI/ or technical proposal is April 22, 2024, at 2 pm, Colombo time.

The consulting firm shall not submit any financial bid submissions along with the requested technical submissions in response to the EOI. Tender submissions should be emailed to the email: [pleaseproject@sacep.org](mailto:pleaseproject@sacep.org).

### Financial Bid

At the time PIU/SACEP requests the Consulting firm to submit the financial bid which shall include:

- i. All costs for hiring individual consultants to carry out detailed tasks should be indicated in scope of work;
- ii. All professional and Overheard costs should be indicated separately in financial bid;
- iii. Financial bid shall include VAT, as applicable.

### Terms of Reference of Individual Consultants

Generally, each individual consultant will work under the direct guidance/supervision of the designated team leader of the firm of consultants. The outline terms of reference of the individual consultants are described below.

**(i) Team Leader/Senior Environmental Management Specialist:** The Team Leader should hold a master's or preferably a PhD degree in environmental management, environmental science, environmental engineering, or similar disciplines with a minimum of 10 years of experience in the field of environment management with at least 5 years in leadership positions. Experience in project management and various sectors of the environmental management projects in South Asia Region is essential and an added qualification. Experience in conducting institutional and **capacity assessments** will be an added qualification. The team leader's role will be to supervise, manage, and advise the team in conducting their various institutional and **capacity assessment-related assignments**. The team leader will coordinate efforts of project management team to ensure that management and technical requirements stipulated in the TOR are correctly and consistently implemented in all aspects of the **assignment to enable timely delivery**. The team leader will be the point of contact and lead meetings to monitor scope and schedule for implementation of activities. The team leader will oversee the monitoring team member's performance and ensure successful delivery of the project's deliverables. The team leader will be full-time throughout the consultancy service, or any other time agreed by both parties.



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**(ii) Institutional Reform Expert:** The expert shall have a master's degree in project management field or related disciplines and should have a minimum of 10 years of experience and be engaged for employed on a full-time basis for 30 days. Experience in project management and various sectors of the environmental management is important. Experience in conducting similar assignments for public sector institutions and working on donor-funded projects in South Asia Region is essential and an added qualification are added qualifications.

**(iii) Financial Management Expert:** This expert should have at least a master's degree in accounting, finance, economics, business administration, public administration, or related degrees with a minimum of 7 years of experience in the same field with at least 3 years of experience in donor funded projects for public sector clients including preferably inter-governmental/regional entities. (S)he should be a member of an international reputable accounting body with experience working on environment/natural resources/climate change related projects for the public sector in South Asia Region is essential and an added qualification.

**(iv) Environmental Policy and Governance Expert:** This expert should have a master's in environmental policy, environmental management, public policy, environmental law, or related field. A PhD with deep understanding of environmental policy issues will be an added advantage. Extensive knowledge of national and international environmental policies, laws, and regulations. In-depth understanding of environmental governance structures, including the roles of government agencies, non-governmental organizations (NGOs), and international bodies. Significant professional experience in environmental policy analysis and development. Proven track record of working with government agencies, environmental organizations, or research institutions on policy-related projects in South Asia Region is essential and an added qualification. Experience in designing, implementing, or evaluating environmental policy initiatives.

**(v) Plastic Waste/Circular Economy Specialist:** This expert should have at least a master's degree in environmental sciences, environmental management, or related degrees with a minimum of 7 years of experience in plastic waste management and circular economy. A PhD will be an added advantage. (S)he should have at least 3 years of experience working or providing support to public sector projects and working for donor funded projects is an important requirement for this position in South Asia Region is essential and an added qualification.

**(vi) Air quality Specialist:** This expert should have master's degree in environmental science, Atmospheric Science, or related fields with at least 3 years of practical experience in air quality monitoring, data analysis, and environmental regulations. A PhD with strong analytical skills and proficiency in using air quality monitoring equipment and software will suffice for years of experience. Additionally, familiarity with air quality standards and the ability to assess and mitigate air pollution sources are required key qualifications. (S)he should have a demonstrated track record in conducting air quality assessments, interpreting data, and providing recommendations to improve air quality and public health in South Asia

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Region is essential and an added qualification. Effective communication skills, both written and verbal, are also required for conveying findings to stakeholders and policymakers.

**(vii) Biodiversity Conservation Specialist:** This expert should have a minimum of a master's degree in a relevant field, such as biodiversity conservation, ecology, environmental science, biology, or a related field with at least 5 years of practical experience. A PhD with In-depth knowledge of biodiversity conservation principles, theories, and practices will be an added advantage. Familiarity with international and national biodiversity agreements, including the Convention on Biological Diversity (CBD). Substantial experience working in the field of biodiversity conservation, including hands-on fieldwork, research, and management of conservation projects in South Asia Region is essential and an added qualification. Understanding of relevant national and international biodiversity policies, laws, and regulations. Knowledge of permitting processes and compliance requirements related to biodiversity conservation. Experience working on international biodiversity conservation projects or collaborating with global conservation organizations.

**(viii) Climate Change Specialist:** This expert should hold a master's in Climate Policy, Climate Science, Environmental Policy, or a related field. A PhD will be an added advantage. (S)he should have in-depth knowledge of climate change science, including climate modeling, greenhouse gas emissions, and climate impacts. (S)he should have at least 3 years of practical experience in conducting climate research, data analysis, and interpreting climate models in South Asia Region is essential and an added qualification. Expertise in developing or working on environmental policies and international climate agreements, such as the Paris Agreement, is essential and an added qualification. The Climate Change Specialist should have strong quantitative and analytical skills, including proficiency in climate data analysis tools and software. Effective communication skills are required to conveying complex climate information and policy recommendations to diverse audiences, including policymakers, stakeholders, and the public. Experience in climate impact assessments, vulnerability assessments, and adaptation strategies is required.

**(ix) Natural Resource Management Specialist:** This expert should hold a master's degree in Natural Resource Management, Environmental Management, or related fields. with at least 5 years of practical experience. A PhD will be an added advantage. (S)he should have specialized in sustainable resource management, conservation, and ecosystem preservation. The candidate should have experience on environmental policies, international regulations, and practical application of sustainable practices in South Asia Region is essential and an added qualification. Proficiency in data analysis tools, such as geographic information systems (GIS), is required.

**(x) Ocean /Marine Scientist:** This expert should have a minimum of a master's degree in marine science, Oceanography, or ocean conservation, marine biology, coastal policy, or other relevant disciplines with substantial experience on intersectoral transboundary marine resource conservation, international and regional management, natural resources management and knowledge management with at least 7 years of practical experience. A PhD with research experience marine, coastal and ocean management with

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practical expertise in conducting fieldwork, data collection, and analyzing oceanographic data will be an added advantage. Additionally, proficiency in environmental policies, regulations, and management strategies related to marine and coastal areas in South Asia Region is essential and an added qualification. Strong communication skills, both written and verbal, are necessary for conveying complex scientific information to diverse audiences. An Ocean Scientist should also possess the ability to work collaboratively in multidisciplinary teams and demonstrate a commitment to advancing knowledge and conservation efforts in coastal zone management, marine science, and oceanography.

**(xi) Data Analyst and Researcher:** The candidate should have a bachelor's degree in a relevant field, such as Data Science, Statistics, Environmental Science, or a related discipline. (She)/he should demonstrate proficiency in data analysis tools and statistical software, allowing to effectively collect, clean, and analyze data for research purposes. Strong research skills, including the ability to conduct literature reviews, design research methodologies, and synthesize findings, in South Asia Region is essential and an added qualification. Excellent communication skills, both written and verbal, are necessary for presenting research results and collaborating with multidisciplinary teams. Attention to detail and a proactive approach to problem-solving are crucial for identifying gaps and recommending evidence-based solutions in the context of the study.

**(xii) Technology and Information Systems Expert:** The candidate should have a bachelor's degree in information technology, Computer Science, Management Information Systems. Or technology related fields. (S)he should have extensive practical experience in evaluating and optimizing technology infrastructures and information systems. Proficiency in analyzing data and identifying technology gaps is crucial for this role. (S)he should have experience in assessing the effectiveness of existing systems, recommending improvements, and aligning technology solutions with organizational goals. Effective communication and teamwork skills are essential for collaborating with stakeholders and conveying technological insights to non-technical audiences. Additionally, a deep understanding of emerging technologies and industry trends is valuable for providing forward-looking recommendations in the context of the gap analysis study. Experience working in South Asia Region is essential and an added qualification.

**(xiii) Environmental Economics Specialist:** This expert should have a minimum of a master's degree in economics, Environmental Economics, Natural Resource Economics, or related field. A PhD in environmental economics and natural resources economics or Economics with practical experience in conducting economic analyses, cost-benefit assessments, and environmental impact assessments is essential and an added advantage. Familiarity with economic modeling software and statistical tools, such as econometric analysis, is often required. Additionally, (S)he should have a demonstrated ability to work with multidisciplinary teams, effectively communicate economic findings to diverse audiences, and contribute to the development of environmentally sustainable policies and strategies in South Asia Region

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is essential and an added qualification. Strong analytical, research, and problem-solving skills are key attributes for success in this role.

**(xiv) Legal and Regulatory Adviser:** The legal expert should master's degree in contract law /commercial law, environmental law or a related field with a minimum of 7 years of experience in the given field. Knowledge of international environmental law and agreements, such as the Convention on Biological Diversity (CBD) and the Paris Agreement is essential. A deep understanding of national and regional environmental regulations, including laws related to biodiversity conservation, pollution control, land use, and natural resource management in the South Asia Region is essential and an added qualification. Experience working in contract reviews for donor-financed projects or for the public sector in advising on development, reviews of environmental policies and regulations, and drafting of legislative proposals related to environmental protection and conservation is required.

**(xv) Procurement specialist:** The Procurement Specialist should have at least a master's degree in finance, economics, engineering, Law, or related field with a minimum of 7 years of experience in procurement and contract management for public sector project and donor finance projects. (S)he should be a member of an international reputable procurement and/or contract management body with experience working on environment/natural resources/climate change-related projects for the public sector in the South Asia Region is essential and an added qualification.

**(xvi) Gender specialist:** The candidate should have at least a master's degree in gender studies or related field with a minimum of 7 years of experience in international development working on gender, anti-harassment environment/natural resources/climate change-related projects for the public sector projects in South Asia Region is essential and an added qualification.

**(xvii) HR specialist:** The candidate should have at least a master's degree in economics, social studies or a related field with a minimum of 7 years of experience in international development working on environment/natural resources/climate change-related projects for the public sector projects in South Asia Region is essential and an added qualification.

**(xviii) Organizational governance specialist:** The expert shall have a master's degree in project management field or related disciplines and should have a minimum of 10 years of experience in project management in intergovernmental organizations. Experience in conducting similar assignments for public sector institutions and working on donor-funded projects in South Asia Region is essential and an added qualification are added qualifications.

### Consultant's reporting

The following conditions will be applicable to this requirement:

- a) The Consulting Firm shall use its own office and other resources to provide the services under TOR. The consultant needs to find their own Homework space and is required to carry out field trips as

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required to facilitate meetings/discussions etc. All estimated traveling expenses are to be built into the lumpsum budget. The Consultant, if required, could work in the office of PIU.

- b) The Consultant will report to PIU/UNOPS/WB/SACEP . The Consultant will report progress on all deliverables and milestones in an agreed timeline and will report any deviations or issues at regular intervals. The consulting team will also have to strictly report to the PIU/UNOPS/WB/SACEP team with regular updates.
- c) The Consultant will also report to the PIU/UNOPS/WB/SACEP biweekly and update on the status of implementation. .
- d) The PIU/UNOPS/WB/SACEP team will contain a strong monitoring and evaluation process on the progress of the assignment to ensure overall deliverable quality and accuracy, including regular check-ups of the report-writing process, and stakeholder engagement process.

**DATA DOCUMENTS AND FACILITIES TO BE PROVIDED BY SACEP**

Data/information /material provided to the consultants shall remain the property of the SACEP and shall be provided solely for the purpose of the work to be done under this contract:

- a) Existing organizational strategy documents such as strategic plan, annual plans and reports;
- b) Governance and policy documents such as constitution or charter, policy manuals, and Governing Council meeting reports and consultative committee meeting minutes;
- c) Financial documents including but not limited to annual budget financial reports, financial rules and regulations, audit reports etc;
- d) Operational documents such as programme and project plans and monitoring and evaluation reports;
- e) Human resources documents;
- f) Public communication documents;
- g) Stakeholder engagement plans and collaboration agreements;
- h) Knowledge management documents such as research reports and data management policies;
- i) Any other supplementary documents such as code of ethics and risk management plan
- j) Relevant legislation in relating to the status of SACEP in Sri Lanka and in the region, legal framework
- k) Access to all reports disclosed by the World Bank.
- l) Assistance may be provided in arranging meetings with the stakeholders including National Focal Points.