

Terms of Reference for International Consultant

Strengthening Environmental Policy Component Towards Regional Strategic Planning of WWF Caucasus Programme Office

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| Commence Date | 1 February 2017 |
| Completion Date | 30 April 2017 |
| Language Required | English |
| Location | Home-Office work coupled with a visit to the South Caucasus Countries |
| Reporting to | WWF Caucasus Programme Office |

I. BACKGROUND

WWF is an independent conservation organization working in over 100 countries. For more than half a century, WWF has been working to protect the world's species and natural places, pushing for a more sustainable world. WWF is defining new ways of working that will make a difference at a scale that matters to help redefine humanity's relationship with the planet.

WWF Caucasus Programme Office (WWF Caucasus) is the leading international conservation organization in the South Caucasus. WWF has been working with the governments, donor institutions, local communities as well as regional and national non-governmental partner organizations to protect nature in the Caucasus Ecoregion.

WWF Caucasus's work in the region is based on its time-bound Regional Strategic Plan encompassing key components of conservation of ecosystems and biodiversity including related policy elements, strategic partnership, communication and branding, fundraising as well as performance monitoring and evaluation. WWF Caucasus is on its way towards development a new Regional Strategic Plan for over next five-year period of FY2018-FY2022. There is an intention to strengthen the environmental policy themes in the regional strategic planning in order to support conservation strategies in the region as well as to fill in urgent gaps in national environmental policies and legislation.

II. SCOPE AND THEMATIC DIRECTIONS OF THE ASSIGNMENT

The Regional Strategic Plan of WWF Caucasus covers all three countries of the South Caucasus – Armenia, Azerbaijan and Georgia. Consequently, the Environmental Policy and Strategy has to apply to whole South Caucasus region.

The Environmental Policy and Strategy is expected to be developed as a cross-cutting chapter of the new Regional Strategic Plan of WWF Caucasus and it should be primarily focused on forest, freshwater, species, climate and energy. Particular priority policy directions within these five predominant themes will be defined according to new regional conservation goals and strategies of WWF Caucasus as well as considering existing gaps and urgent needs in relevant national environmental policies and legislation. In itself, the regional conservation goals and strategies of WWF Caucasus are going to be based on new global goals and conservation outcomes of WWF.

III. MAIN DUTY AND TASKS

The main duty is to develop the Environmental Policy and Strategy in accordance with the upcoming new five-year Regional Strategic Plan of WWF Caucasus as well as considering existing gaps in relevant national environmental policies and legislation.

The main duty of the international consultant shall be performed through **the following tasks** to be done in close cooperation and consultations with WWF Caucasus, WWF Armenia and WWF Azerbaijan:

1. Develop a detailed work-plan describing particular activities and timeline for delivering a final product - the Environmental Policy and Strategy of WWF Caucasus.
2. Draft a general methodology for developing the Environmental Policy and Strategy as well as its overall outline considering the fact that this document should be further integrated into the new five-year Regional Strategic Plan of WWF Caucasus as its cross-cutting chapter.
3. Coordinate his/her regional and national-level work on the Environmental Policy and Strategy and ensure consistency with a parallel process of developing the new five-year Regional Strategic Plan of WWF Caucasus.
4. Visit to all three countries of the region in order to meet key stakeholders as explained under paragraphs #5 and #6 below.
5. Organize meetings and close consultations with the relevant staff of WWF Caucasus, WWF Armenia and WWF Azerbaijan to receive thorough background information on ongoing related processes of strategic planning as well as to obtain all basic documents, e.g., current strategies, plans, reports and/or national policy documents, as required and needed.
6. Organize consultations with the relevant governmental representatives to get familiar with ongoing policy works and urgent needs to be addressed in order to advance national environmental policy and legislation in the region.
7. Compile and review all necessary documents need to be considered while developing the Environmental Policy and Strategy.
8. Draft the first version of the Environmental Policy and Strategy and discuss with the relevant staff of WWF in the region.
9. Deliver a final version of the Environmental Policy and Strategy.
10. Integrate the Environmental Policy and Strategy into the new five-year Regional Strategic Plan of WWF Caucasus as the cross-cutting chapter of the whole five-year document.

IV. MAJOR DELIVERABLES

1. The detailed work-plan (referring to task 1).
2. The Methodology (referring to task 2).
3. Main notes and highlights from meetings and consultations with the key stakeholders (referring to tasks 5 & 6).
4. The first draft and final version of the Environmental Policy and Strategy (referring to tasks 8 & 9).
5. The Environmental Policy and Strategy Integrated into the new five-year Regional Strategic Plan of WWF Caucasus as the cross-cutting chapter (referring to task 10).

V. WORK SCHEDULE

Detailed time-frame for the assigned tasks will be finally discussed and agreed with a selected candidate and will be included in the Contract between WWF Caucasus and the international consultant.

VI. PAYMENT MODALITY

The consultancy fee as well as payment schedule and conditions will be defined by the Contract to be concluded between WWF Caucasus and the international consultant.

In addition to the consultancy fee, WWF Caucasus will cover all costs related to Consultant's visit to the South Caucasus region under the given Terms of Reference.

VII. REPORTING

The international consultant will report in written form to Mr. Nugzar Zazanashvili, Conservation Director, WWF Caucasus (e-mail: nzazanashvili@wwfcaucasus.org) and Ms. Maka Bitsadze, Senior Policy Officer, WWF Caucasus (e-mail: mbitsadze@wwfcaucasus.org) on the status and results of the assigned tasks under the given Terms of Reference.

VIII. REQUIRED SKILLS, EXPERIENCE AND COMPETENCIES

- ✓ Minimum Master's or equivalent degree in environmental law, environmental resource management or a related discipline.
- ✓ Minimum ten years of working experience in the fields of environmental law and environmental resource management or a related discipline.
- ✓ Demonstrated practical experience related to environmental policy and legislation. Drafting and reviewing of environmental policy, strategies and legislation are in plus.
- ✓ Demonstrated recent experience of working in the South Caucasus region is in plus.
- ✓ Ability to work constructively with different stakeholders in a complex environment and under strictly defined time-line.
- ✓ Strong and proven research and analytical skills.
- ✓ Excellent writing and presentation skills with excellent command of written and spoken English.