**Terms of Reference for the implementation of Phase 1 “To Elaborate a Second National Integrated State of the Environment Report (ISOER) for Namibia”**

**1. Background**

The Sustainable Development Advisory Council (SDAC) was constituted in 2013 in line with section four of the Environmental Management Act of 2007. It is a cross-sectoral body involving governmental and non-governmental representatives with the Department of Environmental Affairs, Ministry of Environment and Tourism, acting as Secretariat. The main functions of the Council are to:

1. Promote co-operation and co-ordination between all stakeholders on environmental issues relating to sustainable development;
2. Advise the Minister of Environment and Tourism on a wide range of environmental matters, with particular focus on legislation, policy and compliance measures.

Within the focal area of “Natural Resources Management”, the German Government provides support to strengthening the management capacity of Namibian institutions in the land, water, and environment sectors. This support includes the “Biodiversity Management and Climate Change” (BMCC) Project implemented through the Germany Agency for Technical Co-operation (GIZ) and the Ministry of Environment and Tourism (MET). The project’s overall objective is the coherent implementation of biodiversity and climate change related policies, strategies and practices by the MET in cooperation with other Ministries and non-governmental actors to increasingly contribute to diversifying and securing livelihoods of local users of natural resources.

The BMCC Project is therefore supporting the SDAC with this Consultancy to develop critical thematic areas and indicators for Namibia’s Second National Integrated State of the Environment Report. This contributes directly to the first and third components of the BMCC Project, which are:

1) Capacity development for environmental policy development and implementation; and

3) Cross-sectoral mainstreaming of biodiversity, adaptation to climate change and a green economy

It also addresses the BMCC project indicator 3:2 “pilot measures in the area of green economy, benefiting especially disadvantaged groups, are implemented by Namibia’s Sustainable Development Advisory Council”.

**Integrated State of the Environment Reports**

In line with this mandate, the Council is commissioning a consultancy to develop an Integrated State of the Environment Report (ISOER) for Namibia[[1]](#footnote-1), which is expected to communicate credible, timely and accessible information about the condition of the environment to decision makers and the general public. The ISOER should also inform national development plans and programmes.

ISOERs have been promoted since the United Nations Conference on Environment and Development (UNCED) in Rio de Janeiro in 1992. The Agenda 21 document, which was adopted at the UNCED, called for the improvement and availability of environmental information for improved decision-making on issues relating to sustainable development. Since then many developed and developing countries have produced ISOERs.

Namibia produced its first ISOER in 2006, making use of the Pressure-State-Response (PSR) framework. It identified 11 critical thematic areas to be monitored with a total of 43 indicators. The critical thematic areas to be monitored in this ISOER will be determined by the consultant in agreement with the SDAC. The SDAC has identified the following critical thematic areas needing to be covered, which will be further discussed with the selected consultant:

* Climate Change
* Resource Governance (including capacity, institutions, resource allocations)
* State of Natural Resources (water security (quality), energy security, minerals, fisheries, forests, biodiversity, land)
* Waste Management and Pollution
* Natural Resource Economics and Ecosystem Services Evaluation
* Society and Environment

A variety of tools are available to describe and quantify the environment including the PSR and the Driving Force-Pressure-State-Impact-Response (DPSIR) Frameworks. These frameworks posit that human activities exert ***pressures*** on the environment, which can induce changes in the ***state*** of the environment. Society then ***responds*** to changes in pressures or state with environmental and economic policies and programs intended to prevent, reduce or mitigate pressures and/or environmental damage.

These frameworks continue to evolve with most new ISOERs not only reflecting the state of the environment but also proposals / recommendations / strategies on how to deal with the identified issues. Thus ISOERs can become important environmental policy documents with direct linkages to sustainability strategies and impacts on national development plans.

In line with this trend, proponents are encouraged to come up with innovative approaches to the design of the ISOER, which are suited to the Namibian context.

**2. Objective of this Consultancy**

This consultancy will be operationalized in two phases. The overall objective of Phase One, for which this consultancy is valid, is to develop an agreed-on set of critical thematic areas and indicators, which will form the basis of Namibia’s Second National Integrated State of the Environment Report.

The second phase, not covered by this consultancy, will collect information on the agreed upon indicators and complete the ISOER document.

**3. Specific Tasks**

The consultant is expected to carry out the following tasks:

* Inception meeting with client to agree on timeline of work and outputs and to clarify working arrangements
* Analysis of good practice international ISOERs with a view to developing an innovative conceptual framework for Namibia’s ISOER
* Critical review and revision of the 11 critical issues and 43 indicators identified in the 2006 ISOER, bearing in mind new and emerging environmental issues as well as national and international processes linked to sustainable development (Vision 2030, National Development Plans, Millennium Development Goals (and post 2015 Sustainable Development Goals process) and the ongoing development of a State of the Marine Environment Report and national core environmental indicators for the coastal / marine environment. The indicators proposed for ISOER 2 should also take into consideration the financial and practical implications of their measurement.
* Hold meeting with the client to present the draft structure of the ISOER document with particular focus on the critical thematic areas and proposed environmental indicators to be included in the report
* Prepare the structure and content[[2]](#footnote-2) of a national workshop in which the proposed critical thematic areas and environmental indicators are presented to national level experts for their input and endorsement.
* Final workshop report and comprehensive report comprising of the agreed-upon thematic areas and indicators for the second ISOER, costs and methods for collecting the indicator information, and a proposed terms of reference for the completion of the second ISOER

**4. Outputs**

* Proceedings / minutes from all stakeholder consultations and workshops undertaken
* An agreed list of critical thematic areas and environmental indicators (as well as the proposed methods and estimated costs for collecting this information) for the ISOER.

**5. Required Skills and Experience**

The consultant team must include professionals with:

* At least an Honours post graduate qualification in a field relating to environmental and sustainable development (senior consultants)
* At least 10 years of experience with a proven track record in carrying out consultancies on issues relating to the environment and sustainable development.
* Excellent demonstrated understanding of environmental and socio-economic issues in Namibia
* Excellent writing, presentation, analytical and facilitation skills.

**6. Time Frame and Reporting**

It is expected that this consultancy will be completed within four months with a total of 40-55 consultant days, including travel, data collection and preparation of the final documents. The contract should start as soon as possible in 2014. The consultants will report to the client through the Secretariat (Mr. Bryn Canniffe and Ms. Saima Angula) of the Sustainable Development Advisory Council.

**7. Submission of Proposals**

Closing date for proposals is 17.00, Monday 8th December 2014. Please submit your technical and financial proposal in separate sealed envelopes to the following address:

Ananias Sheya,

GIZ-Office Namibia,

P.O. Box 8016,

88 John Meinert Street,

Windhoek West.

Email: ananias.sheya@giz.de

Your proposal should contain the following information:

* **A signed technical and a financial proposal**, which are clearly identified and submitted in **separate sealed envelops**
* **Financial proposal:** Details on the bidder’s calculation in form of a price schedule and in the light of the project objective as described in the Terms of Reference. Please use the annexed price sheet template.
* **Technical proposal**: Detailed service concept which allows examining the technical aspects in light of the project objective as described in the terms of reference,

Including:

* a description of the services and the scheduled working methods
* a time schedule for the individual measures to be implement
* a personnel assignment plan (giving alternatives if necessary ) with details of the personnel to be engaged in the individual fields of work and their periods of assignment and on the position to be held by the individual experts in the project
* If applicable, special tasks requested within the scope of the terms of reference (TOR)
* Company experience and past track records on successful similar assignments
* Curricula vitae (CVs) of the experts designated for the project. The CVs are to be in tabular form and should cover the following points in the given order:
* Name, date of birth, nationality, professional training / higher education, foreign language skills with an indication of the level (categories: native speaker, competent, basic, rudimentary), professional experience specifying the employer, duration of employment, scope of duties and periods of employment abroad, management experience and scope (partner and foreign experts), particular professional skills as well as publications by the candidates if applicable.
* A time schedule with the earliest possible date for commencing the work, dates for the completion of steps of the project and alternatives for the dates where appropriate.

Technically incorrect proposals cannot be taken into consideration.

1. As Secretariat to the SDAC, the Department of Environmental Affairs will be the direct point of contact for the consultant on all matters linked to the ISOER. [↑](#footnote-ref-1)
2. This will include the organizational and preparatory work for the workshop including the identification of stakeholders; drafting and sending of invitations; follow ups; development of agenda; facilitation; and comprehensive capturing of proceedings. The client will be available to approve and advise on these matters as appropriate. [↑](#footnote-ref-2)