

## **South Asia Co-operative Environment Programme (SACEP) is calling applications to recruit two consultants for short-term assignment**

South Asia Cooperative Environment Programme (SACEP) is an Intergovernmental Organization established by eight South Asian countries; Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka to coordinate and facilitate activities on environment related issues among member countries aiming at protection of environment and sustainable development in South Asia. Established in 1982, SACEP is one of the oldest sub-regional organization in its kind. Its secretariat is based at Colombo, Sri Lanka.

SACEP is calling applications from qualified interested persons for following two assignments.

### **1. SACEP SDGs Strategy Consultant**

#### **Objectives**

The overall objective of this consultancy is to develop a five year Strategic Plan.

#### **Scope of Work**

The scope of work for the Consultant will include but not be limited to:

- a) Review and analyze the institutional, professional and financial situation of SACEP and SASP;
- b) Review the decision making forums of SACEP/SASP including the decisions of the SACEP GC/CC and analyze the implementation status of these decisions;
- c) Analyze the financial situation of SACEP/SASP and recommend viable fund raising strategies;
- d) Through a consultative process and application of an appropriate tool of analysis, identify focus areas and develop strategic objectives and key result areas for the same;
- e) Review the institutional capacity, organizational set-up, financial and administrative systems and the identified strategic objectives and key result areas; and make recommendations, if any;
- f) Propose a strategy for achieving the strategic objectives and key results;
- g) Develop a Results and Resources Framework for the plan period;
- h) Hold stakeholder meeting(s) to validate the draft Strategic Plan; 2 i) Finalize Strategic plan.

#### **Tasks and duties of the Consultant**

Under the guidance and supervision of the DG, SACEP, the consultant will carry out the following tasks:

1. Review thoroughly the history, vision, mission, and recent work of SACEP, including GC and CC meetings and implementation of the decisions.
2. Review the SACEP post-15 agenda and thoroughly examine the environmental SDGs in South Asia.
3. Review the agreement, MoU with other global, regional and sub-regional and national organizations and analyses the work-out put in terms of SACEP mandate and role.
4. Review thoroughly and analyze the SACEP institutional and professional capabilities and recommend ways and means to improve it in the future.

5. Review the financial health of SACEP and recommend ways and means to improve the financial situation along with a fund raising strategy indicating potential donors at global, regional and sub-regional level.
6. Prepare a strategy for harmonized capacity building, awareness raising, enhanced coordination and database development and over all enabling environment for the implementation of SDGs in South Asia including specific approaches, indicators and evaluation. The strategy must also include a plan for its funding.
7. Present the draft strategy in a workshop to solicit input and feedback to improve the strategy, including key strategic objectives, operational approaches, and high-level indicators for success.
8. Based on the input and consultation from this workshop, prepare the revised and final copy of the five year Strategic Plan including a detailed work plan for 2017-2022. The plan should include a resource mobilization strategy to ensure outcomes can be achieved sustainably over the time frame of the strategy.
9. Propose a fund raising strategy and suggest specific donors for funding various components of strategy especially capacity building, awareness raising and database development.
10. Propose ways and means for accreditation of SACEP as implementing agency of GEF, Adaptation Fund, Green Climate Fund and other such environment related funding mechanisms in addition to providing guidelines for seeking funding from open call for environment proposals.

### **Deliverables**

- A five-year SDGs Implementation strategic including means of implementation and estimated budget.
- Report on the process including stakeholder consultations workshops and donor conference.
- Fund raising strategies for GEF, Adaptation Fund, Green Climate Fund and other potential environment related financial mechanisms and open call for proposals.

### **Time Span**

This assignment is expected to be carried out for a period of 90 man-days

### **Institutional Arrangements**

The Consultant will report directly to the DG, SACEP. SACEP will provide relevant background documents necessary for the assignment. SACEP shall be responsible for the coordination of meetings and other activities under the Consultancy.

### **Expertise**

- a) Academic Qualifications: At least a master's degree in a relevant field in the area of Environment, forestry, planning, public policy, development studies and
- b) Experience
  - At least ten years professional experience in strategic planning and management at regional and global level.
  - Prior working experience on decentralization issues is an added advantage

- Demonstrated experience in working with government partners and other stakeholders in public sector development programs especially in the area of capacity development

c) Skills and Competencies:

- Ability to work with minimal supervision;
- High level written and oral communications skills in English;
- Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy and integrity;
- Demonstrate excellent interpersonal and professional skills in interacting with government and development partners;
- Skills in facilitation of stakeholder engagements/workshops;
- Evidence of having undertaken similar assignments;
- Experience in research, policy development, management and programming-related work.

## **2. ICT Strategy Consultant**

### **Objectives**

The overall objective of this consultancy is to develop a five year Information and Communication Technology (ICT) Strategic for SACEP.

### **Scope of Work**

The scope of work for the Consultant will include but not be limited to:

- a) Review and analyze the institutional information and communication technology needs and capacity;
- b) Review the existing ICT capacity of SACEP and based on the current day situation and future needs, consultant has to assess the required capacity;
- c) Analyze the SACEP member states and global information and communication technology needs to acquire the state of the art communication technologies;
- d) Assess the information dissemination needs of SACEP using social media, apps, blogs etc;
- e) Propose a strategy for achieving the strategic ICT objectives and key results;
- f) Propose required equipment and software for the SACEP ICT Center;
- g) Propose required hardware and software professionals, their academic and professional requirements for the SACEP ICT center;

## **Tasks and duties of the Consultant**

Under the guidance and supervision of the DG, SACEP, the consultant will carry out the following tasks:

1. Review thoroughly the institutional information and communication technology needs and capacity.
2. Review thoroughly the existing ICT capacity of SACEP and based on the current day situation and future needs asses the required capacity.
3. Review the SACEP post-15 agenda and examine the environment related SDGs in South Asia for picking up ICT related issues for implementing environment related SDGs.
4. Review thoroughly and analyze the SACEP member states and global information and communication technology needs using state of the art communication technologies.
5. Review and Assess the information dissemination needs of SACEP using social media, apps, blogs, audio-video social media channels for environment awareness, etc.
6. Prepare a strategy based on the information collected including specific approaches, indicators and evaluation. The strategy must include a plan for its funding.
7. Propose required equipment and software for the SACEP ICT Center.
8. Propose required hardware and software professionals, their academic and professional requirements for the SACEP ICT center
9. Based on the review and situational analysis, the consultant has to develop the SACEP five year ICT Strategic Plan including a detailed work plan for 2017-2022. The plan should include a resource mobilization strategy to ensure outcomes can be achieved sustainably over the time frame of the strategy.
10. Identify potential funding sources for sponsoring the implementation of SACEP ICT strategy.

## **Deliverables**

- A five-year ICT strategic for SACEP including hard and software inventory and professional requirements.

## **Time Span**

This assignment is expected to be carried out for a period of 90 man-days

## **Institutional Arrangements**

The Consultant will report directly to the DG, SACEP. SACEP will provide relevant background documents necessary for the assignment. SACEP shall be responsible for the coordination of meetings and other activities under the Consultancy.

## **Expertise**

a) Academic Qualifications At least a master's degree in a relevant field in the area of IT, ICT, plus public/business administration etc.

b) Experience

- At least ten years professional experience in strategic planning and management at regional and global level.
  - Experience of hardware and software equipment
  - Demonstrated experience in working with government partners and other stakeholders in public sector development programs especially in the area of capacity development
- c) Skills and Competencies:
- Ability to work with minimal supervision;
  - High level written and oral communications skills in English;
  - Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy and integrity;
  - Demonstrate excellent interpersonal and professional skills in interacting with government and development partners;
  - Skills in facilitation of stakeholder engagements;
  - Evidence of having undertaken similar assignments;
  - Experience in ICT policy and strategy formulation and implementation.

*Note; SACEP reserve the right of rejecting part or all the components of this advertisement and any such offer so received.*

## **Application process**

The applicant must submit technical and financial bids duly marked the name of consultancy that he/she would like to apply for.

Interested and qualified candidates should submit their applications which should include the following:

- Detailed Curriculum Vitae
- Proposal for implementing the assignment Please quote the "SACEP ICT Strategic Plan" or "SACEP Strategic Plan" on the subject line.
- Applications should be emailed to [jacintha.tissera@sacep.org](mailto:jacintha.tissera@sacep.org) or/cc to [secretary@sacep.org](mailto:secretary@sacep.org) to reach us not later than Monday, 20 July 2016 at 4.00 P.M Colombo Time.