

## **TERMS OF REFERENCE**

### **PROJECT ADVISOR (Project Implementation Unit)**

#### **Plastic Free Rivers and Seas for South Asia Project**

##### **Background**

Plastic waste that pollutes the land flows into rivers and ends up in oceans, threatens development and has far-reaching economic, ecological, and health impacts. South Asia is the third-largest contributor to global plastic waste, and unless action is taken, the region's waste is estimated to double by 2050.

The Plastic Free Rivers and Seas in South Asia project will help coordinate activities and facilitate the region's transition to a circular plastic economy by encouraging investments and greater collaboration between the public and private sectors and across countries. Since many of South Asia's rivers and seas span across national boundaries, a regional approach is necessary to address plastic pollution that leaches into waterways and ends up in the ocean.

The objective of the Project is to strengthen innovation and coordination of circular economy solutions to plastic pollution flowing into South Asian Seas.

The Project consists of the following parts:

##### **Part 1. Supporting Competitive Block Grant Investments to Reduce Plastic Waste**

1.1 Supporting circular plastic economy solutions to reduce plastic waste by implementing a program of regional competitive block grant investments, providing Regional Competitive Block Grants ("RBGs") to eligible organizations in South Asia ("Eligible RBG Beneficiaries").

1.2 Facilitating the exchange of circular plastic economy knowledge between Eligible RBG Beneficiaries and selected South Asian countries and promoting awareness-raising activities. UNOPS has been engaged by SACEP to support SACEP/PIU to implement this component of the Project.

##### **Part 2. Leveraging Public and Private Sector Engagement and Solutions**

2.1 Supporting the development of strategies, action plans, policies, and standards to harmonize plastic pollution mitigation measures through (a) developing and implementing a multi-year plastic policy support program, working with leading universities and organizations; (b) Developing a database for lifecycle analysis, data collection, and modeling related to plastic across selected industry value chains; and (c) supporting communication activities.

2.2 Supporting circular use of plastic in the economy through regional public-private collaboration and engagement in South Asia, including designing and organizing annual or more frequent meetings of representatives from public and private sectors.

### **Part 3. Strengthening Regional Integration Institutions**

3.1 (a) Carrying out works to support the construction of the South Asia Co-operative Environment Programme's (SACEP) new headquarters and providing technical assistance to, and building capacity of, SACEP to discharge its functions, including coordination with relevant regional organizations and uniform collection, analysis, and interpretation of pollution data. The implementation of construction and supervision of the new headquarters building for SACEP is supported by UNOPS.

(b) Supporting the development of a fund for the sustainability of existing activities and accelerating circular plastic economy, solutions ("Sustainability Fund").

3.2 Supporting SACEP in the implementation and overall management of the Project, regarding the aspects related to social and environmental safeguards, monitoring, reporting, and evaluation, complaints handling mechanisms, as well as financial audits.

#### **Implementing Agency**

SACEP is the responsible implementing agency for this project. SACEP is an inter-governmental organization established by Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka in 1982 to promote and support the protection, management, and enhancement of the environment in the region. In addition, SACEP serves as the secretariat of the South Asian Seas Programme (SASP), one of 18 such Regional Seas Programmes of the United Nations Environment Program. The regional project would strengthen SACEP to administer relevant project activities via the following sectional structure, which includes a Ministerial Level Governing Council (GC), Consultative Committee (CC), National Focal Points (NFPs), Subject Area Focal Points (SAFP), and a Colombo-based Secretariat.

The Project Implementation Unit (PIU) is established by the SACEP Secretariat to assist the project implementation and be administratively housed within the Secretariat as a subsidiary organ, which it is able to establish according to its existing mandate. The PIU is responsible for all aspects of the day-to-day management of the project, including planning, budgeting, technical coordination, implementation supervision, M&E, and ensuring compliance with the World Bank environmental and social (E&S) standards. In addition, PIU has the technical capabilities to advise the SACEP member states on national and regional planning and will hire (through the project) and second through partnership arrangements with member states and project partners [UNEP, UNDP, and PARLEY] the necessary skills required.

#### **The Role**

The Project Advisor will support the work of the PIU Project Director, including helping to select and oversee a team of specialized staff responsible for project management, financial management, procurement, environmental safeguards, social safeguards, monitoring and evaluation, communications as well as support staff. The PIU will also recruit specialized consultants required for specific technical assistance for the overall

implementation of activities, and the Project Advisor will serve a key role in recruiting and overseeing the work of these consultants. The PIU will liaise closely and also ensure overall coordination of all project entities to ensure necessary data and information are shared and collated for reporting to the Project Steering Committee and the World Bank.

### **Key Tasks:**

Under the overall supervision of the Director General and the management of SACEP and in close cooperation with the Project Steering Committee and the Project Director, the Project Advisor will focus primarily on ensuring the successful execution of PIU activities and leveraging his or her deep background in and knowledge of political and practical issues and significant relationships within SACEP member states.

Specific priority action areas include undertaking a capacity-building assessment to determine what needs are most pressing in each SACEP member state and compiling them into an institutional development plan that will dictate how SACEP can best coordinate efforts among member states and efficiently implement the uptake of National Action Plans among all parties.

This position will report to the Project Director and the Director General /SACEP, and specific activities will include:

- (i) Identifying ways to support for the development and implementation of National Action Plans for some SACEP member countries where the National Action Plans have not been prepared, recognizing the unique array of challenges and opportunities that arise from the circumstances and leadership of each state, and compiling them into an institutional development plan;
- (ii) Advising the Project Director and the Director General of SACEP with overall supervision of project activities and arranging key, high-level stakeholders in government, academia, NGOs, and the private sector to review and contribute to the development of National Action Plans as appropriate and requested by the Project Director;
- (iii) Developing and maintaining proper professional relationships with relevant national and international partner agencies including World Bank task team, WB focal points in each member country, working together with the SACEP officers, UNOPS involved in developing programs /projects and also other focal agencies in the SACEP countries, community leaders, local NGOs, and Community-Based Organizations (as Women associations, Youth associations, etc.) Associated with the project;
- (iv) Enabling and supporting circular use of plastic in the economy through regional public-private collaboration and engagement in South Asia, including designing and organizing annual or more frequent meetings and conferences of representatives from the public and private sectors;
- (v) Assist in developing a database for lifecycle analysis, data collection, and modeling related to plastic across selected industry value chains;

- (vi) Enabling the exchange of circular plastic economy knowledge between eligible RBG Beneficiaries and selected South Asian countries and promoting awareness-raising activities; providing guidance to the selected grantees;
- (vii) Facilitating plastic pollution and mitigation of regional circular plastic economy innovations knowledge sharing events/forums etc. and awareness campaigns in the region; and engaging in structuring regional public and private engagement mechanisms operating in the SACEP member countries;
- (viii) Providing guidance and assistance in establishing a Regional Center for Circular Plastic Economy Policy Research and Solutions branded and operational to oversee improvements in national and regional strategies, policies and industry standards to mitigate plastic pollution;
- (ix) Convening of public sector policy and decision makers with, private sector representatives on the sharing of PPP circular plastic economy solutions Consultations on marine litter actions carried out with targeted people and/or organizations in the region;
- (x) Organizing annual convening of regional organization heads, including government decision-makers to collaborate and coordinate on circular plastic economy policy solutions and representing SACEP at international conferences;
- (xi) Drafting Terms of References (TORs) for and managing Local and Foreign Consultants; monitoring progress of deliverables under those contracts and providing feedback as necessary, and coordinating the work of the Consultants consistent with the overall project implementation plan;
- (xii) Contributing to the preparation of, Progress Reports, Annual Reports, Project Completion Report and other reports that may be required by the project Leadership.
- (xiii) Advising PIU staff in the performance of their respective duties as necessary to support the priorities of the Project Director; Ensuring the quality and timeliness of outputs and results with optimal monitoring mechanisms;
- (xiv) Providing advice in advocating for project objectives and to help ensure all interested parties are well informed about the project activities and goals;
- (xv) Representing the PIU and the Project Director in national and international Audiences as appropriate;
- (xvi) Supporting the Project Director on fundraising of future projected activities in the Region; Advising the Project Director in the technical aspect of the project implementation with specific suggestions for the betterment of the project;
- (xvii) Any other task necessary for the effective and timely implementation of the project as  
Assigned by the Director General of SACEP as and when required.

### **Required Qualifications, Expertise, and Competencies**

Eligible candidates should have the following minimum qualifications, experience, and competencies:

- (i) A minimum of 10 years experience after the first degree in project identification, management, formulation, and implementation;
- (ii) At least a master's in environmental science, Marine Science, Natural Resource Management, Environmental Law or any related discipline from a recognized University; a Ph.D., in any of the fields mentioned from a recognized University would be an asset;
- (iii) Work experience in the fields related to Natural Resource Management and Waste Management with special emphasis on Plastic Waste Management.
- (iv) Prior experience in managing and developing projects as a Team Leader/ Consultant of donor-funded projects will be preferable;
- (v) Prior experience supervising a team of contractors in multiple locations and countries;
- (vi) Prior experience convening international conferences and sharing views and working as a resource person in international conferences;
- (vii) A deep knowledge of the political and policy structures of all SACEP member states, and relationships with leading academic voices, policy-makers, and civil society throughout the region;
- (viii) Proven experience working with Government, civil society, international organizations, and donors;
- (ix) Demonstrated ability in team management and collaboration;
- (x) Excellent communicating skills in English;
- (xi) Computer literacy of acceptable standards.

### **Working Schedule**

This is a full-time position. The service is initially for a period of one (01) year. The contract is renewable, subject to satisfactory performance, for the duration of the project. There will be an initial performance review by the PD and Director General of SACEP after six months. Thereafter, there will be an annual performance evaluation by the Director General of SACEP..

### **Salary**

Appropriate compensation will be offered to the right candidate.