



## Terms of Reference

### Support to the Ministry of Environmental Protection and Natural Resources in Improving the Environmental Planning Framework

**Position:** Waste Management Planning Expert

**Level:**

#### **Background**

One of the major obstacles to achieving an environmental sustainability in Georgia is the lack of planning frameworks in the environmental field. Since there exists no strategy on environmental protection, and no common understanding of what should be prioritized, an efficient and effective allocation of investments is difficult.

Apart from an absence of a general environmental planning framework, the country lacks environmental media-specific plans and policies in many areas of environmental protection. Among them, waste management is one of the most neglected areas. Today Georgian waste management has no legal-regulatory and planning frameworks, and a very weak institutional set-up.

The Ministry of Environmental Protection and Natural Resources (MoE) considers the need for development of overarching and specific environmental media-specific planning frameworks as one of its immediate priorities. However, it lacks technical and financial resources to achieve these objectives in an efficient manner and within a short period of time. Consequently, the Ministry requested the UNDP Country office in Georgia to assist in developing a National Environmental Action Plan (NEAP) and a National Waste Management Plan (NWMP).

In response to the request of the Ministry of Environment, UNDP has developed a project proposal and allocated USD 100,000 core resources for project implementation.

The overall goal of the project is to improve the planning framework in the area of environment. In working towards this goal, the project plans to achieve this through the following objectives:

- To support the development of a National Environmental Action Plan;
- To support the initial phase of development of a National Waste Management Plan

In order to achieve the first objective, i.e. developing the National Environmental Action Plan, the project will fully rely on local expertise. Meanwhile, it will use a combination of local and international expertise in achieving the second objective, i.e. to support the initial phase of developing a National Waste Management Plan, since there is a lack of waste management planning expertise in the country. In this regard, the experience and expertise of Czech Republic in waste and hotspots management is considered to be of high relevance for Georgia and will be called for through the Czech-UNDP Trust Fund. The Czech expertise will be utilized for provision of methodological and technical guidance to the project as well as for developing capacities of local experts and decision-makers in sustainable environmental management practices. Focus

will be on sustainable waste management, but the practices will be of use in other management areas as well.

In attaining the second objective the project will closely cooperate and synchronize its activities with a similar project funded by the Netherlands. The UNDP will support the initial phase of the development of a waste management strategy, by conducting a waste inventory and developing a user-friendly database and GIS maps accessible through Internet. The outputs of the UNDP project will feed into the next phase of a NWMP development. This phase will be funded by the Dutch Government and aims at developing a National Waste Management Strategy and Action Plan and conducting the Strategic Environmental Assessment of the Plan.

The Ministry of Environment is an implementing partner for the project. It will designate a National Project Director (NPD) who will be the liaising person between the Ministry and the UNDP. UNDP will recruit a project manager through a transparent and competitive process. He/She will be responsible for day-to-day management of the project with assistance from a small project support group. The Project Management Unit will be hosted by the Sustainable Development Department of the MoE.

Two experts teams will be established headed by team leaders, one for development of the NEAP and the other for undertaking waste inventories.

The Project Executive Board composed of at least the representatives of the Ministry of Environment and UNDP will be established. This board will have a general oversight function, give guidance to the project and make key decisions for the project. It will meet at least once in a quarter.

### **Duties and Responsibilities**

Waste Management Planning Expert will:

1. Conduct background analysis for the waste inventory and develop the corresponding methodology together with the team leader and the international expert;
2. Collect and analyse the information on waste, existing in corresponding governmental and non-governmental entities;
3. Conduct the inventory of all types of waste in the country, including municipal, industrial, chemical, medical, and biological waste;
4. Analyse the waste inventory information;
5. Attend all technical task team meetings;
6. Participate in workshops for the stakeholders;
7. Assist the database development team in gathering information for Database and GIS development;
8. Assist the team leader in preparing the draft waste inventory report.
9. Assist and support the international consultant throughout the waste management planning (WMP) process;

While performing her/his duties the Expert will be accountable to Team Leader, the Project Manager, NPD and the Project Executive Board.

### **Qualifications and Skills Required**

- University degree in natural sciences or related fields;
- Experience in waste management issues analysis and planning;
- Work experience in international projects;
- Good analytical, oral communications and writing skills;
- Good communication and coordination skills;
- Understanding of existing waste management settings, issues, and needs in Georgia;

- Fluent in Georgian and English (desirable);
- Knowledge of Microsoft Office, Internet (desirable).

**Deliverables**

- Waste inventory results – data for developing Database and GIS.
- Draft waste inventory report.

**Duration**

Up to 4 months

**Duty Station**

Tbilisi, Georgia, Ministry of Environmental Protection and Natural Resources

**Application Referees:**

Project Manager Ms. Tamar Mamulashvili Email:Tamotbilisi@yahoo.com and Mr. Givi Kalandadze NPD  
E-mail:basel-pops@internet.ge. The deadline for the applications is 7 September, 2006.