



**PROJECT: IMPLEMENTATION OF THE STRATEGIC ACTION PROGRAMME TO ENSURE INTEGRATED AND SUSTAINABLE MANAGEMENT OF THE TRANSBOUNDARY WATER RESOURCES OF THE AMAZON RIVER BASIN CONSIDERING CLIMATE VARIABILITY AND CHANGE**

**TERMS OF REFERENCE**

**FOR THE RECRUITMENT OF A SENIOR INSTITUTIONAL SPECIALIST IN GUYANA FOR THE PROJECT: IMPLEMENTATION OF THE STRATEGIC ACTION PROGRAMME TO ENSURE INTEGRATED AND SUSTAINABLE MANAGEMENT OF THE TRANSBOUNDARY WATER RESOURCES OF THE AMAZON RIVER BASIN CONSIDERING CLIMATE VARIABILITY AND CHANGE**

**Funding Agency:** Global Environment Facility (GEF)

**Implementing Agency:** UN Environment Programme (UNEP)

**Executing Agency:** Amazon Cooperation Treaty Organization (ACTO)

**Duration of the project:** 4 years



**CuencAmazonas**

Brasilia, 2023

## **TERMS OF REFERENCE**

### **RECRUITMENT OF A SENIOR INSTITUTIONAL CONSULTANT SPECIALIZED IN WATER RESOURCES MANAGEMENT FOR THE ASSESSMENT OF THE IWRM INSTITUTIONAL AND LEGAL FRAMEWORK IN GUYANA FOR THE PROJECT IMPLEMENTATION OF THE STRATEGIC ACTION PROGRAMME TO ENSURE INTEGRATED AND SUSTAINABLE MANAGEMENT OF THE TRANSBOUNDARY WATER RESOURCES OF THE AMAZON RIVER BASIN CONSIDERING CLIMATE VARIABILITY AND CHANGE.**

#### **1. BACKGROUND**

Within the framework of the Amazon Cooperation Treaty, the Amazon Cooperation Treaty Organization (ACTO) has been established with its Permanent Secretariat (PS/ACTO) based in Brasilia, with international legal status, with the purpose of improving and institutionally strengthening the process of cooperation, coordination and joint actions of its Member Countries to promote the sustainable development of the Amazon region.

The main roles and functions of the PS/ACTO are to facilitate the exchange, knowledge, cooperation and joint projection between the Member Countries to fulfill the mandates of the Amazon Cooperation Treaty, generating consensus among the Member Countries to enable the implementation of activities, programs and projects, while establishing spaces for political and technical dialogue among the Member Countries, and other activities.

In this context, and within the framework of its regional action on water resources, ACTO has been executing the Project “Implementation of the Strategic Action Programme to ensure the Integrated and Sustainable Management of the Transboundary Water Resources of the Amazon River Basin Considering Climate Variability and Change”, which is financed by the Global Environment Facility (GEF), with the United Nations Environment Program (UNEP) acting as Implementing Agency and the PS/ACTO, as Executing Agency.

The main objective of this project is to advance the implementation of the Amazon Strategic Action Programme (SAP), promoting Integrated Water Resources Management (IWRM) in the region. The regional initiative will promote previous agreements of the Amazon countries that resulted in a shared vision and a common strategy for IWRM contained in the Strategic Action Programme-SAP. In this context, the project will support the eight countries to strengthen national capacity and regional governance for IWRM, improve adaptation to climate change, and ensure robust regional data to improve decision making and coordination on Amazon water resources, from the river sources in the Andes to the river delta in the Atlantic, for a healthier Amazonian ecosystem.

The Project is implemented under four components: i) Innovative governance model for Integrated Water Resources Management-IWRM in the Amazon Basin (from community to office); ii) Building community resilience and protection of aquatic ecosystems to address the effects of climate variability and change in the Amazon Basin; iii) Integrated environmental monitoring and reporting based on indicators in response to indicators from relevant international conventions and agreements; and iv) Comprehensive model for monitoring, evaluating and communicating progress in the overall implementation of the Amazon SAP.

The main results of the project include the following:

- Permanent Regional IWRM Coordination Mechanism for the Amazon Basin, established in ACTO;
- National Water Authorities established in Guyana and Suriname;

- 15 national interventions and 2 bi/tri-national actions implemented in the basin to reduce the vulnerability of the population and the impacts on ecosystems in the face of extreme hydro-climatic events and sea level rise;
- Training of 1,400 IWRM professionals and more than 10,000 local community members (at least 40% are women);
- Integrated environmental monitoring system covering an area of 600,000,000 ha.

The project is expected to reach more than 7.8 M people benefiting from project activities, corresponding to 20% of the Basin's population (ACTO & UNEP, 2020).

In order to advance in the implementation of the Project, a Regional Project Coordination Unit (PCU), based at the PS/ACTO, and National Project Coordination Units (NPCUs) in the Member Countries will be established. The PCU will provide support and regional planning and management services to implement this project and will also supervise and coordinate the timely delivery of all reports and products to be prepared under the project. The PCU will serve as the focal point for project activities and execution, as well as liaison between the Implementing Agency - UNEP, the Executing Agency - ACTO, and the 8 Basin countries through the NPCUs.

The NPCUs will be responsible for the execution of the project in each of the 8 basin countries. For this purpose, each Member Country designated a National Coordinator from the respective national technical institution in charge of the project (National Focal Point). The National Coordinator will be responsible for in-country coordination of project activities. The Ministry of Agriculture / Hydrometeorological Service of Guyana has been designated as the National Focal Point for the Project in Guyana.

The institutional analysis of the water resources management organizations in the Amazon Basin countries and related institutional arrangements and IWRM processes, undertaken in the context of the TDA/SAP process, highlighted some diversity of regulations. It also analyzed institutional capacity (technical and administrative) differences in the eight Amazon Basin countries, requiring targeted country-specific capacity-building and institutional development to level the playing field in each country in support of basin wide IWRM, regional cooperation and SAP implementation.

**Guyana** currently has a legislative framework and IWRM guiding principles to provide for IWRM implementation nationally. To a certain extent, there is a culture of collaboration between agencies/organizations responsible for water management. Climate variability and change and IWRM are recognized as key issues to be addressed by implementing and regulatory agencies as evidenced by the Low Carbon Development Strategy 2030 and the increased focus on water resources. However, a necessity to overall management is the reactivation and strengthening of the National Water Council (NWC), created as an advisory body to the Minister on water resources management issues. Under the Water and Sewerage Act (2002; Cap. 30:01) the NWC is the organ in charge of overall water resources management at the country level, facilitating formulation of a National Water Policy and implementation of IWRM, as well as being in charge of updating the national water policy and coordinating/ aligning the responsibilities/mandates of the different institutions and agencies, but which is still very fragmented. In this sense, the Project will support the process of re-establishing and strengthening the National Water Council in Guyana to fulfil its role under the Water and Sewerage Act along with the creation of a Secretariat/unit to support its work and ensure its sustainability. A similar process will be carried out in Suriname, including coordinated actions between the two countries in terms of exchange of international experiences and lessons learned.

In this context, a Consultant specialized in Institutional Organization with focus on IWRM will be hired to support the PS/ACTO in the implementation of the Output 1.2 of the project: *“Implementation of the Strategic Action Programme to ensure Integrated and Sustainable Management of the Transboundary Water Resources of the Amazon River Basin Considering Climate Variability and Change,”* in Guyana.

## 2. OBJECTIVES

### General objective:

The Senior Institutional Specialist will support the PS/ACTO in the assessment and strengthening of the current institutional and legal framework for IWRM in Guyana, in order to consolidate the integration of water resources management at the national and basin levels. The Consultant will be responsible for the implementation of the Activity 1.2.1 *Assessing current IWRM institutional and legal framework in Guyana*.

### Specific objectives:

- Assessing current IWRM institutional and legal framework, including works in progress in Guyana, specifically the Guyana Water Incorporated's Green Paper on IWRM, identifying necessary actions to consolidate a renewed structure for IWRM, and propose a critical short-term roadmap with the legislative, administrative and regulatory measures necessary to consolidate the institutional mechanisms of IWRM.
- Organizing and holding workshops to share and exchange knowledge and experiences with other riparian countries.
- Identifying best practices and case studies on institutional structures of water agencies and water frameworks (laws and policies), as well as manuals, model laws and formulate country-specific recommendations.
- Consolidating context specific tools to improve the legal and institutional IWRM framework in Guyana, including model legislations and policies and a menu of recommendations for institutional reforms where applicable.

## 3. RESPONSIBILITIES/ SPECIFIC ACTIVITIES

In coordination with the PCU and the NPCU-Guyana, the Consultant shall execute all sub-activities of the Activity 1.2.1 Assessment of the current institutional and legal framework for IWRM in Guyana, taking into consideration the guidelines of local authorities to achieve the proposed objectives.

In this regard, the Consultant will carry out the following activities related to the Amazon Basin SAP Implementation Project:

### A. Assessing current IWRM institutional and legal framework in Guyana:

- a) Identify national government institutions and key actors (civil society, private sector, etc.) related to IWRM and environment in Guyana, and institution/s responsible for data and national information management on water resources and update the Project Stakeholder Matrix for Guyana.
- b) Review the existence of inter-ministerial committee/s (or council/s) that address IWRM, their role in water-environment issues and list their main members.
- c) Identify mechanisms, legislation and/or policies on IWRM issues and on transboundary basins management in Guyana. Identify existing mechanisms and/or legislation to involve indigenous communities, gender equality and empowerment, and information access and exchange in water issues.
- d) Identify on-going or planned legislative and policy initiatives oriented to the strengthening of the current water policy framework and perspectives for the establishment or consolidation of national water management body in Guyana.
- e) In coordination with the NPCU-Guyana, organize and coordinate a national workshop to sensitize on the scope and objectives of component 1 and output 1.2. to the key actors of the process and obtain inputs for its implementation.

- f) Consolidate the main recommendations of relevant stakeholders on the implementation strategies of the project at the national level.
- g) Facilitate the establishment, at national level, an inter-institutional consultation mechanism with all government actors to identify, in a consensual manner, the main challenges and needs for IWRM in Guyana.
- h) Prepare an assessment identifying necessary actions in institutional, legal and financial terms to consolidate a renewed structure for IWRM in Guyana, in consultation with all relevant stakeholders where applicable.
- i) Prepare a base document to propose a critical short-term roadmap with the legislative, administrative and regulatory measures necessary to consolidate and support the institutional mechanisms of IWRM in Guyana, cognisant of work done towards this goal.

**B. Organizing and holding workshops to share and exchange knowledge and experiences with other riparian countries:**

- a) Identify status of the generation and treatment of information on water resources in Guyana and selected ACTO Member Countries through regional webinar on national water information systems.
- b) Organize a Workshop on gender policies in the management of water resources at the national level, with the balanced participation of representatives of all sectors of society at the national level, including indigenous peoples and persons who are differently abled, in coordination with the Regional Expert on Gender Policy.
- c) Develop and consolidate the workshops' documentation and reports.

**C. Identifying best practices and case studies on institutional structures of water agencies and water frameworks:**

- a) Facilitate 3 Virtual meetings with selected water agencies of the Amazon region to learn experiences and models about the legal framework, structure, organization and financing.
- b) Coordinate and organize bilateral visits of representatives of water authorities of Guyana to the main agencies of the Amazon region to identify opportunities and negotiate cooperation agreements.
- c) Develop a Compendium of best practices and case studies on institutional structures of water agencies and water frameworks, as well as manuals and model laws and formulation of country-specific recommendations.

**D. Consolidating context specific tools to facilitate the improvement of the legal and institutional IWRM framework in Guyana:**

- a) Prepare a toolkit<sup>1</sup> for Guyana including: a) Policies, Legislative frameworks, and Financing approaches; b) Institutional arrangements (including regulation and enforcement, water supply and sanitation services, coordination and facilitation bodies and coordinated decision making across sectors and scales, water information systems, capacity building, etc.), c) Management instruments and management tools (including assessment, modeling and decision-making, planning and communication among others) with the relevant national experiences of Amazon countries on water agencies.
- b) Prepare an outline of IWRM training needs for water professionals in Guyana as an input for the capacity building activities (under Activity 1.2.3 Creating an enabling environment to strengthen IWRM at the national level), in coordination with the Senior Legislation Specialist.

In this process, the Consultant will:

- Coordinate all activities with the NPCU in Guyana.

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<sup>1</sup> The GWP IWRM Toolbox could be consulted as an international example and resource.

- Organize and coordinate national workshops, bi-lateral meetings, seminars and working meetings and prepare and submit Meeting reports.
- Coordinate the activities related to Guyana with the Regional Expert on Gender Policy.
- Coordinate activities related to the identification of training needs with the Senior Legislation Specialist in Guyana.
- Organize and coordinate the exchange of knowledge and experiences with ACTO selected member countries through virtual meetings and bi-lateral visits with/to key actors and experts from the national water agencies from the ACTO MC on technical issues, institutional organization and IWRM policies, training and monitoring systems, among others, ensuring gender balance.
- Responsible for the administrative and logistical aspects of the implementation of all activities.

#### 4. DELIVERABLES AND PAYMENTS

All **payments** will be disbursed according to the agreed consulting fees, after validation of the product by the National Focal Point of Guyana, technical approval by the Project Coordination and approval of the corresponding outputs by the PS/ACTO's Executive and Administrative Directors.

The Consultant will be responsible for the preparation and delivery of the following **Products**:

**Product 1: Detailed Workplan for the execution of the Activity 1.2.1**, coordinated with the NPCU in Guyana and including: detailed planning and schedule of all sub-activities; proposed draft index for the main documents; updating of key governmental institutions and main actors (Stakeholders matrix); identification of inter-ministerial committee/s (or council/s) that address IWRM; identification of mechanisms, legislation and/or policies on IWRM issues and on transboundary basins management in Guyana and on-going or planned legislative and policy initiatives oriented to the strengthening of the current water policy framework and perspectives for the re-establishment and strengthening of a national water management body in Guyana. (Delivery date: 15 days after signing the contract - 10%).

**Product 2: Report assessing the current IWRM institutional and legal framework in Guyana**, including: (i) Workshop report with the main recommendations of relevant stakeholders on the implementation strategies of the project at the national level; (ii) White paper identifying necessary actions in institutional, legal and financial terms to consolidate a renewed structure for IWRM in Guyana and defining a national interinstitutional coordination mechanism; (iii) Critical short-term roadmap to implement the necessary legislative, administrative and regulatory reforms to consolidate the institutional mechanisms for IWRM in Guyana. (Delivery date: 75 days after signing the contract - 25%).

**Product 3: Diagnostic document on the institutional structure for IWRM information management in Guyana and experiences from selected ACTO Member Countries**, including: (i) Webinar report and national experiences and lessons learned on national water information systems; (ii) Assessment of the institutional structure for IWRM information management in Guyana; (iii) Workshop report and recommendations on the best strategies to incorporate the gender perspective in the formulation of IWRM policies and information management mechanisms in Guyana. (Delivery date: 120 days after the signing of the contract - 20%).

**Product 4: Compendium of best practices and case studies on institutional structures of water agencies and water management frameworks**, including: (i) Virtual meetings' reports and documented experiences of water agencies in the Amazon region; (ii) Reports from bilateral visits/meetings of representatives of water authorities of Guyana with the main agencies of the Amazon region and 2 proposals for cooperation agreements; (iii) Compendium of best practices and case studies on institutional structures of water agencies and water frameworks, as well as

manuals and model laws and formulation of country-specific recommendations (The Compendium should be presented in inter-active user-friendly format ready for electronic publishing). (Delivery date: 180 days after the signing of the contract - 20%).

**Product 5: Context-specific Toolkit to improve the legal and institutional IWRM framework in Guyana**, including: a) Policies, Legislative frameworks, and Financing approaches; b) Institutional arrangements (including regulation and enforcement, water supply and sanitation services, coordination and facilitation bodies and coordinated decision making across sectors and scales, water information systems, capacity building, etc.), c) Management instruments and management tools (including assessment, modeling and decision-making, planning and communication among others) based on the relevant national experiences of Amazon countries on water agencies and the assessment carried out under Product 2 (The Toolkit should be presented in inter-active user-friendly format ready for electronic publishing); and **Outline of IWRM training needs** for water professionals in Guyana as an input for the capacity building activities (under Activity 1.2.3 Creating an enabling environment to strengthen IWRM at the national level), in coordination with the Senior Legislation Specialist (Delivery date: 210 days after the signing of the contract - 25%).

## 5. METHODOLOGICAL CONSIDERATIONS

All activities will be carried out in permanent coordination with the National Project Coordination Unit in Guyana, which will serve as an inter-institutional mechanism to coordinate contacts and national efforts in Guyana, in coordination with the PCU and the Senior Institutional Specialist responsible for Output 1.1, and PS/ACTO. The consultant will work under the general supervision of the National Focal Point/National Coordinator and in coordination with the Senior Institutional Specialist for Output 1.1.

This consultancy's planning (including planning and documentation of meetings/workshops and other events) and outputs must be validated/approved by the National Coordinator of Guyana, to ensure national support for the information and the proposed recommendation and reforms.

## 6. TRAINING, QUALIFICATIONS AND EXPERIENCE

### Academic background

- University degree (preferably Master or Doctorate degree) associated with water resources and environmental management or political science, law studies, international affairs with focus on water/environmental policy and management.

### Work experience

- Minimum of 7 years of documented professional experience in water resources and environmental policy/management at the national level.
- Experience in governmental agencies responsible for water resources and environmental management and knowledge of the national institutional and legal framework for IWRM in Guyana.
- Relevant work or research experience in the Amazon basin and other Amazonian countries will be valued positively.
- Knowledge and understanding of key challenges in the water sector, preferably with experience in on-the ground implementation of Water Resources Management projects, policies or initiatives.
- Coordination experience in multinational projects and/or GEF Projects is an asset.
- Experience in knowledge management approaches, technologies, digital platforms and tools in solving knowledge management and community challenges.
- Excellent knowledge of English including writing and oral communication skills.
- Spanish and/or Portuguese knowledge is desirable.

- Good computer skills (Word, Excel, Powerpoint, etc.).

## 7. CLASSIFICATION CRITERIA

The classification will be carried out considering the following parameters:

Professional Experience	80 points
Interview	20 points

### Qualification requirements (eliminary):

No.	Criterion (Yes/No)
1	University degree associated with water resources and environmental management or political science, law studies, international affairs with focus on water/environmental policy and management.
2	Minimum of 7 years of documented professional experience in water resources and environmental policy/management at the national level.
3	Full proficiency in oral and written English

## 8. CONSULTANT'S TRAINING, QUALIFICATIONS AND EXPERIENCE

### Professional experience (up to 80 points)

Specialization/Experience	Profile
University degree associated with water resources and environmental management or political science, law studies, international affairs with focus on water/environmental policy and management (Bachelor degree - 7 points, Master degree - 10 points, PhD - 15 points)	15
Minimum of 7 years of documented professional experience in water resources and environmental policy/management at the national level (7 years - 10 points, each additional year - 1 point up to 15 points).	15
Work experience in governmental agencies responsible for water resources and environmental management and knowledge of the national institutional and legal framework for IWRM in Guyana (work experience of 3+ years - 5 points, research/publications related to IWRM institutional and legal frameworks in Guyana - 5 points).	10
Relevant work or research experience in the Amazon basin and other Amazonian countries.	5
Knowledge and understanding of key challenges in the water sector, preferably with experience in on-the ground implementation of Water Resources Management projects, policies or initiatives (Experience in 2 projects/2 years total - 4 points / research experience/publications - 3 points).	7
Coordination experience in 2 projects related to transboundary water management issues and/or GEF Projects.	5
Experience in use of knowledge management approaches, technologies, digital platforms and tools in solving knowledge management and community challenges.	10
Relevant publications demonstrating water resources planning and research skills - programs, management documents, strategies and/or programs, scientific papers on water resources (2 points per publication - maximum of 10 points).	10
Working knowledge of Spanish and/or Portuguese.	3
<b>TOTAL</b>	<b>80</b>

## 9. DEPENDENCY AND SUPERVISION



The consultant will coordinate and report to the National Project Coordination Unit (NPCU-Guyana) in Guyana, which will provide national guidance, revise and validate all consultancy products, and the Regional Project Coordination Unit at the Permanent Secretariat of the PS/ACTO, which will ensure the consistency of the reports with the regional objectives and workplan of the Amazon Basin SAP Implementation Project (ACTO/UNEP/GEF). The PS/ACTO will approve the products of the consultancy.

The consultant will perform his/her duties within the framework of the annual Workplan.

**10. ADDITIONAL INFORMATION:**

- Candidates must be available to start work at the signing of the contract
- Candidates must be willing and able to travel if required
- Consultancy Fees: US \$ 20,000
- Contract Duration: 7 months
- The amount of fees corresponds to the total to be paid for the consultancy, with no balance remaining.
- The work station will be in Georgetown, Guyana.
- This consulting contract does not establish or imply any relationship of dependency with PS/ACTO.

**11. PRESENTATION OF THE APPLICATION**

Candidates should submit their applications by email attaching a Letter of Expression of Interest and an updated Curriculum Vitae (CV).

**The email should be sent exclusively to the following ACTO email address: [selecao@otca.org](mailto:selecao@otca.org). In the subject of the email you must refer to: SENIOR INSTITUTIONAL SPECIALIST GUYANA - SAP**

Only applications submitted until November 27<sup>th</sup>, 2023, **until 6:00 p.m. Brasilia** will be accepted.