



As of 21 March 2023

**GEF/UNDP/ASEAN PROJECT ON REDUCING POLLUTION AND PRESERVING ENVIRONMENTAL FLOWS
IN THE EAST ASIAN SEAS THROUGH THE IMPLEMENTATION OF INTEGRATED RIVER BASIN
MANAGEMENT (IRBM) IN ASEAN COUNTRIES**

VA/SORB-IRBM/2023-001

Title	STATE OF RIVER BASIN (SORB) REPORTING
Type	International/Regional
Duration	April – December 2023
Closing Date	31 March 2023

BACKGROUND

The GEF/UNDP/ASEAN Project on Reducing Pollution and Preserving Environmental Flows in the East Asian Seas through the Implementation of Integrated River Basin Management (IRBM) in the ASEAN Countries is a 5-year project (2023-2027) with the goal of establishing functional IRBM mechanisms in priority river basins/sub-basins in the six ASEAN Member States (AMS), i.e., Cambodia, Indonesia, Lao PDR, Malaysia, Philippines and Viet Nam, to reduce pollution, sustain freshwater environmental flows and adapt to climate change vulnerabilities.

The PEMSEA Resource Facility (PRF) serves as the Project Implementing Partner, working in collaboration with National Government Partners and River Basin Organizations of the six AMS with UNDP providing a three-tier project assurance function. The project is governed by the Regional Steering Committee, comprising of members of the ASEAN Working Group on Water Resources Management, UNDP, the ASEAN Secretariat, and East Asian Seas Executive Committee.

The Project is designed to improve governance and management arrangements in IRBM and accelerate the required changes in the six AMS in support of national priorities, objectives and commitments to global sustainable development targets using the Source to Sea (S2S) framework. The Project is organized into 4 components with 5 major outcomes and 20 key outputs to achieve the project goal and objective.

Component 1 focuses on the conduct of baseline assessment of S2S management continuum with a targeted outcome of improving understanding of governance, socioeconomic, ecological conditions, gaps and needs of priority river basins/sub-basins and coastal areas. This will be achieved through the establishment of the State of River Basin reporting system to consolidate information coming from administrative, social, economic and environmental sectors for purposes of:

- a) establishing baseline conditions in a river basin/associated coastal area prior to the startup of an IRBM program, including changes that are climate related;

- b) assessing progress, achievements and shortcomings of ongoing IRBM programs by determining changing conditions with respect to governance and social and economic conditions, including gender gaps as well as trends and/or emerging environmental issues; and
- c) developing recommendations for continual improvement of IRBM programs including recommendations on ensuring gender responsiveness and incorporating gender equality, where appropriate for consideration by national and local governments and other relevant stakeholders in each river basin/coastal area.

The preparation of the SORB will be linked with Component 3 where a common set of IRBM governance and management indicators will be developed, adopted and implemented by the six AMS for monitoring and evaluation of progress.

This Terms of Reference has been prepared for an organization/consultant to coordinate and lead the:

- a) preparation of a harmonized set of IRBM governance and management indicators;
- b) development of the SORB reporting guidelines and template, and
- c) conduct of regional training/orientation on the application of SORB reporting system targeting the River Basin Organizations/Project Teams/Working Groups in the six AMS.

SCOPE OF WORK, DUTIES AND RESPONSIBILITIES AND DELIVERABLES

Scope of Work

In coordination with the Regional Project Manager, the Project Technical and M & E Officer and Training and Capacity Development Manager of the Regional Project Management Unit (RPMU) of PRF, the organization/consultant will be responsible for preparing a harmonized set of IRBM governance and management indicators; developing the SORB reporting guidelines and template, and facilitating the conduct of regional training/orientation on the application of SORB reporting system for the River Basin Organizations/Project Teams/Working Groups in the six AMS in collaboration with the National Project Coordinating Units and River Basin Coordinating Units.

Duties and Responsibilities:

Scope of Work 1: IRBM Governance and Management Indicators

- Conduct a desk study of indicators and monitoring and evaluation reporting systems that are being applied at the national, regional and global levels to assess the progress, impacts and benefits derived from Integrated Coastal Management, Integrated Water Resources Management, IRBM projects and programs, such as the Mekong and Red Rivers, as well as ASEAN Strategies and Action Plans, PEMSEA's Sustainable Development Strategy for the Seas of East Asia and Implementation Plan and other Strategic Action Plans for LMEs/regional and sub-regional sea areas, and relevant international instruments, including the UN SDGs and international conventions and instruments such as UNFCCC, CBD Kunming-Montreal Global Biodiversity Framework and the Sendai Framework.

- Prepare a technical report/guide based on the desk study, recommending a list of SMART indicators (e.g., socioeconomic, governance, stress reduction, environmental status, among others) to be used in monitoring, evaluating and improving IRBM planning and implementation. Indicators will be gender specific and can track changes relating to gender equality and women's empowerment, as relevant. The listing will also include guidance on how the indicators can be used and by whom in developing, implementing and managing IRBM programs.
- In coordination with RPMU, validate the IRBM governance and management indicators in selected river basin and update the draft report/guide based on the results of validation.
- In coordination with RPMU, present or disseminate the draft report/guide to relevant organizations and individuals in the six 6 AMS and organizations for review and comment and revise the draft report/guide based on feedback received.
- Submit the final report/guide to RPMU for publication and dissemination to national and local governments, River Basin Organizations and Project Teams/Working groups for inclusion and reference in the baseline assessments of river basins and SORB Reporting.

Scope of Work 2: SORB Reporting Guidelines and Template

- Develop a State of River Basin reporting guidelines and template covering bio-physical, socio-economic, gender, demographic, ecological, governance and management characteristics in the priority river basins, including climate-related issues with PEMSEA Resource Facility's State of the Coasts Guidelines or similar framework being planned or implemented in the ASEAN Region as reference.
- Incorporate the recommended set of harmonized IRBM governance and management indicators from Scope of Work 1 into the SORB template, including methodologies and metrics to be used to collect and analyze data and information for input to the SORB report. Indicators will be sex-disaggregated and gender specific, where relevant.
- In coordination with RPMU, validate the SORB guidelines and template in selected river basin and update the guide and template based on the results of validation.
- In coordination with RPMU present or disseminate the guide and template to relevant organizations and individuals in the six 6 AMS for review and comment and revise the SORB guidelines and template based on feedback received.
- Submit the final Guide for SORB Reporting to RPMU for publication and dissemination to the six AMS to be used as a resource document for planning, implementing, consulting stakeholders, and preparing SORB baseline and SORB progress reports.

Scope of Work 3: Regional Training/Orientation and Technical Support

- Develop a training program, including preparation of training materials for the conduct of regional training/orientation on the application of the SORB reporting for the River Basin Organizations/Project Teams/Working Groups in the six AMS.
- In coordination with RPMU, organize and conduct the regional training/orientation; prepare the summary report and submit to RPMU as part of the documentation of the SORB reporting.
- Provide technical support to the six AMS during the conduct of national orientations and during the course of preparing their respective baseline SORB reports.

Expected Outputs and Deliverables

- Inception Report
- Technical Report/Guide on IRBM indicators
- State of River Basin Reporting Guidelines and Template
- Regional Training Report

WORKING ARRANGEMENTS

Institutional Arrangement

The organization/consultant will be coordinating regularly with the Regional Project Manager with support from the IRBM Project Technical and M & E Officer and Training and Capacity Development Manager to report on progress, address emerging challenges and in seeking approval and acceptance of the above-mentioned outputs.

Duration of the Work

Expected duration of work is from April – December 2023.

Duty Station

The organization/consultant will be home based with regular coordination with the RPMU.

Travel Plan

In the event that the organization/consultant is required to travel to render services, as required under the TOR, associated travel costs will be covered by the RPMU.

Qualifications of the Organization/consultant

- Post Graduate Degree in relevant discipline.
- Relevant work experience and good working knowledge of international, regional, national best practices in integrated river basin management (IRBM), integrated water resources management (IWRM), integrated coastal management (ICM) and other area-based management approaches that complement the Source-to Sea approach.

- Sound understanding of sustainable development, environmental management issues, monitoring and reporting on Multilateral Environmental Agreements and regional agreements and instruments.
- Previous experience in developing, designing and applying regional or national state of environment/state of the coasts reporting or similar monitoring, evaluation and collaborative reporting processes in coordination with partners from the government, international organizations, etc. in Southeast Asia or the wider East Asian Region.
- Relevant experience in leading multidisciplinary teams and dialoguing with a diverse range of stakeholders.
- Fluency in written and spoken English is an advantage.

Financial Proposal

Bidders/applicants should detail the budget plan based on expected outputs, clearly showing logical framework or activity plan to achieve the outputs.

Submission of Tender/Application

Applicants are requested to submit:

1. Duly accomplished **Letter of Confirmation of Interest and Availability**;
2. **Detailed Curriculum Vitae**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the team leader and members.
3. **Brief description** of why the organization/consultant is considered as the most suitable for the assignment.
4. A description of the **methodology**, on how they will approach and complete the assignment.
5. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

Applicants are requested to submit the tender and requirements via email to recruitment@pemsea.org. Kindly indicate the vacancy reference number and title of requirement when applying (in the subject line) by email.

Additional Considerations

Bid applications received after the closing date will not be considered. Only those candidates that are shortlisted will be notified.

For more information on IRBM, please visit www.pemsea.org
