



TERMS OF REFERENCE

FOR SPECIAL SERVICE AGREEMENT

POST TITLE:	Integrated Spatial Planning Consultant
AGENCY/PROJECT NAME:	UNDP Regional Climate Change, Energy, Ecosystem Project (RCCEEP)
COUNTRY OF ASSIGNMENT:	Vientiane, Lao PDR

1) GENERAL BACKGROUND

The Integrated Spatial Planning (ISP) Consultant will provide support in the implementation of selected activities under a Japanese funded small grants project entitled "*Better informed environmental decision making through integrated spatial planning*" project, which is an additional activity to the UNDP Regional Climate Change, Energy and Ecosystems Programme (RCCEEP). The project aims to promote the use of integrated spatial planning in the Asia-Pacific region, with case study activities in Lao PDR.

The project aims to encourage the use of Integrated Spatial Planning as a strategy to strengthen NRM capacity in the public and private sectors. Spatial planning denotes the use of maps and geographic data to visually present information on the location and impacts of human interactions with the natural environment (current and projected). Spatial planning currently plays a key role in: land-use planning including infrastructure and extractive industries (mining, concessions, hydro), natural resource management (NRM), environmental impact assessments (EIA) and Disaster Risk Reduction and Response. However ISP for environmental decision making is often underutilized in Asia-Pacific, due to low technical and financial capacity and inaccurate data sets. While spatial data is available from government, academic institutions, NGOs and the private sector, there are difficulties regarding data accessibility and quality that have affected the development of a functioning market. These include, for example, limited knowledge of data availability; high costs of creating and therefore purchasing spatial data; the transfer of intellectual property rights; and problems regarding data timeliness, validity and coverage.

The project activities will firstly focus on demonstrating the benefits for sound environmental and economic decision making of using Geographic Information Systems (GIS) and spatial planning resources in managing private sector activities and. Through the stimulation of data exchange and demonstration of application of ISP (e.g. ecosystem valuations), the project will directly benefit public and private sector organizations involved in the provision and analysis of spatial data. The aim is to strengthen as a whole the ISP industry and increase its profile as a necessary element of economic decision making for the public and private sector within key sectors.

The project will also assess current ISP capacity and make recommendations to government to address some of the market failures that present barriers to the widespread use of ISP. Furthermore, by promoting market exchange of spatial planning data and services, the project activities will go some way to supporting public sector bodies to finance ISP operations,

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including maintenance of key data sets.

For Lao PDR, a draft report on capacity for Integrated Spatial Planning has been completed following consultation with government, donor agencies and the private sector. This report provides an inventory of current trends, failures and opportunities for spatial planning in Lao PDR including. It also presents a list of several recommendations for improving integration in the spatial planning process in Lao PDR, which can be used as a starting point for further discussion and possible implementation.

In Lao PDR, the consultant will present this report to the Government of Lao PDR and review it with the National Land Management Authority, the other key government agencies involved in spatial planning and land use planning related activities, and other donor organisations. In doing this, the consultant will work the National Land Management Authority to foster a commitment from the key government agencies involved in spatial planning/land use planning related activities to: a) re-establish the National Steering Committee on Geographic Information Systems (GIS) and extend it to cover the entire Integrated Spatial Planning (ISP) process; and b) develop a strategy for ISP, which would consist of clarifications of the roles and responsibilities of those agencies involved and a strategy for organizational, procedural and data integration. The consultant will facilitate stakeholder meetings and workshops in order to do this.

The consultant will also work with the UNDP-UNEP PEI team and the Ministry of Planning and Investment, to implement spatial planning related activities within Output 2 of the UNDP-UNEP Poverty Environment Initiative (see Annex 2 for draft Results and Resources Framework). In line with its primary output objectives, PEI will focus its activities on: i) raising awareness and promoting knowledge sharing of spatial planning resources amongst targeted government partners; and ii) strengthening the capacity of government to use spatial planning resources for the investment planning, negotiation, management and M&E process.

2) OBJECTIVES OF THE ASSIGNMENT

The consultant will be responsible for:

- (1) The effective delivery of the Integrated Spatial Planning project outputs in Lao PDR.
- (2) (S)he will also assist UNDP and government partners with supporting activities outlined under PEI Output 2 - Capacity of national officials to manage investments strengthened, with a particular focus on the use of spatial planning resources.

3) SCOPE OF WORK

Under the overall guidance of the RCCEEP programme manager and in collaboration with the PEI focal points in Lao PDR and at the UNDP Regional Centre in Bangkok, the consultant will perform the following functions:

1. Substantial technical, administrative and logistical assistance to the implementation of the UNDP project '*Better informed environmental decision making through integrated spatial planning (ISP)*', in Lao PDR by supporting NLMA in:



- a. Facilitating meetings with NLMA and key donor agencies to discuss the re-establishment of the GIS/ISP Committee and ISP report contents
 - b. Facilitating meetings with key donor agencies to provide input into the ISP report and comments on the establishment of the GIS/ISP Committee
 - c. Providing technical input into the ISP report and developing a policy advice document
 - d. Providing legal and institutional policy recommendations for government to foster a market for ISP
 - e. Obtaining information the GIS Committee established in 2004 (mandate, representatives, terms of reference, exactly why it did not continue)
 - f. Drafting the mandate and terms of reference for a new ISP Committee or re-structured GIS Committee
 - g. Nominating candidates to be on the Committee (including backstops)
 - h. Organizing the first meeting ISP Committee (agenda, speakers, venue etc)
 - i. Organizing a subsequent meeting and a ceremony for the signing of an commitment from the key government agencies to re-establish the GIS/ISP Committee and develop a strategy for ISP
 - j. Presenting sessions at the ISP meetings if needed
2. Technical, administrative and logistical assistance to the implementation of spatial planning activities outlined under PEI Output 2 - Capacity of national officials to manage investments strengthened, with a particular focus on the use of spatial planning resources.
 - a. Support the delivery of training sessions on using integrated spatial planning resources in development planning, for example to plan and manage investments to minimise negative environmental and social impacts (this can be incorporated into the other meetings and stakeholder events)
 3. Technical input into regional outputs the UNDP project '*Better informed environmental decision making through integrated spatial planning (ISP)*', including advocacy tools and a spatial toolkit being developed from UNDP-RCB

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: 16 November 2009 – 28 February 2010

Duty station: Vientiane, Lao PDR

Expected places of travel: N/A

5) FINAL PRODUCTS

Product 1: Inventory of current trends, failures and opportunities for ISP including (i) industry demand, (ii) supply capacity and (iii) cost recovery mechanisms for public sector ISP facilities

Product 2: Spatial data sets to be used as advocacy tools to encourage (i) widespread use of spatial planning for environmental and economic management within key industries and (ii) spatial data providers to engage with potential users through market mechanisms

Product 3: A set of legal and institutional policy recommendations for government to foster market for spatial planning resources and encourage project replication in other sites.



6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report directly to “*Better informed environmental decision making through integrated spatial planning*” project Manager or his/her designee. The consultant will effectively work with the PEI coordinators and other UNDP staff on a routine basis, both in the UNDP Lao PDR Country Office and at the UNDP Regional Center Bangkok.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Required skills and experience

- Masters degree or advanced degree in GIS/spatial planning and environmental management or other related fields
- A minimum of 5 years relevant professional experience using Geographic Information Systems, including working with government on integrated spatial planning – both training and application
- Professional experience with the application of spatial planning resources in Environmental and Social Impact Assessment desirable
- Professional experience with the application of spatial planning resources in investments or town planning desirable
- In-depth understanding of environmental sustainability issues, and their practical implications for sustainable development
- Previous work experience in Southeast Asia or developing countries
- Excellent GIS skills, including full working knowledge of various GIS platforms such as ArcView and MapInfo
- Excellent oral and written communication skills in English
- Excellent computer skills, including full working knowledge of standard word processing, spreadsheets and presentation software packages
- Experience in communication and outreach

Corporate Competencies:

- A strong understanding of political sensitivities and ability to work positively with all partners in a politically dynamic environment
- Strong interpersonal skills with ability to establish and maintain effective work relationships with people of different national and cultural backgrounds;
- Excellent coordination skills, with ability to work under pressure and handle multiple activities and projects concurrently,
- Ability to work independently and to participate effectively in a team based information sharing environment;
- Knowledge of UNDP, UNEP and the UN system, including the UN common country programming process an advantage;
- Strong communication skills with ability to express ideas clearly, both orally and in writing;
- Fluency in spoken and written English is essential;
- Full computer literacy

8) REVIEW TIME REQUIRED



7-14 working day

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE

PARTIAL

INTERMITTENT

FULL-TIME