



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE

“Minamata Convention: initial assessment in Lebanon” (UNIDO ID 160199)

25 October 2021

1. GENERAL INFORMATION

These terms of reference (ToR) follow the process outlined in the [“Initial guidelines for enabling activities for the Minamata Convention on Mercury”](#) published by the [Global Environment Facility](#) (GEF) <http://www.thegef.org/> in January 2014. They are based on the project document approved by GEF (<https://open.unido.org/projects/LB/projects/160199>) and on discussions with the Ministry of Environment, Lebanon.

1.1. Context

Lebanon ratified the Minamata Convention on Mercury¹ on 13 October 2017. The objective of the Convention is to protect human health and the environment from the adverse effects of mercury. The treaty has a phased approach to reduce, and where possible, eliminate mercury use in key industrial sectors. Provisions of the Convention include deadlines established for supply sources and trade of mercury, mercury-added products, and manufacturing processes in which mercury or mercury compounds are used.

Minamata Initial Assessment (MIA)

The Minamata Initial Assessment (MIA) aims at assisting the country in the future implementation of the obligations contained in this international treaty. To implement the Convention requirements, several barriers must be addressed:

- a) Need to strengthen the institutional capacity to implement the Convention;
- b) Gaps in political and legislative frameworks to support the Convention provisions;
- c) Lack of data on sources of emissions and releases, as well as outdated national inventories of mercury stocks; and
- d) Reduced awareness of health risks associated with mercury and need to strengthen public policies within this sector since occupational safety mechanisms in place are limited to reduce community exposure to mercury.

1.2. Aim of the project and expected results

The overall objective of MIA is to assist Lebanon to enable policy and strategic decision-making and prioritize areas for future interventions. Patterns of mercury consumption and release will be

¹ <https://www.mercuryconvention.org/en/documents/minamata-convention-mercury-text-and-annexes>

assessed, and institutional capacity will be developed and enhanced at the national level in order to reduce the impacts of mercury in human health and the environment.

To reach these objectives, the approved project is structured around the following outputs and outcomes:

Outcome 1. National capacity improved to prepare for implementation of the Minamata Convention

Output 1.1. Institutional gaps identified and national coordination on mercury established

Output 1.2. Review of existing mercury related regulations and identification of needed policy reforms to prepare for implementation of the Minamata Convention completed

Output 1.3. National mercury profile established based on the initial inventory and key sectors identified for intervention and investment to reduce, and where possible eliminate, mercury use, release and emissions

Output 1.4. Dissemination of information among relevant stakeholder groups (academia, public and private sectors and civil society) conducted

1.3. Organizational set-up for implementation of the project

UNIDO will act as the GEF Implementing Agency (IA) for the project. The UNIDO project manager will be responsible of overall monitoring of project activities and if needed, provide technical advice and coordination. UNIDO Project Manager will supervise the execution jointly with the responsible team of the Ministry of Environment in Lebanon, the focal point for Minamata Convention in Lebanon responsible office.

The **Ministry of Environment** will be the main national counterpart assisting with day-to-day coordination of project activities. The Minamata Convention focal point in the Ministry will be responsible for the compliance with the treaty and its provisions and will review and endorse the MIA Report. The Ministry of Environment will also serve as the chair and secretary of the National Steering Committee (NSC).

The **National Steering Committee (NSC)** will be established to provide overall guidance and function as the coordination mechanism of this initiative. The NSC will be comprised of representatives from relevant government entities, UNIDO, and other relevant stakeholders (listed in the Project Document page 7).

The **National Project Coordinator (NPC)** will be recruited by UNIDO. The NPC will assist the Ministry of Environment on a daily basis, will work under the supervision Minamata focal point and UNIDO. He/she will be located in the Ministry of Environment's premises, who will also provide the necessary equipment for daily operation.

A **national entity** (hereinafter referred to as the contractor), will be selected through a competitive bidding process to execute the activities of the project. The contractor will take into account the organizational set up for the implementation of the project as defined in Section 1.3 of these Terms

of Reference. The Ministry of Environment will be the main coordinator of the project, the contractor will be required to work in close collaboration with the Ministry.

2. SCOPE OF THE PROPOSED CONTRACTING SERVICES

In order to fulfil the requirements of these Terms of Reference including drafting the Minamata Initial Assessment country profile for Lebanon, the contractor will establish a Project Management Unit (PMU), and a team of technical experts lead by a team leader. The team leader will be required to work in close collaboration with the Ministry of Environment and the National Project Coordinator.

Output 1.1. Institutional gaps identified and national coordination on mercury established

Activity 1.1.1: Establish a project coordination mechanism and conduct national project coordination meetings

Activity 1.1.2: Establish a national steering committee (NSC)

Activity 1.1.3: Identify institutional capacity gaps and barriers

Activity 1.1.4: Organize capacity development workshops and training

The Ministry of Environment, will establish national steering committee (NSC) as a committee comprised of technical and policy experts and UNIDO in order to provide coordination and guidance for the implementation of the different activities and decision making in reference to the implementation of the project.

The contractor, in close collaboration with Ministry of Environment, will organize a start-up workshop at the inception of the project to discuss the activities.

As a result of the start-up workshop, establish 9 working groups (covering the Minamata Convention articles listed below a) to i)), each with a responsible organization or team, will be tasked to perform legislation and policy review (Output 1.2) and to collect data for the initial national inventory (Output 1.3).

- a) Mercury supply sources and trade, including import and export procedures (Article 3)
- b) Mercury-added products (Article 4)
- c) Manufacturing processes in which mercury or mercury compounds are used (Article 5)
- d) Artisanal and small-scale gold mining (Article 7)
- e) Emissions to the atmosphere (Article 8)
- f) Releases to land or water (Article 9)
- g) Storage (Article 10)
- h) Waste management (Article 11)
- i) Contaminated sites (Article 12)

The contractor will be responsible to set deadlines for the working groups supervise, and monitor their progress in order to ensure timely completion of the legislation and policy review (Output 1.2) and the inventory (Output 1.3).

In order to ensure effective implementation of the Convention through coordinated actions from institutions and stakeholders, the contractor will be required to identify the relevant government ministries, agencies and institutions, non-government institutions and private sector stakeholders, as well as their respective roles and responsibilities regarding future obligations under the Convention and invite them to the working groups.

This assessment will focus on the institutional and capacity needs required to implement all provisions of the Convention (articles 3 to 21), with a particular attention on systems needed to report to the Convention (article 21).

The contractor will organize and provide training to the main project stakeholders, including national consultants and members of the Ministry of Environment, the PMU and the NSC. The training will focus on increasing the level of knowledge and awareness on mercury, its impact on health and the environment, the Minamata Convention, and the MIA process.

Deliverables linked to output 1.1
<ol style="list-style-type: none"> 1) Evidence of the establishment of a coordination mechanism and <ul style="list-style-type: none"> ▪ Report on conduction of start up workshop ▪ Report(s) of the national project coordination meeting(s) or, including proposed way forward, participants list (name, function, gender, contact details), no later than 3 months from the starting date of the contract. 2) Assessment report on the institutional capacity gaps and barriers to prepare for implementation of the Convention. No later than 6 months from the starting date of the contract. 3) Capacity building workshops and training report(s), including agenda, list of participants (name, function, gender, contact details), training evaluation sheets filled in. No later than 8 months from the starting date of the contract.

Output 1.2. Review of existing mercury related regulations and identification of needed policy reforms to prepare for implementation of the Minamata Convention completed

Activity 1.2.1: Evaluate existing structures, policies, strategies, laws and regulations in comparison with the requirements of the Minamata Convention on mercury

Activity 1.2.2: Sensitize policy makers regarding policy gaps and the importance of including mercury in the national legal framework

Activity 1.2.3: Prepare a list of needed mercury related regulations while considering the vulnerabilities of the different gender groups

Activity 1.2.4: Prepare national draft legislation to implement the Minamata Convention

The contractor will be responsible to collect information according to output 1.2 and subsequently, in consultation with the NSC, identify the necessary policy reforms to fulfill the requirements of the Minamata Convention.

For each of the provisions of the Convention (articles 3 to 21), the policy and regulatory measures in place and, for binding provisions, identify outstanding regulatory measures needed to ensure compliance .

The contractor should mobilize relevant stakeholders in the assessment of the national mercury regulatory and policy framework to increase their awareness on policy gaps, which need be addressed, especially with regard to the vulnerabilities of different gender groups.

The information compiled by the contractor will subsequently be analyzed by the working groups under the supervision of the contractor in order to identify the policy and regulatory changes needed

to ensure compliance with the future obligations under the Convention. The document entitled “*Minamata Convention Initial Assessment Report - Suggested Structure and Contents*” provides tools to support the implementation of this activity and recommends the inclusion of its outcome in the “*Minamata Convention Initial Assessment Report*”.

Special attention will be paid to the vulnerabilities of different gender groups when identifying the policy and regulatory changes needed. The use of the two documents entitled “*Guidance for Identifying Populations at Risk from Mercury Exposure*” and “*Chemicals Management – The Why and How of Mainstreaming Gender*” is recommended.

Deliverables linked to output 1.2
<ol style="list-style-type: none"> 1) A gap analysis report of existing structures, policies, strategies, laws and regulations. No later than 6 months from the starting date of the contract. 2) A Report on the activities of capacity building for policy makers on the importance of including mercury in the national legal framework. No later than 6 months from the starting date of the contract. 3) List of needed mercury-related regulations. No later than 6 months from the starting date of the contract.

Output 1.3. National mercury profile established based on the initial inventory and key sectors identified for intervention and investment to reduce, and where possible eliminate, mercury use, release and emissions

Activity 1.3.1: Conduct national capacity training on the mercury inventory toolkit (level 2)

Activity 1.3.2: Establish a web-based inventory tool for centralized data collection and reporting

Activity 1.3.3: Collect data for the initial national mercury inventory and its compounds (mercury emissions and releases sources, vulnerable actors, among others)

Activity 1.3.4: Draft initial national mercury inventory

Activity 1.3.5: Identify key sectors for intervention

Activity 1.3.6: Develop national action plans

The mercury inventory and identification of emissions and resources will cover the following categories:

- Identify emission sources of mercury to air;
- Identify release sources of mercury to land and water;
- Provide an overview of the initial inventory of mercury in the following categories:
 - a) Stocks of mercury and/or mercury compounds, including an assessment of current storage conditions as well as an evaluation of potential storage needs in the future once the Convention is implemented;
 - b) Supply of mercury, including sources, recycling activities and quantities;
 - c) Relevant sources of mercury emissions and releases;
 - d) Sectors that use mercury or mercury compounds and the amount per year, including in manufacturing processes, for the production of mercury-added products and ASGM; and,

- e) Trade of mercury and, mercury containing compounds as well as the import and export of mercury-added products.

The [Toolkit for Identification and Quantification of Mercury Releases Level 2](https://www.unep.org/explore-topics/chemicals-waste/what-we-do/mercury/mercury-inventory-toolkit), (<https://www.unep.org/explore-topics/chemicals-waste/what-we-do/mercury/mercury-inventory-toolkit>) (hereafter referred to as the *Toolkit Level 2*) is the main tool to collect data for the establishment of a national mercury profile. In order to build the capacity of representatives from the private sector, professional associations, ministries and other stakeholders in the use the *Toolkit Level 2*, a dedicated training will be organized by the contractor

The Ministry of Environment, in coordination with the NSC, will support the contractor to identify the relevant technicians (hereinafter referred to as national experts) that will attend the capacity building activities on the methodology.

Training should be held for a minimum 25 experts and for a minimum of five days and should be organized with a degree of flexibility, depending on the national requirements, several training sessions may be organized back-to-back (in total the number of days of training will be 5 days). Bidders should also allow flexibility to allow either in person, or online sessions. The final decision will be made together with the UNIDO Project Manager and the Ministry, based on national regulation regarding travel and in person groups events related to Covid -19.

On site training is the preferred option. In case in person training cannot be held, training could be held on line. Savings from in person training can be utilized to supplement the overall aim of the proposed contract. Bidders are invited to include in their proposal a sound and realistic COVID-19 contingency plan an alternative use of the funds budgeted for the cost of in person training.,

The national experts will be responsible of collecting the data (under supervision of contractor) for the inventory from the working groups and drafting the initial national mercury inventory. The selection of the experts nominated by the Ministry of Environment will ensure the proper technical expertise in the following areas: i) energy and industrial processes, ii) health and products containing mercury, including medical devices, and iii) waste and contaminated sites.

The national experts will complete the preliminary data collection (supervised by contractor) and will provide the first draft report on the national inventory that will be reviewed by the contractor and the Ministry of Environment.

The contractor will elaborate the data from the inventory and will identify areas for future intervention to ensure compliance with the Minamata Convention. The National Strategy will be discussed with relevant national stakeholders before being finalized and adopted by the National Steering Committee and the Ministry of Environment.

The contractor will be in charge of drafting the MIA according to the inventory and its analysis including intervention plans and defining the date of implementation of an action plan derived from the MIA. The draft MIA should be reviewed and endorsed by the Ministry of Environment before being transmitted to UNIDO.

The draft Minamata Convention Initial Assessment Report will consist of the results of the different activities undertaken during the MIA. The following structure, taken from document [Minamata Convention Initial Assessment Report - Suggested Structure and Contents](#)

(<https://www.undp.org/publications/undp-minamata-initial-assessment-guidance>), is strongly recommended:

- a) Introduction;
- b) National Background Information;
- c) Mercury Inventory and Identification of Emissions and Resources;
- d) Policy, Regulatory and Institutional Framework Assessment;
- e) Identification of Populations at Risks and different levels of impact, as well as Gender Dimensions;
- f) Awareness/Understanding of Workers and the Public; and Existing Training and Education Opportunities of Target Groups and Professionals;
- g) Implementation Plan & Priorities for Action.

Deliverables linked to output 1.3
<p>1) Report on the national mercury inventory training <i>Toolkit Level 2</i>, including:</p> <ol style="list-style-type: none"> a) Training agenda; b) List of training participants with contact details and gender; c) Training evaluation sheet filled in by participants. <p>2) Additional tools and methods developed to collect data for the national mercury inventory, if applicable.</p> <p>3) Evidence of the recruitments of the national experts, incl. names, contact details and definitions of roles and responsibilities.</p> <p>4) Preliminary national mercury inventory report. No later than 10 months from the starting date of the contract.</p> <p>5) Draft Minamata Initial Assessment Report. No later than 12 months from the starting date of the contract.</p>

Output 1.4. Dissemination of information among relevant stakeholder groups (academia, public and private sectors and civil society) conducted

Activity 1.4.1: Develop communication materials taking into account the impacts of mercury and its compounds, as well as the vulnerability of different gender groups

Activity 1.4.2: Organize and conduct awareness raising campaigns and workshops adapting time and location of the events to different gender groups' needs

The contractor is required to develop a dissemination strategy to share the findings of the project. This strategy will be complemented by the development of appropriate outreach materials. These tools will in particular focus on the impacts of mercury and vulnerability of different gender groups.

The contractor will provide technical assistance on the interpretation of results throughout the project, creation of outreach materials and presentation techniques.

The contractor is expected to organize and conduct information sharing and dissemination events/workshops to report and share the findings of the MIA. All relevant stakeholder groups should be invited and represented. At least two (2) events/workshops are expected.

The events should include in particular a module to raise awareness on the health and environmental effects of mercury. All relevant stakeholder groups, such as academia, public and private sectors, and population should be invited and represented. The use of media to reach a broader audience is encouraged. Further information sharing to complement the events is expected to be carried out by the contractor.

Deliverables linked to output 1.4
1) Dissemination strategy and materials. No later than 6 months since the starting date of the contract.
2) Awareness raising campaign and workshop reports, incl. participants list (name, function, gender, contact details) and media coverage, if applicable. No later than 12 months from the starting date of the contract.

3. TIME SCHEDULE AND REPORTING

3.1. Time schedule

The contract will have an estimated duration of fourteen (14) months.

Activity	2021		2022											
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.1.1														
1.1.2														
1.1.3														
1.1.4														
1.2.1														
1.2.2														
1.2.3														
1.2.4														
1.2.5														
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1.3.2														
1.3.3														
1.3.4														
1.3.5														
1.3.6														
1.4.1														
1.4.2														

3.2. Progress Reports

The contractor is requested to undertake the described activities and submit contract related progress reports in English to UNIDO, on semi-annual basis.

Wherever applicable, all reports should describe details of project activities completed based on the Terms of Reference, and should include, but not be limited to, the following sections:

- a) Details of meetings/trips/trainings reports and their associated agendas, materials, list of participants, audiovisual material, etc. (as applicable);
- b) Photos and testimonies obtained during the inventory;
- c) Specific findings and conclusions; and,
- d) Detailed financial report based on original budget allocation (inclusive of expenditures, co-financing data and proposed budget re-allocation).

All deliverables should be submitted as attachment to the semi-annual progress reports.

UNIDO will evaluate the progress report and deliverables where applicable and reply with comments, if any, in the subsequent two weeks after document reception.

All the expenses incurred during the contract and their compliance with the contract budget should be reported.

Additionally, the contractor will quarterly report or held meetings with the Ministry of Environment to inform on the progress of the different activities and key milestones of the project.

4. LANGUAGE AND QUALIFICATION REQUIREMENTS

4.1. Project personnel

The contractor will identify a project team leader and the implementation team. The team leader should have the following qualification requirements:

- Proven track record in the management of projects involving various chemicals under Multilateral Environmental Agreements;
- Experience and understanding of the Toolkit 2 for Identification and Quantification of Mercury Releases or other similar methodologies; and
- Advanced Engineering, Economics or Management degree (with specialization in environmental engineering, health and environmental engineering, environmental health, environmental sciences, expertise & treatment in environment, pollution prevention and Public Health and Development Sciences) at the master's level with at least 5 years of working experience in any of the above fields relating to environment protection and Public Health.

There should be one person on the team responsible for ensuring gender mainstreaming into the project activities and outputs. This person will need to complete a basic online course on gender mainstreaming (UNIDO will provide the link in due course). The contractor will also be requested to ensure a gender balanced team and in the first progress report inform on efforts made to this effect.

The contractor can engage experts from the Ministry of Environment for short-term assignments when specific technical information would be required.

4.2. Language requirements

The key personnel provided will be required to working knowledge of Arabic and English (both written and spoken). All reports requested in these Terms of Reference will be submitted to UNIDO in English. The MIA Report will be produced in both Arabic and English.

5. CONTENT OF THE PROPOSAL

The contractor is requested to present a proposal with information including, but not limited to, the following:

- a) General data including:
 - Complete contact details of the contact person for this project including address, telephone, email address;
- b) Evidence of qualification requirements: (Please also see Appendix 2, Qualification Requirements and Evaluation Criteria):
 - Description of past experience in which the contractor is, or has been, involved in the management of similar projects in the last four (4) years. Reference to projects covering other chemicals under the corresponding Multilateral Environmental Agreements should also be included.
 - Detailed description of activities to be undertaken by the contractor to ensure the provision of services detailed in Section 2, as well as the budget allocated.
 - Work plan for the implementation of the activities related to these terms of reference with at least the following information:
 - Detailed timeline for the execution, providing dates related to key activities;
 - Number of work-months needed to supply the services required.
 - CVs of key project personnel assigned to the implementation of this contract; with details of the qualification requirements. **Please note:** If necessary UNIDO can assist in identifying a qualified trainer that will provide the Toolkit 2 Training. In this case bidders should reserve a minimum of **USD 16,000** for the training from the available budget.
- c) Detailed and itemized cost breakdown by outputs and activity as identified in Appendix 3 (e.g. expert fees, travel costs, development of training materials, etc.);
- d) Any other relevant information to demonstrate the capacity of the contractor to provide the services presented in these.
- e) Suitable training facilities in order to hold the training.