**Terms of Reference**

**for a local consultancy company to prepare a background paper on Public Participation (PP) in the Climate Action Plan (CAP) elaboration process**

**in the context of the GIZ-Project**

**‘Capacity Development for Climate Policy in Western Balkan, Central and Eastern Europe, and Central Asia’**

**PN: 2012.9213.5-004.01**

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| **Technical Advisor:** | Martina Kolb and Ilka Starrost, GIZ |
| **Location:** | Georgia |
| **Languages Required:** | English |
| **Expected Duration of Assignment:** | 25 August, 2017 – 10 October, 2017 |

1. **Background**

**Public participation (PP)** is a process that directly engages the public in decision-making. PP offers an opportunity to engage for those who have an interest or stake in an issue, such as individuals, interest groups, communities. PP in environmental decision-making, referring to any process of decision-making where significant environmental impacts are consulted with the public, is playing an increasingly important role in the protection of the environment. Encouraging the stakeholders to share their views can contribute to an increased public acceptance of decisions taken regarding the implementation of environmental policies. PP contributes to social consensus through conflict mitigation; process of decision-making whereas the final decision becomes transparent and legitimate; prevention of adverse environmental consequences of the decisions; identifying additional solutions in environmental policy-making.

The international framework on environmental PP emerges from the United Nations Conference on Environment and Development (UNCED) in 1992 (principle 10) and Agenda 21 (UN Action Plan with regard to sustainable development) both calling for increased public participation in EDM. While the United Nations Framework Convention on Climate Change (UNFCCC, Article 6) as well as the Kyoto Protocol (Art. 10) and Paris Agreement (Art. 12) stress on the importance of PP under the UNFCCC process, the United Nations Economic Commission for Europe Convention on Access to Information, PP in Decision-Making and Access to Justice in Environmental Matters (The Aarhus convention), is the overarching international legal instrument which shapes the aspirations of PP.

Georgia ratified the Aarhus Convention in 2000 imposing certain obligations on Georgia. In order to ensure the effective implementation of the Aarhus Convention, it is expedient to revise national legislation to improve relevant procedures. This is coordinated by MoENRP’s International Relations Division.

On behalf of the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMUB), the project ‘Developing Capacities for Alignment with the EU Climate Targets in the Eastern Partnership Countries’ (EaP Climate) is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The project is part of the BMUB-financed Regional Program “Capacity Development for Climate Policy in the Western Balkan, Central and East Europe, and Central Asia.” The project aims at strengthening the capacities of national institutions for implementing climate-related directives in the AA and creating synergies with the existing commitments on climate change.

Currently, the project supports MoENRP in the elaboration of a ‘Climate Action Plan’ (CAP) as one of the mechanisms to operationalize Georgia’s National Intended Contribution (NDC). It is envisaged that the CAP is developed and implemented with a participatory approach to ensure the inclusion of relevant stakeholders in the process. Based on the project operational planning conducted jointly with the MoENRP, the implication of the Aarhus convention in the light of CAP development has been identified as one of the key activities of EaP Climate in 2017.

* 1. **Objective**

Under the supervision of EaP Climate and the Regional GIZ program ‘Capacity development for climate policy in Western Balkan, Central and East Europe, and Central Asia’, the objective of this assignment is to elaborate a background paper analyzing the Aarhus convention and to provide the recommendations to the MoENRP for involving public in the CAP elaboration process.

The local consultancy will complete the following tasks:

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| **Elaboration of a background paper analyzing the Aarhus Convention and its implications for the CAP.** | |
| Tasks | Timeline |
| Identifying and collecting relevant documents and policies that need to be considered for the background paper | By beginning of September, 2017 |
| Analyze existing stakeholder engagement in the climate change policy-making processes in Georgia.[[1]](#footnote-1) | By beginning of September, 2017 |
| Elaboration of a draft background paper including recommendations on how to set up an institutional structure to foster stakeholder engagement in the CAP building process, taking account of the Aarhus convention. | By mid- September, 2017 |
| Presentation of a draft background document to MoENRP, EaP Climate and (possibly) other stakeholders for further discussion and decision making. | By end of September, 2017 |
| Elaboration of the final background paper | By beginning of October, 2017 |

* 1. **Reports/deliverables and timeframe**

**Deliverables:**

* Participation in up to two stakeholder meetings to present and discuss the background paper
* A presentation which includes information on the draft background paper;
* A final Background paper including all work results, recommendations, feedback/comments from the partner and other stakeholders together with an executive summary. The paper will be elaborated in English and contain up to 10 pages in word format. Necessary templates will be provided by EaP Climate.
* A short assignment report and workshop documentation. The report is expected to contain up to 2 pages and be provided in English in word format. Template will be provided by EaP Climate.

**Timeline of Deliverables:**

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| **Key Milestones** | **Due date** |
| 1. Assignment starts | 25 August, 2017 |
| 1. Identifying and collecting the relevant document and policies that need to be analysed. | 4 September, 2017 |
| 1. Overview of existing stakeholder engagement | 11 September, 2017 |
| 1. Submission of the draft background paper to EaP Climate and MoENRP | 18 September, 2017 |
| 1. Presentation of the draft background paper during a stakeholder workshop | 25 September, 2017 |
| 1. Submission of an assignment report and workshop documentation to GIZ EaP Climate and MoENRP. | 06 October, 2017 |
| 1. Submission of the final version of the background paper. | 10 October, 2017 |

All deliverables shall be prepared in English and sent to Martina Kolb ([martina.kolb@giz.de](mailto:martina.kolb@giz.de)), Gvantsa Gverdtsiteli ([Gvantsa.gverdtsiteli@giz.de](mailto:Gvantsa.gverdtsiteli@giz.de)) and Ilka Starrost ([ilka.starrost@giz.de](mailto:ilka.starrost@giz.de)), Head of the Regional Program “Capacity Development for Climate Policy in the Western Balkan, Central and East Europe, and Central Asia”.

1. **Working Modalities**

* The experts will directly support the climate change office under MoENRP to ensure ownership and learning-by-doing;
* The experts will work in close coordination with the local EaP Climate Team under direct supervision of the EaP Climate Project Manager;
* Overall supervision for the assignment is provided by the EaP Climate Project Manager and Ilka Starrost (Head of the Regional Program “Capacity Development for Climate Policy in Western Balkan, Central and East Europe, and Central Asia)
* In addition, the experts will work in close coordination with other national and international stakeholders as they might deem necessary and useful for an effective implementation of the assignment. GIZ will provide support identifying relevant stakeholders and will provide all relevant available documents.

1. **Number of working days**

It is expected that the work will be carried out in up to 7 consultancy days in the framework of the timeline set above through deskwork and attending workshops.

1. **Consultancy qualifications**

The expert/s working for this assignment under the hired company, will have the following combined qualifications:

* Georgian National, fluent in Georgian and English;
* At least a Master’s degree in Development Management, Environmental Management, Political Science or Economics or similar topics;
* At least 3 years’ experience in working in good governance, public management, environmental and/or climate change relevant sectors;
* Broad knowledge in public participation principles in national/international decision-making;
* Being familiar with (I)NDC and LEDS process;
* At least 4 years of experience of international development cooperation and capacity building activities.

1. EaP Climate project will provide an overview of the stakeholder map. [↑](#footnote-ref-1)