**ANNEX I**

**TERMS OF REFERENCE FOR THE CONSULTANT**

**Programme No. XB/0187: PRO-SEAS Project**

**Component 1: Outcome 1.1- 1.1.1 National Action Plans (NAPs) to address SBMPL in selected countries updated, with identification of activities and priorities that would benefit from project support for implementation in alignment with project components, outcomes and outputs.**

**WBS Element No. XB/0187-XX-XX-XX-2290**

**Introduction**

1 The OceanLitter Programme is implemented by the International Maritime Organization (IMO) and the Food and Agriculture Organization of the United Nations (FAO) and has three projects: GloLitter Partnerships Project, Regional Litter Project and the Plastic Reduction in the Oceans: Sustaining and Enhancing Actions on Sea-based Sources (PRO-SEAS) Project. The PRO-SEAS project is funded by the Global Environment Facility (GEF).

2 The PRO-SEAS project is assisting 4 countries in reducing and preventing sea-based sources of marine plastic litter (SBMPL) from the maritime transport and fisheries sectors. It is achieving its objectives by focusing on a number of areas identified in the recently adopted IMO Action Plan to address marine plastic litter (MPL) from ships, and in complementary actions as identified by FAO, including supporting the provisions of the Voluntary Guidelines for the Marking of Fishing Gear (VGMFG). PRO-SEAS will additionally help prepare beneficiary countries and regions for the implementation of the international legally binding instrument on plastic pollution, including in the marine environment currently being negotiated by the UN Member states.

3 As contemplated by the PRO-SEAS Project Document, the project requires an update to the Country Status Assessment and National Action Plan developed under the GloLitter Partnerships Project. This consultancy will require close working relationships between the National Focal Point (NFP) and the National Task Force (NFP). Global templates and guidance documents developed by the Project Coordination Unit (PCU) will be used as the main guiding resources. This is a home-based assignment.

**Objectives**

4 The Consultant, in their capacity as home-based National Consultant, shall provide advice, assistance and reports to the NFP and PCU and shall undertake the following specific activities within the objectives aforementioned:

1. Activity 1: Draft - Update the Country Status Assessment Report
   1. Review the PRO-SEAS Country Baseline Report prepared by the country in cooperation with the PCU, NFP and NTF.
   2. Assist the NFP and the NTF to prepare and provide the PCU with a draft Updated Country Status Assessment Report on SBMPL. This report shall be developed based on the PRO-SEAS Baseline Report and using the template provided by the PCU. To achieve this activity the Consultant shall:
      1. organize meetings with NFP and NTF, and if necessary other key stakeholders (maritime, fishing, environmental, waste management and others) to collect required information with specific reference to shipping, fisheries and waste management;
      2. assign tasks to the NTF members related to the development of the Updated Country Status Report;
      3. following the template assist the NFP in identifying any gaps in the current legal and policy framework that hinder implementation of the international regulations on MPL in the country;
      4. review, circulate and complete relevant questionnaires regarding gaps in legal, policy and institutional frameworks. This must identify and list priority actions to fill gaps and remove barriers to implement the IMO Action Plan and the FAO VGMFG and effectively reduce MPL from the shipping and fishery sectors as well as on waste management, and;
      5. gain the endorsement of the NTF of the Updated Country Status Assessment Report and forward the draft report to the PCU for comments. There may be several draft iterations.
2. Activity 2: Draft - Updated National Action Plan
   1. Following the approval of the Updated Country Status Assessment Report by the NFP and relevant agencies (if required), the Consultant shall support the development of the draft Updated National Action Plan (NAP) and shall:
      1. Organize meetings with NFP and NTF, and if necessary other key stakeholders (maritime, fishing, environmental, waste management and others) to collect required information with specific reference to shipping, fisheries and waste management and closely coordinate with NFP in the performance of the respective assigned tasks;
      2. include and define in the Updated NAP, policies and strategies on how to nationally deal with SBMPL, and
      3. support the development of the realistic timeframe of the Updated NAP ensuring that roles and responsibilities in the implementation of the Updated NAP are assigned and the resources required are identified.
3. Activity 3: Final - Updated Country Status Assessment Report and Updated National Action Plan
   1. Considering the comments from the PCU, assist the NFP and the NTF to provide the final version of the Updated Country Status Assessment Report on MPL to the PCU; and
   2. Taking into account the comments from the PCU, assist the NFP and the NTF to provide the final version of the Updated NAP on SBMPL to the PCU.
4. Activity 4: National Task Force Meetings
   1. Assist the NFP in organizing NTF meetings, actively participate in such meetings;
   2. Render advice to the NTF on matters which contribute to facilitating the conduct of meetings convened by it, including but not limited to preparation of the agenda and recording the proceedings/preparing minutes of the meeting; and
   3. Provide the PCU with copies of the NTF meeting minutes, translated into English, if necessary, as part of the bi-monthly Progress Report and the Final Report.
5. Activity 5: General Project Support
   1. Provide advice to the NFP and participating agencies on operational and technical aspects related to the priority IMO conventions and FAO instruments and directly contribute to the development of an effective policy system for their implementation;
   2. Assist the NFP to identify, gather and collate materials/documentation on current rules and procedures to be used in the development of rules and regulations related to the selected IMO conventions and to draft the necessary procedures to support their implementation;
   3. Liaise with the NFP and contribute to the organization of any National Workshops and actively participate in this exercise;
   4. Coordinate closely with NFP in the performance of their respective assigned tasks;
   5. Undertake any other tasks in their area of expertise as might be required by the NFP and the PCU;
   6. Bi-monthly progress update to the PCU on the results of the NTF Meetings and progress of the activities undertaken pursuant to the NAP and Country Status Assessment Report, and;
   7. Final Report to the PCU at the end of this consultancy summarizing services provided and the results of the activities undertaken which includes the minutes of the NTF meetings, translated if necessary.

**Reporting**

5 IMO should be provided with an electronic copy of the progress reports. The Consultant shall be required to submit progress reports approved by the NFP on the activities above as per the following deadlines to [Ms.](mailto:ggurban@imo.org) Tamar Barabadze, Project Manager[, Technical Cooperation and Implementation Division, IMO](mailto:ggurban@imo.org). The progress reports shall be prepared in English using software compatible with Microsoft Office.

| **Deliverable** | **Due date** |
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| 1. Activities 1 and 2: Draft Updated Country Status Assessment Report and the Draft Updated National Action Plan | xxxxx |
| 1. Activity 3: Final Updated Country Status Assessment Report and the Final Updated National Action Plan. | xxxxx |
| 1. Activities 4 and 5: General Project Support: 2. Bimonthly Progress Update      1. Final Report | Every other Friday until end of contract  xxxxx |

6 The Consultant shall also include in their report contribution recommendations on the identification of potential future candidates for the IMO eRoster of consultants.

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