



Request for Proposal (RFP)

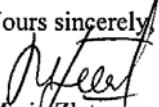
Date: 20 July, 2007

Dear Sir/Madam,

Subject: RFP for the Assignment “Develop a National Training Program Package on Integrating Global Environmental Objectives into Regional Development Policy and Spatial Planning in Bulgaria”

1. You are requested to submit a proposal for the development of a Training Program Package of high international and national standard, for the integration of the objectives of the UN conventions on biodiversity, climate change and desertification into regional development and spatial planning processes in Bulgaria, in cooperation with an international entity as per enclosed Terms of Reference (TOR).
2. To enable you to submit a proposal, attached are:
 - i. Instructions to Offerors(Annex I)
 - ii. General Conditions of Contract.....(Annex II)
 - iii. Terms of Reference (TOR).....(Annex III)
 - iv. Background Information on the Training Program Package(Annex IV)
 - v. Proposed Curriculum and Work Plan by the International Entity... (Annex V)
 - vi. Proposal Submission Form(Annex VI)
 - vii. Price Schedule (Annex VII)
 - viii. Letter of Commitment(Annex VIII)
 - ix. Template for the Assignment Proposal(Annex IX)
 - x. References(Annex X)
 - xi. List of Abbreviations (Annex XI).
3. Your offer comprising of technical proposal and financial proposal, in separate sealed envelopes, should reach the following address no later than **10 September, 2007, 17:30 hrs.**

United Nations Development Programme
25 Khan Krum Str., Sofia 1040, Bulgaria
Attention: Mrs. Lene Jespersen, UNDP Resident Representative a.i.
4. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.
5. You are requested to acknowledge receipt of this letter and to indicate whether or not you intend to submit a proposal.

Yours sincerely

Maria Zlatarova
Officer-in-Charge

Instructions to Offerors

A. Introduction

1. General

This Request for Proposal (RFP) is part of the project “*Integrating Global Environmental Issues into Bulgaria’s Regional Development Process*” (short title - *RIO Conventions Project*), which aims at promoting a proactive integration of global environmental issues into the very process of regional and local development in Bulgaria. Background information on the project is included in Annex III – Terms of Reference.

Proposals are solicited from Bulgarian legal entities only that commit to include the Training Program Package in their on-going training/academic activities after it is developed, following the necessary procedures for its certification/accreditation in Bulgaria.

2. Cost of Proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal. The UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

3. Contents of Solicitation Documents

Proposals must offer services for the for the total requirement for elaboration of a Training Program Package (TPP) of high international and national standard, containing three different types of training courses¹, for the integration of UNCBD, UNFCCC, UNCCD² objectives into regional development and spatial planning processes in Bulgaria, following the specific requirements, set in the ToR (Annex III), the Background Information (Annex IV), Proposed Curriculum and Work Plan by the international entity (Annex V) and Template for Assignment Proposals (Annex IX) of this Request for Proposal. The elaboration and testing of the TPP shall be performed in cooperation with an international partner already identified by the project³. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror’s risk and may affect the evaluation of the Proposal.

4. Clarification of Solicitation Documents

¹ The three training courses shall cover the same general topics and will only differ in the duration of the trainings (i.e. an introductory course (at least 2 days); the “core” training course (app.10 days to be conducted over a period of 3-4 months); and a semester long academic course at Bachelor or Masters’ level.

² UNCBD, UNFCCC, UNCCD - United Nations Convention on Biological Diversity, United Nations Framework Convention on Climate Change, United Nations Convention to Combat Desertification, respectively.

³ The original RFP for IE search, as well as final results from the selection process can be accessed from the Assignments section at the following web site: <http://www.rioconventions.org>.

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UNDP entity in writing at the organisation's mailing address or fax number or email address indicated in the ToR.

5. Amendments of Solicitation Documents

At any time prior to the deadline for submission of Proposals, the procuring UNDP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing, via email, of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring UNDP entity may, at its discretion, extend the deadline for the submission of Proposals.

C. Preparation of Proposals

6. Language of the Proposal and RFP

The RFP documents are available in English and Bulgarian. In the event of any discrepancy between the Bulgarian and English variants of the RFP, the English shall govern.

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and UNDP shall be written in English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

7. Documents Comprising the Proposal

The Proposal shall comprise the following components:

- (a) *Proposal Submission Form*⁴ as per Annex VI;
- (b) *The Proposal itself* – the Offeror shall structure the operational and technical part of its Proposal as described in Annex IX (Template for Assignment Proposals);
- (c) *Price Schedule* (Annex VII) completed in accordance with clauses 3 and 4.
- (d) *Letter of Commitment*⁵ (Annex VIII) stating that the subcontractor commits to include the training program package in their portfolio of training/academic courses on offer after it is developed, following the necessary procedures for its certification/accreditation in Bulgaria.

⁴ In case a consortium of organizations applies, the Proposal Submission Form and the Price Schedule are signed only by the leading organization, which assumes responsibility for the overall implementation of the contract as per submitted work plan and budget.

⁵ In case a consortium of organizations applies, the Letter of Commitment shall be signed by the organization that shall include the TPP in their portfolio of training/academic courses and programs after it is developed (if different from the SC).

8. Proposal Prices

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

9. Proposal Currencies

All prices shall be quoted in **US dollars**.

10. Period of Validity of Proposals

Proposals shall remain valid for sixty (60) days after the date of Proposal submission prescribed by the procuring UNDP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UNDP entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring UNDP entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

11. Format and Signing of Proposals

The Offeror shall prepare **two paper copies** of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern.

The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorised to bind the Offeror to the contract.

In addition, **one electronic copy (on a CD or diskette)** of the proposal should be attached to the "Original Proposal", clearly marked as "Electronic Copy". The electronic copy should contain only two separate files – the Price Schedule and the Original Proposal containing all annexes and forms, clearly entitled as such. In the event of any discrepancy between the electronic and paper copies, the paper original shall govern.

12. Payment

UNDP shall effect payments to the Contractor upon achievement of the corresponding milestones and approval by UNDP, as stated in the Terms of Reference.

D. Submission of Proposals

13. Sealing and Marking of Proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

- (a) The outer envelope shall be:
- addressed to:

UNDP
Sofia 1040, Bulgaria
25 "Han Krum" Str.
Attention: Mrs. Lene Jespersen, Resident Representative a.i.

- marked with:
"RFP: "Develop a National Training Program Package on Integrating Global Environmental Objectives into Regional Development Policy and Spatial Planning in Bulgaria"

(b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 2 (*Proposal template*) above, with the copies duly marked "Original", "Copy" and "Electronic". The second inner envelope shall include the Price schedule duly identified as such, also in two copies marked "Original" and "Copy".

Note. If the inner envelopes are not sealed and marked as per the instructions in this clause, UNDP entity will not assume responsibility for the Proposal's misplacement or premature opening.

14. Deadline for Submission of Proposals

Proposals must be received by the procuring UNDP entity at the address specified under Clause *Sealing and Marking of Proposals* **no later than 10 September 2007, 17:30h.**

The procuring UNDP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with Clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring UNDP entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

15. Late Proposals

Any Proposal received by UNDP entity after the deadline for submission of proposals, pursuant to clause *Deadline for the Submission of Proposals*, will be rejected.

16. Withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the procuring UNDP entity prior to the deadline prescribed for submission of Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

E. Opening and Evaluation of Proposals

17. Opening of Proposals

The procuring entity will open the proposals in the presence of a Committee formed by the procuring UNDP entity.

18. Clarification of Proposals

To assist in the examination, evaluation and comparison of Proposals, UNDP may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

19. Preliminary Examination

The Committee will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Committee will determine the substantial responsiveness of each proposal to the Request for Proposal (RFP).

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

20. Evaluation and Comparison of Proposals

The proposal will be evaluated through a two-stage cumulative analysis, where the total score is obtained upon the combination of weighted technical and financial attributes. A two-stage procedure is utilised in evaluating the proposals:

In the First Stage, an evaluation of the technical proposal is being completed prior to any price proposal being opened and compared. The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (ToR). The price schedule of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 100 points in the First Stage of the evaluation.

In the Second Stage, the price proposals of all qualifying Offerors (i.e. those, who have attained a minimum 70% score in the First Stage of the evaluation) will be opened. The contract will be awarded on the basis of a weight scoring system, whereby the technical proposal will have a weight of 0.7 and the price proposal will have a weight of 0.3.

The weighted score will be ascertained based on the formula:

$$B = \frac{C_{low}}{C} (0.3) + \frac{T}{T_{high}} (0.7)$$

Where

C = Evaluated bid price

C_{low} = The lowest of all evaluated bid prices among responsive bids

T = The total technical score awarded to the bid

T_{high} = The Technical Score achieved by the bid that was scored highest among all responsive bids

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm / Organisation submitting Proposal	30%	30					
2.	Proposed methodology and Work Plan	35%	35					
3.	Personnel	35%	35					
Total			100					

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of Firm / Organisation Submitting Proposal

Form 2: Proposed Work Plan and Approach

Form 3: Personnel

Note: The score weights and points obtainable in the evaluation sheet are tentative and should be changed depending on the need or major attributes of technical proposal.

Technical Proposal Evaluation Form 1		Maximum Points obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of Company / Organisation Submitting Proposal							
1.1	Reputation of Organisation in training/academic programs development and delivery (Competence / Reliability)	10					

1.2	Institutional, technical and HR capacity which is likely to affect and support implementation of the activities	10					
1.3	Past experience in implementing both national and international projects focusing on legal and institutional aspects: <ul style="list-style-type: none"> - integrated resource management - urban development & spatial planning - public administration training - impact assessments - capacity building 	10					
Total for Form 1:		30					

Technical Proposal Evaluation Form 2		Maximum Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Proposed Methodology and Work Plan							
2.1	Does the proposed methodology meet the specifications of the assignment?	5					
2.2	Have the important aspects of the assignment been addressed in sufficient detail in the proposed work plan and are the presented roles and division of work-load between the BE and IE logical, realistic and promise efficient implementation to the project?	10					
2.3	Has the Offeror demonstrated a clear vision about how the future delivery and certification/accreditation of the TPP can be achieved?	10					
2.4	Has the Offeror presented in a logical and realistic manner how the TPP should be developed and tested in cooperation with the IE?	10					
Total for Form 2:		35					

Technical Proposal Evaluation Form 3		Maximum Points Obtainable	Company / Organization				
			A	B	C	D	E
Personnel							
3.1	General qualification of involved BE personnel	5					
3.2	Are the scope of the work and responsibilities of the involved personnel of the BE well defined?	15					
3.3	Do the scope of the work, responsibilities	15					

	and specific qualifications of the involved BE personnel correspond to the assignment ToR?						
	Total for Form 3:	35					

F. Award of Contract

21. Award Criteria, Award of Contract

The UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser’s action.

UNDP will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

22. Signing of the Contract

Within 5 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.

General Conditions of Contract**1. LEGAL STATUS**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNDP or the United Nations and shall fulfil its commitments with the fullest regard to the interests of UNDP.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material

or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

- (i) Name UNDP as additional insured;
- (ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNDP;
- (iii) Provide that UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide UNDP with satisfactory evidence of the insurance required under this Article.

9. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNDP shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared

or collected in consequence of or in the course of the execution of this Contract. At the UNDP's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNDP in compliance with the requirements of the applicable law.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of UNDP or the United Nations in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

- 13.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNDP, shall be treated as confidential and shall be delivered only to UNDP authorised officials on completion of work under this Contract.
- 13.2 The Contractor may not communicate at any time to any other person, Government or authority external to UNDP, any information known to it by reason of its association with UNDP which has not been made public except with the authorisation of UNDP; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1 Force Majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.
- 14.2 In the event of and as soon as possible after the occurrence of any cause constituting Force Majeure, the Contractor shall give notice and full particulars in writing to UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by Force Majeure. On receipt of the notice required under this Article, UNDP shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.3 If the Contractor is rendered permanently unable, wholly, or in part, by reason of Force Majeure to perform its obligations and meet its responsibilities under this Contract, UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.
- 15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimise losses and further expenditures.
- 15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNDP may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNDP of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

- 16.1 **Amicable Settlement.** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 **Arbitration.** Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. TAX EXEMPTION

- 18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use.

19. CHILD LABOUR

- 19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.
- 19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20. MINES

- 20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilised in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980. Bidders will make a formal written statement regarding this requirement.
- 20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the authorised official of UNDP.

TERMS OF REFERENCE**Subcontractor for Implementation of the Assignment
“Develop a National Training Program Package on Integrating Global Environmental
Objectives into Regional Development Policy and Spatial Planning in Bulgaria”****I. Objective**

The purpose of these Terms of Reference is to arrange the roles and responsibilities between the international entity (IE) and a Bulgarian Subcontractor (SC) in order to ensure an efficient and well coordinated approach to the implementation of the assignment. The main objective under the assignment for the SC is to support the IE contracted for the development of a Training Program Package (TPP) and to give inputs into the collection of training materials and manuals and as well as to take the leading role in the delivery of the pilot “core” training course based on the TPP.

II. Background

The GEF-funded and UNDP implemented Rio Conventions Project (RCP) (full title: *Integrating Global Environmental Issues into Bulgaria’s Regional Development Process*) aims at promoting a proactive integration of global environmental issues into the very process of regional and local development, as well as spatial planning, both of which are managed by Ministry of Regional Development and Public Works (MRDPW). This would be achieved by developing the capacity of MRDPW and Ministry of Environment and Water (MoEW) to integrate global environmental objectives into the regional and local development policies and practices, as well as into spatial planning documents. The project shall run from Nov, 2006 till June, 2010.

In achieving its major outcomes, RCP aims to develop a training program on how to integrate the UNCBD, UNFCCC, UNCCD⁶ objectives into regional development and spatial planning processes. The training program will cover mainstreaming of global environmental policy objectives into urban and rural development planning. It will also provide the trainees with the methodology on how to adequately assess and report on achievement of obligations of UNFCCC, UNCBD, UNCCD in regional development or spatial planning processes, as well as in the planning and implementation of EU Structural Funds. The training will also include development of basic skills on using geographic information systems (GIS) relevant to regional and spatial planning processes. It will take into consideration European trends and policies in the fields of infrastructure development, environment, competitiveness and cohesive communities. Once trained, the trainees should have the capacity to act as resident mentors/trainers for other governmental staff working at central, regional and local levels. An initial group of key MRDPW staff and experts from Preventive Activities Directorate at MoEW and from pre-selected municipalities will be trained and will provide input into the design of the final version of the training program. The training program will pay specific attention to SEA, EIA and Natura 2000 assessments, and will also focus on the use of a uniform set of indicators which can provide guidance for measuring the contribution of regional development policy, spatial planning and EU structural funds towards meeting global environmental objectives.

⁶ UNCBD, UNFCCC, UNCCD - United Nations Convention on Biological Diversity, United Nations Framework Convention on Climate Change, United Nations Convention to Combat Desertification, respectively

III. Duration of the assignment

The assignment is expected to have a duration of no more than 12 months from the signing of the contract. The exact assignment duration shall be agreed between the subcontractor and UNDP on the basis of the timeframe suggested in the assignment proposal submitted to UNDP, by the subcontractor, in response to its Request for Proposals (RFP).

IV. Scope of work

The Subcontractor (SC) shall undertake the following activities:

- Based on the draft Memorandum of Understanding (or similar type of document) between the IE and SC, prepared by the IE, make comments and agree on a final version, which, after an approval by the UNDP, shall be signed. (*in English*).
- Participate in a preparatory kick-off meeting together with the IE in the beginning of assignment implementation.
- Assist the IE in the preparation of an Inception Report which outlines the assignment's inception phase, as well as details about the future activities to be undertaken. The report should clearly specify the agreed divisions of roles and responsibilities between the SC and the IE, as well as an updated activity time-table having in mind the ToR for the IE and SC (*in English*).
- Assists the IE, according to requests made by the IE, in the process of review and selection of relevant documentation needed for the development of the Training Program Package, as well as high quality training curricula, manuals and examination papers, especially on the adaptability and relevance of the TPP to the Bulgarian circumstances (e.g. Strategic, Regional and Local planning, EIA, SEA, Natura 2000 assessment regulations and practice).
- Based on a review of the indicator systems in place for the Bulgarian national regional development strategy and the regional development plans, assist IE in the identification and selection of a set of indicators for review and monitoring of progress under the three conventions UNCBD, UNFCCC and UNCCD to be included into the TPP.
- Together with the IE, and based on the initial "core" course curriculum, drafted by the IE, take part in the preparation of an expanded and updated version of that curriculum (in the English language) with reference to the Bulgarian training and academic experience. After the updated curriculum is tested in a pilot "core" training course, the SC shall participate in the development of final training curricula for the introductory, "core" and academic courses of the TPP (in the English language).
- Assist the IE in the development of three training manuals of the Training Program Package (in the English language), which will be developed for the three training courses – introductory, core and academic.
- Together with the IE, develop an initial set of examination papers to be used in the evaluation of trainees taking part in the pilot "core" course.
- Translate into Bulgarian the initial set of curricula, training materials and examination papers related to the pilot delivery of the "core" training course.
- Assist the IE in the preparation of a Midterm Report on the assignment's progress, including main achievements and results, assignment's benchmarks and upcoming work schedule (*in English*).
- Provide a suitable training venue and equipment, and with the active support of IE, deliver a pilot "core" training course (up to 10 days) *in Bulgarian* to a group of app. 15 trainees. BE shall follow the approved curriculum, prepared in cooperation with the IE, and apply the developed methodology of the TPP on that course, including the timing of the separate sessions, tests and assignments and the materials for practical exercises and self-study.

- Assist the IE in the preparation of a Report on the implementation of the pilot “core” course, prepared by IE, which includes feedback from the trainees on the content, methodology, practical exercises etc. (*in English*).
- Based on feedback from the trainees, assist the IE in the review and update of the final version of the TPP, including in the upload of training curricula, manuals and a set of examination papers on an interactive web site developed by the IE.
- Translate into Bulgarian the final versions of the curricula, manuals and examination papers of the TPP (for introductory, core and academic courses)⁷.
- Based on the final TPP and the experience from the pilot testing of the “core” course, prepare and submit a proposal for a Cooperation Agreement (or similar type of document) with UNDP for the delivery of the “core” training course to 120 trainees (public officials to be selected by the Project) over a two-year period (including a time-line and a list of necessary documentation). The Agreement should be accompanied by a proposal (with an approximate time-line) for the certification of the core training course and accreditation of the academic course and a strategy on how potential donors can be approached for leveraging the implementation costs.
- Assist the IE in the preparation of a Final Report for the assignment (including main achievements, results and problems during the assignment) (*in English*).

V. Outputs of the Contract⁸:

5.1 Signed Memorandum of Understanding (MOU) (*in English*)

5.2 Input to Inception Report (*in English*)

5.3 Input to Midterm Report (*in English*)

5.4 Input to Initial Training Program Package (*in English*)

5.5 Report on “core” training course implementation (*in English*)

5.6 Input to Final Report (*in English*)

5.7 Final version of the developed Training Program Package (*in English*)

5.8 Translation into Bulgarian of final versions of the curricula, manuals and examination papers

5.9 A proposal for a Cooperation Agreement with UNDP for the delivery of the “core” training course to 120 trainees (*in English and Bulgarian*).

VI. Terms and conditions for the provision of the contractual services

- The Subcontractor will liaise with the Rio Conventions Project Manager, and will coordinate the exact timing of the Subcontractor’s activities with the Rio Conventions Project Manager.
- The Subcontractor will submit deliverables to the Rio Conventions Project, and will get clarifications from the Rio Conventions Project.
- The Subcontractor will adhere strictly to all deadlines agreed upon with the Rio Conventions Project.
- The Subcontractor shall conduct it self in a professional and ethical manner, and will ensure that none of the Subcontractor’s actions have an adverse effect on the Rio Conventions Project.

⁷ Translation budgets should be based on an estimate of 150 pages in total, which also includes the translation of the initial set of materials for the pilot delivery of the “core” course. Translation in excess of the mentioned amount, as well as costs for final editing, printing and distribution of translated materials, shall be borne by the Project.

⁸ Primary responsibility for finalization of Outputs 5.1 to 5.7 lies with the IE. However, the SC should provide input to all of them as requested by IE. Provided input is subject to approval by both IE and UNDP.

VII. Payment terms for the Contract

The Subcontractor will be paid **15 percent** of the overall cost upon the signing of the contract, **40 percent** of the overall cost upon the submission and approval of the Midterm Report and the initial Training Program Package, **30 percent** of the overall cost upon submission and approval of the report on “core” training course implementation. The remaining **15 percent** cost will be paid upon Rio Convention and UNDP approval of the Final Report and the final version of the developed Training Program Package.

VIII. Skills and Qualifications of the Subcontractor

The Subcontractor should be a legal entity registered in Bulgaria⁹ which has as its main scope of activities the design and delivery of training and/or academic programs.

The SC should have institutional capacity and experience (including international) in the development of professional educational programs and courses, preferably in the cross cutting area of regional development (RD) and global environment (GE). The SC (or a member of the consortium) should possess an accreditation¹⁰ in a field of specialization relevant to the current ToR, issued by the National Evaluation and Accreditation Agency¹¹ (NEAA).

The SC should demonstrate expert capacity and experience in areas such as: (i) Bulgarian and EU regional development, spatial planning, sustainable development and environmental policies; (ii) impact assessments i (iii) development and use of indicators with respect to programs planning, monitoring and evaluation; (iv) use of GIS in urban development and spatial planning processes; (v) integrated planning of natural resources use. The Subcontractor should furthermore have a high degree of familiarity with UNFCCC, UNCBD, UNCCD Conventions.

The Subcontractor should possess outstanding communication, drafting, analytical and information processing skills and work in close cooperation with the IE based on mutual respect and active communication.

IX. Other requirements:

1. Technical requirements to the SC:

- To provide a computer lab with at least 10 work stations with GIS program licenses for half a day training according to the timetable of the pilot “core” training course;
- To ensure that every member of the SC team have a permanent internet connection and an account in Internet communication devise (e.g. Skype) agreed upon between the BE and IE;
- To designate a contact person who would liase with the IE and UNDP regarding day-to-day implementation and periodic reporting on the assignment;

2. Requirements to the expert members of SC:

- To be fluent in English;
- To be experienced in development and teaching of educational and training programs and courses;

⁹ The SC may choose to submit a proposal alone or in a consortium with organizations in order to satisfy the technical and institutional requirements. In case a consortium of organizations applies, all of the consortium members should be Bulgarian entities.

¹⁰ Or demonstrate that it is in a process of obtaining such an accreditation and indicate by when it is expected.

¹¹ www.neaa.government.bg

- To have preferably at least one publication in areas related to the subject matter of the assignment
- To have past experience in the implementation of donor funded projects in areas related to the subject matter of the assignment and/or SEA, EIA and similar assessments and studies;
- To be team players able to work in a multinational and multicultural environment.

X. Requests for Clarification

A prospective Offeror requiring any clarification of the Solicitation Documents may do so in writing at the following mailing address or fax number or email address:

Natalia Dimitrova
Project Manager
Rio Conventions Project
Ministry of Regional Development and Public Works
17-19 Cyril and Methodius Str.fl. 6, room 601, 1202 Sofia
Phone/Fax: +359.2.9405575
Email: natalia@rioconventions.org

Background Information on the Training Program Package

Rio Conventions Project Document

The Rio Conventions Project Document provides the key guidance to towards the purpose and content of the training programme which is to be developed under this assignment. Generally speaking, the project is to address capacity barriers at the individual level that inhibit global environmental mainstreaming. A baseline analysis has identified critical capacity weaknesses related to the lack of skills, methodologies, knowledge and information on how mainstreaming can be achieved. This applies to those individuals who manage regional development and spatial planning processes, as well as to the broader group of stakeholders in regional development. Also, there are deficiencies in the indicator system that is used to monitor and report on implementation of regional development and spatial planning, i.e. when regions report on regional development, this reporting does not specifically include progress in terms of achieving global environmental objectives. Because of this, the Rio Conventions Project need to develop the appropriate capacities and put in place a knowledge management system for mainstreaming of global environmental commitments.

The project will do this in part by developing a training programme on how to integrate the UNCBD, UNFCCC, UNCCD objectives into regional development and spatial planning processes. The training program will cover mainstreaming of global environment into urban and rural development planning and will provide the trainees with the methodology on how to adequately assess and report on achievement of obligations of UNFCCC, UNCBD, UNCCD in the regional development or spatial planning processes, as well as in the planning and implementation of EU Structural Funds. The training will also include development of basic skills on using GIS system. It will take into consideration European trends and policies in the fields of infrastructure development, environment, competitiveness and cohesive communities.

Once trained, the trainees should have the capacity to act as resident mentors/trainers for other governmental staff working at central, regional and district levels. An initial group of key MRDPW staff and experts from the EIA&EA¹² Department at MoEW will be trained, and through this, provide input into the design of the final version of the training program. This “review” and input are essential in order to ensure that not only EA procedures are adequately integrated, but also the training is pragmatic and relevant. It is expected that such a process will ensure that MRDPW staff, as well as other ministries’ staff which shall be trained later, are fully trained in all requirements of the EA process, so that incorporation of EA process becomes an integrated, rather than separate process.

Aside from paying specific attention to SEA, EIA and Natura 2000 assessments, the training programme will also focus on the use of a uniform set of indicators which can provide guidance for application and measuring the contribution of regional development policy and spatial planning towards meeting global environmental objectives. These indicators will be drawn from the nascent indicator systems of the Bulgarian national regional development strategy, the indicators from the regional development plans and other national documents, as well as from relevant EU Regulations¹³, guidance and experience of the GRDP project (e.g. experience of Puglia Region in Italy). Sustainability indicator systems of UN, EU countries, OECD and others need to be taken into consideration. A layer of selected indicators related to

¹² Ecological Assessment (EA) is the official legal term used in Bulgaria for Strategic Environmental Assessment (SEA).

¹³ E.g. European Council Regulation # 1260/99 on use of monitoring indicators in the programming and evaluation processes for Structural Funds.

the global environmental conventions will be suggested, based on the Bulgarian national reporting requirements relevant to the three conventions, as well as indicators used by the Global Environment Facility in the related focal areas.

Scope of the Training Programme Package

The Training Programme Package is to consist of three related training courses all of which cover the same general topics and which only differ in the duration of the trainings (i.e. an introductory course (1-2 days); the “core” training course (app.10 days to be conducted over a period of 3-4 months); and a semester long academic course at Bachelor or Masters’ level.

The “core” training is seen as the primary task under the assignment and is to train ministry staff (MRDPW, MoEW) and other experts who are working on planning, implementation and monitoring of plans and programmes related to regional development. As the trainees are all part of ministerial workforce it will be inconvenient to hold training sessions lasting more than 2 days. In addition, training sessions which appear too close to one another would have the potential to disrupt the daily work of ministerial staff and would, thus, be a disincentive to participate in the trainings. Because of this, it is considered prudent to hold the different training sessions over a period of 3-4 months and to keep the individual training sections down to a maximum of two day-training.

A key component of the “core” training course is that the trainees should, upon completion of the course, be able to act as mentors/trainers for ministerial staff with whom they work. In other words, the quality of the training should be very high providing the trainee with sufficient information, examples and practical knowledge to enable him/her to effectively share his/her new knowledge. It is therefore important that the course has a *final exam* and a certification. Passing the final exam and obtaining the certificate should guarantee that the trainees who have passed the training program are capable and able to engage in a peer-to-peer type of trainings and transfer of knowledge.

The “core” training should have the right balance of theory, case studies and practical exercises, and should cover the general topics outlined below. Based on the “core” training course a “light” 1-2 days introductory course should be prepared. This introductory course should highlight the key messages of the “core” training. The introductory course should fit the needs of the particular group of trainees: for key governmental decision-makers at middle and upper management level, it should stress on the importance and relevance of integrating environmental concerns into regional and spatial planning; for senior municipal planners it should provide introduction to global environmental issues in general.

The academic course should also be based on the “core” training course which principally would consist of app. 80 (or more) hours of training. The development of the academic course is seen as expanding on the practical exercises, as well as including more in-depth analytical assignments and submission of case papers.

The Training course documentation

To support the training a series of materials have to be developed and should include as a minimum power-point presentations supporting all the training sessions for all three courses listed above (Scope of the Training Programme Package), as well as trainee manuals for the “core” and “academic” training courses providing additional background material. The training materials should also ensure that the trainee has a full and an in-depth understanding of the individual sessions and should contain an outline for further suggested reading for the “core” and “academic” training courses, which will encourage the trainees to engage in

further self-studies. Further, for the “core” and “academic” training courses materials for practical exercises and case-studies also have to be developed.

Content of training courses

All the courses mentioned in this ToR shall focus on the integration of environment protection including UNCBD, UNFCCC, UNCCD objectives into regional development and spatial planning processes, as well as planning and implementation related to EU Structural Funds.

The training should consist of the following general sections:

- **Background section:** This section should give the trainee general knowledge about the international agreements and initiatives, including the three Rio Conventions, as well as EU legislation directives and initiatives related to the cross-cutting area of sustainable development and environment protection. The trainee should also become familiar with how these EU and international agreements that Bulgaria is signatory to are transposed into the national legislature, as well as the reasons for this. It is expected that this section will primarily be based on presentations but also that group discussions should be encouraged.

(Note: the list of topics to be discussed presented below should not be considered static, nor complete, but should act as a guidance and as a reference for what the training should contain).

- **The tool box section:** The tool box section should provide the trainee with sufficient knowledge of the main tools commonly used in ensuring the integration of environment protection, including UNCBD, UNFCCC, UNCCD objectives, into regional development and spatial planning processes, as well as planning and implementation related to EU Structural Funds. Key assessment processes such as Natura 2000 EIA and SEA (in Bulgaria called EA) should be a main component of the section. In this, it is naturally important to mention the actual on-the-ground assessments, but the trainees should obtain a full understanding of the overall process, as well as why this process is important to ensure sustainable development. In addition, the trainees should gain the skills needed for developing, implementing, monitoring and reporting on national, regional and local plans, as well as programmes for regional development and spatial planning. In this connection, knowledge of how to identify indicators and how to use commonly used (by EU, the Conventions GEF etc.) indicators, is of essence. It is expected that this section will be based on presentations but also that group discussions should be encouraged and practical exercises aimed at further the understanding shall be utilized
- **Practical skills section:** This section has to give the trainees the possibility to use what they have learned in the previous two sections in practical and applicable training exercises. The practical skills section does not need to be a separate section but could be integrated into the previous two sections. It is, however, important that the trainees will gain the confidence in using the information from the two previous sections to conduct work-related exercises. It is also important that the trainee has gained the practical expertise to be able to communicate and act as a mentor (during the provided training) at his/her workplace. In this connection, the main practical exercise is expected to be where the trainees demonstrate how they would approach the subject of incorporating sustainable development and the UNCBD, UNFCCC, and UNCCD objective into the regional development and spatial planning processes. It is expected that group discussions and practical exercises aim at further understanding of the issues involved, as the main tool in this section.

- **Self-evaluation and testing section:** This section has to provide the trainee with an opportunity to review how he/she perceives and how he/she can use the newly acquired knowledge in the daily work, as well as identify areas where more training is needed. This section should also consist of a final exam where the capacity and knowledge of the trainee is tested and evaluated. This testing will also assist in the evaluation of the overall training course.

Main points to be covered by the training course

Background section:

History, Definition, Principles and Milestones of Sustainable Development

- Setting the stage - what happens when it goes wrong
- The road to Rio
- Conference on Environment and Development (UNCED) and its main outcomes with specific focus on Agenda 21 and its social and economic dimensions including strengthening the role of major groups
- World Summit on Sustainable Development (WSSD)
- UN-HABITAT – United Nations Human Settlements Program

The Rio Conventions

- The United Nations Convention on Biological Diversity (UNCBD)
- The Cartagena Protocol on Biosafety
- The United Nations Framework Convention on Climate Change (UNCCC)
- Kyoto Protocol
- The United Nations Convention to Combat Desertification (UNCCD)
- Regional implementation Annex for Central and Eastern Europe
- Bulgaria and the Millennium Development Goals (goal 7)
- Bulgaria and the National "Capacity 21" Program

Other international conventions and treaties Bulgaria is a party to

- Aarhus Convention
- Convention on the Conservation of Migratory Wild Species
- Convention on Environmental Impact Assessment in a Trans-boundary Context
- Convention on Protection of the Black Sea from Pollution
- Vienna Convention on the Protection of the Ozone Layer
- Wetlands protection

EU trends and policies towards integrating SD and environment protection into regional development and spatial planning

- Lisbon Strategy:
- Gothenburg strategy
- Agenda 2000
- New Cohesion Policy 2007 – 2013 (Third Cohesion Report)
- 5th European Environmental Action Programme
- 6th European Environmental Action Programme
- Thematic Strategy on the Urban environment
- Natura 2000

Bulgaria's implementation of commitments and requirements towards integrating sustainable development and environment protection into regional development and spatial planning

- Bulgarian policy as an EU member state (Chapter 9: Transport policy; Chapter 13: Social policy and employment; Chapter 14: Energy; Chapter 16: Small and medium-sized enterprises; Chapter 21: Regional policy and co-ordination of structural instruments; Chapter 22: Environment; Chapter 23: Consumers and health protection; Chapter 28: Financial control and Chapter 29: Financial and budgetary provisions)
- How is this transposed into the national legislation? (could be partly a training exercise) (Regional Development; Spatial planning; Cadastre and property register; Housing; Technical infrastructure – road and water sector; Land use; Environment; Forestry; Agriculture and Biodiversity)?

Review of the planning processes in Bulgaria

- Chapter 21: Regional policy and co-ordination of structural instruments – requirements
- Regional Development Act
- Spatial Planning Act
- National Strategy for Regional Development
- National Development Plan
- National Regional Development Operational Program
- Regional Development Plans
- District Development Strategy
- Municipal Development Plan
- Ex-ante evaluation

The tool box section:

The process and requirements of the “Environmental Assessment” and how understanding the process and requirements can lead to better and more cost-effective planning.

- Purpose of establishing the context for the SEA (Screening, setting the objectives, identifying stakeholders) and where does planners at national regional and local levels have input and how.
- Purpose of implementing the SEA (scoping, collecting baseline data, identifying alternatives, identifying how to enhance opportunities and mitigate impacts, quality assurance and reporting) and where does planners at national regional and local levels have input and how.
- Purpose of informing and influencing decision making (making recommendations in dialog with stakeholders) and where does planners at national regional and local levels have input and how.
- Purpose of monitoring and evaluation (monitoring and evaluating implementation) and where does planners at national regional and local levels have input and how.

The process and requirements of the “Environmental Impact Assessment” and how understanding these process and requirements can lead to better and more cost-effective planning.

- Purpose of project screening and where does planners at national regional and local levels have input and how.
- Purpose of project scoping and where does planners at national regional and local levels have input and how.
- Purpose of prediction and mitigation and where does planners at national regional and local levels have input and how.

- Purpose of management and monitoring and where does planners at national regional and local levels have input and how.

The process and requirements of the “Natura 2000 Assessment¹⁴” and how understanding the process and requirements can lead to better and more cost-effective planning.

- Purpose of “Stage One: Screening¹⁵” and where does planners at national regional and local levels have input and how.
- Purpose of Stage Two: Appropriate assessment and where does planners at national regional and local levels have input and how.
- Purpose of Stage Three: Assessment of alternative solutions and where does planners at national regional and local levels have input and how.
- Purpose of Stage Four: Assessment where no alternative solutions exist and where adverse impacts and where does planners at national regional and local levels have input and how.

In what way do the Natura 2000 EIA and SEA (EA) differ?

The use of indicators and why they are important

- Where are indicators used and why
- Internationally recognized indicators (EU, GEF, Conventions etc) related to the environment protection which also covers the UNCBD, UNFCCC and UNCCD objectives
- How to collect and report on information provided by the indicators.
- The use of sample “indicator sheets” for projects, plans and programmes.

Indicators based on technologies such as Geographic Information Systems and remote sensing systems

- Examples of technology based indicators
- Pros and cons of technology based indicators and “non-technology” based indicators
- Basic introduction to use of GIS (using free GIS Software, CORINE land cover data (Bulgaria) and other accessible data)

The importance of ToRs in ensuring on-the-ground implementation of sustainable development and environment protection concerns

- Key elements of Natura 2000 Assessment, EIA and SEA (EA) TORs
- Key elements of ToRs aimed at contractors and consultants implementing projects plans and programmes with completed Natura 2000 Assessment, EIA and SEA (EA).

Practical skills section

Sustainable development and environment protection a topic for all Bulgarians

- To what extent the legislative or regulatory framework, as well as institutional capacity, enable or hinder the effective implementation of SD initiatives
- Mechanisms for coordinating the participation of different stakeholders in the planning and implementation of the initiatives for sustainable development
- Recommendations on how to improve the process of planning and setting the specific objectives of the country in terms of protecting the environment and addressing problems in the economic and social spheres.

¹⁴ Assessment of plans and projects significantly affecting Natura 2000 sites.

¹⁵ Stage One is the term used in the EC document “Assessment of plans and projects significantly affecting Natura 2000 sites”.

Key areas to address when integrating global sustainable development concepts into regional development and spatial and urban planning

(Regional policy, Physical (spatial) planning policy, Cadastre, Housing policy, Water sector (infrastructure), State property development, Concessions, Roads (highways), Coastal zone management – Beaches, Mountain areas development, Decentralization and cooperation on regional and local level, Effective use of pre-accession instruments).

Review of examples of the Bulgarian strategic and legislative framework on how well they take into consideration sustainable development and the Rio Conventions etc.

- Strategies (National Regional Development Strategy, Local Sustainable Development Strategy (Local Agenda 21), Integrated Coastal Zone Management Strategy, Mountain Areas Management Strategy, Strategy on the sustainable use of natural resources, Thematic Strategy on the prevention and recycling of waste, Thematic Strategy on the Sustainable Use of Pesticides, Sustainable water management and river basin management)
- Legislation (Law on Access to Public Information, Law on Territorial Planning, Law on Regional Development, Law on Energy and Energy Efficiency, Law on Water Resources, Law on Protection from the Harmful Impact of Chemical Substances and Products, Law on Protected Territories, Law on biodiversity – Action plan on biodiversity protection, Natura 2000- Steps for the establishment of Natura 2000 in Bulgaria, Law on Energy efficiency, Law on Limiting the Harmful Impact of Waste on the Environment, Law on Forestry, The Law on Farmland Conservation, Law on Air Quality, Law on Medicinal Plants, Ordinance N 4 on Environmental Impact Assessment)
- Regulations (Rules and procedures for issuing integrated permits for construction, operation of new and for the operation of existing industrial installations and facilities (Dir96/61/EC, Decree of the COM No 62, 12.03.2003), Organization of the National Scheme for environmental management and audit (EC Reg/761/2001, Decree of COM No 61, 12.03.2001), Regulation No 3, 15.05.2003 on the Organization of the national eco-labeling scheme (Regulation EC//1980/2000))
- Strategies (National Sustainable Development Strategy, Local Sustainable Development Strategy (Local Agenda 21), Integrated Coastal Zone Management Strategy, Mountain Areas Management Strategy, Strategy on the sustainable use of natural resources, Thematic Strategy on the prevention and recycling of waste, Thematic Strategy on the Sustainable Use of Pesticides, Sustainable water management and river basin management)

Incorporate sustainable development and the UN CBD, UNFCCC, and UNCCD objectives into the regional development and spatial planning processes.

Possible example areas:

- Strategic planning (National Strategy for Regional Development, District Development Strategies and spatial planning schemes (NUTS 3))
- Planning and programming (National Operational Programme for Regional Development, Regional development plans, Municipal development plans)
- Spatial planning (National Spatial Strategy, Sectoral Spatial Strategies, Municipal Spatial Scheme, Urban planning documents)

Possible areas of concern:

- water supply and sewerage in residential areas
- decreasing of urban pollution
- improving the urban infrastructure and the physical urban environment
- economic development area
- social development field
- management of the settlements and municipalities

- capacity-building and institutional development.

Self-evaluation and testing section:

Questions to be raised and addressed (Individual self-assessment)

- How do I ensure that I fully consider sustainable development and environment protection, including the Rio conventions, in my daily work on (legislation, regulations, orders, rules, guidelines, instructions, methodologies, correspondence, distribution of information, co-ordination, decision making)?
- Do I need more training to be able to fully engage in ensuring that I integrate sustainable development and environment protection, including the Rio conventions into my daily work?

Final exam

Draft Summary Curriculum and Work Plan proposed by the International Entity

The teaching approach of the selected IE to the development of the Training Program Package includes the following overall objectives, teaching methods, learning outcomes and an initial outline of the “core” training curriculum

I. Overall objectives:

- Develop an understanding of the institutional, legal, and conceptual evolution of sustainable development;
- Develop detailed understanding of the Rio Conventions, including their key objectives and how they relate to each other;
- Develop an understanding of EU policies and frameworks to promote sustainable development;
- Develop an understanding of and knowledge about strategies and tools (EIA, SEA, Natura 2000 assessment) for the integration of the global environmental objectives into other sectoral policies
- Develop an understanding of Bulgarian policies for achieving sustainable development;
- Develop and understanding of Bulgarian structures for implementing sustainable development objectives as they relate to EU policies and the Rio Conventions;
- Develop an understanding of challenges and opportunities for implementing sustainable development objectives in Bulgaria.
- Train ministry staff and other experts, working on planning, implementation and monitoring of plans and programmes related to regional development.

II. Teaching methods:

- **Lectures (4.5 hours) with power point presentations, followed by open discussions**
- **Group work, case studies, role play, GIS laboratory practice**
- **Interactive web-site**¹⁶ (including reading materials and assignments; serving as a forum for communication among the course participants and lecturers);
- **Training manual** for with background materials—covers each session providing readings, background materials, practical exercises and case studies and sample examination papers

III. Learning outcomes:

- 1) The trainees will be provided with sufficient information, examples and practical knowledge and understanding

¹⁶ For example see the web site of one the CEU courses-on-line collaboration platform for the Environmental Impact Assessment course at the Department of Environmental Sciences and Policy: <http://www.sust-edu.org/doku.php?id=education:ms06:perulng>

- 2) In the end of the core training the trainees will gain practical and transferable skills, which will allow them to act as mentors/trainers for ministerial staff.

Initial Outline of the “Core” Training Course Curriculum

Sections	Background information				Tool box						Examination
	Session I		Session II		Session III		Session IV		Session V		
	<i>Sustainable development and international environmental policy and law</i>		<i>European Union policies and programmes</i>		<i>Implementation and integration of the Rio Conventions in Bulgaria</i> <i>Impact Assessment Training (1)</i>		<i>Ingratiation tools</i> <i>Impact Assessment Training (2)</i>		<i>Indicators</i> <i>Indicators, Monitoring, and Assessment</i> <i>Final examination</i>		
Session objectives	<ul style="list-style-type: none"> • Providing general background knowledge and information about international agreements and initiatives, Rio summit and conventions, sustainable development 		<ul style="list-style-type: none"> • Providing knowledge about EU legislation, policies and programmes towards sustainable development and environmental protection in regional development • Providing knowledge about the planning and implementation of the Structural funds 		<ul style="list-style-type: none"> • Providing knowledge about Bulgaria’s implementation of commitments and requirements towards integrating sustainable development and environmental protection into regional development and spatial planning • Providing knowledge and developing practical skills for using Environmental Impact Assessment (EIA) as an integration tool into regional development projects and achieving cost-effectiveness 		<ul style="list-style-type: none"> • Provide knowledge about the process and requirements of Strategic Environmental Assessment and NATURA 2000 for achieving cost-effectiveness • Developing practical and transferable skills for utilizing SEA and NT2000 as an integration tools in spatial planning and regional development and reviewing their quality • Developing capacity for drafting ToRs for EIA, SEA and NATURA 2000 		<ul style="list-style-type: none"> • Provide knowledge about the use of indicators • Developing practical and transferable skills for assessing and reporting using indicators for the progress of the integration of the Rio conventions into regional development • Developing basic skills for using Geographic information systems 		
Day of the course	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	
Core training session	<i>Introduction to sustainable development</i> (70%)	<i>Rio Conventions and integration, regional development and spatial planning</i> (70%)	<i>The Policies and Programmes of the European Union</i> <i>Planning and implementation of the Structural funds</i> (80%)	<i>Introduction to EIA, SEA and NT 2000 assessment tools for integrating environmental objectives into plans and projects</i> (50%)	<i>Implementation, planning and integration in Bulgaria: legal and administrative requirements, crosscutting issues</i> (80%)	<i>Environmental Impact Assessment Training</i> (50%)	<i>Strategic Environmental Assessment Training</i> (50%)	<i>NATURA 2000 assessment</i> (50%)	<i>Indicators, Monitoring, and Assessment</i> (50%)	<i>Final exam</i> (70%)	
Practical skills development session	<i>Discussion Case study</i> (30%)	<i>Discussion Case study</i> (30%)	<i>Discussion</i> (20%)	<i>Case study exercise</i> (50%)	<i>Case study exercise</i> (20%)	<i>Workshop: EA quality review package</i> (50%)	<i>Case study exercise</i> (50%)	<i>Role play</i> (50%)	<i>Work in a GIS lab</i> (50%)	<i>Wrapping up session And Evaluation of the training course</i> (30%)	
Session outcomes	<ul style="list-style-type: none"> • General knowledge • Paradigmatic understanding 		<ul style="list-style-type: none"> • Theoretical knowledge and understanding 		<ul style="list-style-type: none"> • Theoretical knowledge and understanding • Practical and transferable skills 		<ul style="list-style-type: none"> • Theoretical and methodological knowledge • Practical and transferable skills 		<ul style="list-style-type: none"> • Theoretical and methodological knowledge • Practical and transferable skills 		

Proposed work plan and outline of the work distribution by the IE (summary)

Activities		Month of project	1	2	3	4	5	6	7	8	9	10	11	12
Activity	Description													
1. Preparation of a Memorandum of understanding between the IE and BE	Preparation of a draft of Memorandum of Understanding													
2. Reporting														
2.1. Inception report	Preparation of Inception Report													
2.2. Midterm report	Preparation of Midterm report													
2.3. Report on the pilot “core” training course	Preparation of report on the pilot “core” training course													
2.3. Final report	Preparation of Final report													
3. Training program package development														
3.1. Background information collection	Collection and review of the relevant documentation needed for the development a database for the Training Program Package (TPP)													
3.2. Indicators sets identification	Identification and selection of indicators for review and monitoring of progress under the Rio conventions													
3.3. Curriculum development and update	Preparation of an expanded and updated version of the initial outline of the curriculum													
3.4. Initial curricula and training manuals	Development of initial curricula and training manuals for three training courses (introductory, “core”, academic)													
3.5. Examination papers development	Preparation of initial set of examination papers for the “core” training course													
3.6. Final training program package	Review, adapt and finalizing of the training program package													
4. Delivery of pilot “core” training course	Oversight and support to BE in the delivery of the pilot “core” training course													
Total														

¹⁷ Kick –off meeting between the CEU and BE teams

¹⁸ Coordination meeting on the TPP and examination papers

Activity No.1 Preparation of a draft of Memorandum of Understanding

Activity No.1	Preparation of a draft of Memorandum of Understanding
Description	This activity will consist of drafting a Memorandum of Understanding (MoU) on the basis of this Proposal, and according to the ToR in Annex III for the Bulgarian Entity (BE) to be signed by the UNDP contracted BE and the IE, outlining the roles and responsibilities of the BE and the IE.
Results	A draft of the MoU prepared and submitted for approval to the UNDP.
How does it fit into the overall work plan and work distribution	The MoU will ensure an efficient and integrated approach to the implementation of the assignment and establish the conditions of cooperation and mutual support between the two entities in developing of the Training Program Package (TPP) and delivery of the pilot “core” training course. It will be prepared upon contracting of the BE by the UNDP, tentatively provided in this proposal in the second month of the project.
Implementation modality	Review of the ToR for the BE and drafting of a MoU by the IE team, IE team meetings, correspondence with the BE team (e-mail, Internet conferences).

Activity No.2 Reporting

Activity No. 2.1.	Preparation of an Inception report
Description	An Inception report outlining the project’s inception phase, as well as details about the future work, and timetable for the main activities will be prepared.
Results	The Inception report will specify the agreed divisions of roles and responsibilities between the IE and the BE, as well as an updated project time-table.
How does it fit into the overall work plan and work distribution	The Inception report will be prepared in the first month of the project. It will build upon the proposed work-plan, presented with the current Proposal and will reflect the comments and suggestions of the selected BE team and some updated details of implementation according to the approved ToR for the BE.
Implementation modality	Drafting of the Inception report by the IE team, IE team meetings, correspondence with the BE team (e-mail, Internet conferences).

Activity No.2.2.	Preparation of Midterm report
Description	A Midterm report will be prepared to report on the project activities progress, including achievement dates for main assignment benchmarks, upcoming work schedule and as annex the developed initial TPP.
Results	The prepared Midterm report will summarize the progress in the project activities until the moment of submission and will contain as an annex the TPP which comprises the course curriculum, an initial training manual, a set of examination papers and an interactive web-site.
How does it fit into the overall work plan and work distribution	The Midterm report will be produced in the seventh month of the project when the main sections of the TPP have been developed and the curriculum for the “core” course updated and finalized.
Implementation modality	Review of the progress under the project and report on the main achievements and results, IE team meetings, correspondence with the BE team (e-mail, Internet conferences), initial TPP submission as an annex.

Activity No.2.3.	Preparation of report on the pilot “core” training course
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Description	A report on the pilot “core” training course, with input from the BE, will be prepared presenting the main findings of the IE and BE teams after the pilot delivery of the course and include feedback from the trainees on the content of the training sessions, methodology and practical exercises, training materials and examination papers.
Results	The produced report will test the methodology and the training package quality and could be employed in the improvement of the training sessions design and materials for the full “core” course and consequently for the academic course.
How does it fit into the overall work plan and work distribution	The report will be prepared in the eleventh month of the project when the pilot “core” course has been delivered and the feedback from the trainees collected. The BE team, which will be running the course will be actively involved in the process of drafting of the report by giving comments, based on its direct experience during the course sessions.
Implementation modality	Drafting of a report on the course by the IE team, IE team meetings, correspondence with the BE team (e-mail, Internet conferences), meetings of the IE and BE teams during the training sessions, review of the evaluation questionnaires of the trainees.

Activity No.2.4.	Preparation of Final report
Description	A Final report will be submitted, with input from the BE, for the achievements and main results of the project assignment and including the achievement dates for main assignment activities. To the report there will be enclosed as an annex the approved final version of the developed Training Program Package.
Results	The final report will summarize the main achievements and results of the project, in the development of the TPP and delivery of the pilot “core” training courses and reflect on the feedback from the trainees. It will be annexed by the final version of the TPP, with the training curricula and manuals for the three training courses.
How does it fit into the overall work plan and work distribution	The report will be submitted in the twelfth month of the project when all the activities will be completed and the final version of the TPP drafted. It will be drafted by the IE team (including revision through internal quality review) and sent for comments to the BE team. The working experience and cooperation between the two teams will be important for the findings and conclusions in the report.
Implementation modality	Drafting of the final report by the IE team, review of the main achievements and results, IE team meetings, internal quality review, correspondence with the BE team (e-mail, Internet conferences), revision and comments by the BE team (one week time), final TPP submitted as an annex.

Activity No. 3 Training Program Package development

Activity No.3.1.	Background information collection
Description	This activity will include identification, collection and review of the relevant documentation for the development of TPP based on the review of in-house training courses (Masters and PhD courses of the IE) and additionally on a review of the available ¹⁹ on-line training and other information materials. The focus will be also on existing training manuals, handbooks and guidelines on Rio conventions implementation, EU policies and on the main assessments tools (e.g. SEA, EIA, Natura 2000 assessment) for integration of environmental objectives into the planning process, applicable to Bulgaria. Following that pre-selection the most relevant training materials and manuals will be adapted to content of the training sections: background section, the tool box section, and self-evaluation and testing section . The materials for the practical skills section will be integrated into the other sections with a selection of practical exercises and case studies.
Results	The most relevant training and informational materials, international and Bulgarian cases, other background information will be collected and adapted to the training objectives of the training

¹⁹ Free to download and use for educational purposes.

	sections. The identification of a set of training materials on all important conventions, EU policies and assessment tools will create a broad and flexible documental basis for the TPP development: the power point presentations, trainee manuals and further readings and case studies for self-study and practical exercises. A database of TPP will be created which will contain all the selected materials. It will be accessible also online on Internet at an interactive web site of the project which will be created and maintained during its duration with a possible extension and further use for training purposes.
How does it fit into the overall work plan and work distribution	This activity will take place in the first three months of the project implementation and will be a basis further development of the indicators database section, curriculum update and examination papers. The IE team members according to their expertise described in p.IV of this proposal will identify training manuals and other informational materials, and practical cases for final evaluation by the team and inclusion into the TPP database. The Bulgarian members of the IE team could additionally read and reflect on other sources, available only in Bulgarian. BE will be involved into the selection process as an observer and will have the opportunity to follow up or give recommendations especially on the adaptability and relevance of the TPP initial document database to the Bulgarian circumstances (e.g. EIA, SEA, Natura 2000 assessment regulations and practice).
Implementation modality	Desktop research, meetings of IE team, e-mail correspondence with the BE team and on line conferences, when necessary; database with a background materials section (accessible also online on Internet), uploading at the web page of the project of the section. A kick-off meeting (tentatively in the second month) with the BE team for starting the project will be held after contracting a BE where the TPP and the timing of the next joint meeting, pilot “core” training course and coordination with the UNDP and MRDPW, MoEW and other ministries, which staff will be trained will be discussed.

Activity No.3.2.	Indicators set identification
Description	This activity will include the review, identification and selection of sets of indicators for monitoring and assessing the progress and meeting global environmental objectives set in Rio conventions. The materials collected within the activity 3.1. will be used for review and selection of indicators sets related to the Rio conventions based on Bulgarian national reporting requirements, related to the indicators used in SEA, EIA, Natura 2000 assessments and by the Global Environment Facility. Additionally, an extended research of the sustainability indicator systems in EU practices (Structural funds), of United Nations (UN) agencies, commissions and programs (UNDP, UNEP and CSD), of EU, OECD will be conducted. The indicators developed under the “Greening Regional Development Programmes” Project and REGIONET project will be also reviewed.
Results	The indicators sets for review and monitoring of the progress under the three Rio conventions will be identified and the most relevant for the TPP will be selected. Different types and sets of indicators (“technology-based” (GIS) and non-technology based indicators) will be identified. They will be fed into the content of database of TPP.
How does it fit into the overall work plan and work distribution	The indicators’ identification will be conducted during the third and fourth months of the project and will use the findings of the inception report and database of background information collection. The review and selection of the sets of indicators will build upon the results of the selection of the training and other materials during the previous activities and connect the indicator systems of the EIA, SEA and Natura 2000 assessments with the global systems for review and monitoring of the progress of the Rio conventions. It will be supplemented by additional research and review of online materials and other literature in coordination with the BE team, which could provide comments and recommendations on the scope and content of the indicators to be included into TPP according to the Bulgarian indicator system in place for the Bulgarian national regional development strategy and the regional development plans. The Bulgarian members of the IE team could provide inputs or reflect on the Bulgarian language versions of documents. The identified indicators will be used further in the development of the curriculum and manual for the “core” training course.
Implementation modality	Desktop research, meetings of the IE team, e-mail correspondence with the BE team and Internet conferences, when necessary, database of TPP upgraded (accessible online at the web page).

Activity No.3.3.	Preparation of an expanded and updated version of the initial outline of the curriculum
Description	Building upon the initial draft curriculum outline (attached in Annex IV), the IE team jointly with BE, will prepare an expanded and updated version of the curriculum, providing a brief description of the content, modality and expected outcome of “core” training course.
Results	An expanded and updated version of curriculum will be developed. It will be designed in a way that will take a full advantage of the identified materials to be used as reference materials during the training sessions in all three training courses, and as supplementary readings for self-study and practical exercises. The curriculum will be tested through a pilot “core” training course (6 days).
How does it fit into the overall work plan and work distribution	The curriculum will be drafted in the fourth and fifth months of the project when there will be already identified all the training and other background materials, and indicators and a working TPP database will be established. This will provide a sound basis for the curriculum highlighting which materials and to what extent will be applied in the training sections. At this stage the BE will be fully involved in the process of development of the curriculum and the reflecting of their comments and suggestions with reference to the Bulgarian experience will be of special importance for the success of the course delivery within the next stage – of the pilot testing of the “core” course.
Implementation modality	Desktop research and revision of the draft curriculum, meetings of the IE team, e-mail correspondence with the BE team and Internet conferences, when necessary; online Internet database curriculum section.

Activity No.3.4.	Development of training manuals for three training courses (introductory, “core”, academic)
Description	The IE team, together with BE, will develop training manuals as a main part of the TPP, to be used in the three types of training courses (introductory, “core” and academic), which will focus on the integration of environment protection and UNCBD, UNFCCC, UNCCD objectives into regional development and spatial planning processes, as well as planning and implementation related to EU Structural Funds. The manuals will be supplemented by reference materials as contained in the TPP database. All the relevant materials and comments during the previous information collection and analysis stages (activities №3.1, 3.2. and 3.3.) will be examined and reflected. Input from the IE faculty members specialized in biodiversity, climate change and desertification will be provided in the course of a quality review.
Results	The training manuals will be prepared for the relevant training sessions (see the outline of the curriculum in Annex IV). The background section will provide general knowledge about the global environmental governance, including the three Rio Conventions, as well as EU legislation and policy related to the cross-cutting areas of sustainable development and environment protection. The tool box sections will contain as a main component tools for environmental policy integration such as EIA, SEA and Natura 2000 which could help mainstreaming of UNCBD, UNFCCC, UNCCD objectives into regional development and spatial planning processes, as well as in planning and implementation related to EU Structural Funds. The practical skills exercises will include discussions, workshops, case studies and role plays taken from the practice of EU counties and implementation of Rio conventions.
How does it fit into the overall work plan and work distribution	The training manuals will be developed in the fifth to seventh months of the project and will be built upon the database developed in the first stages. The TPP database and the active interaction with the BE team on the drafting and commenting of the training manual will be critical at this stage and will help to develop working relations and improve the teaching practice through exchange of experience and preparation for pilot “core” course. For better coordination of the work of the teams, the first draft of the manual and supporting materials will be prepared by the IE team and sent for inputs to BE team.
Implementation modality	Desktop research and revision mode of all the documents collected during the previous stages, meetings of the IE team, quality review, e-mail correspondence with the BE team and Internet conferences, when necessary; database with training manual and materials section (accessible online at the web page of the project); a joint meeting of the two teams in the end of seventh month for discussion and approval of the final version of the TPP, examination papers and the pilot “core”

	course will be held.
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Activity No.3.5.	Preparation of initial set of examination papers for the “core” training course
Description	The IE team, together with BE, will prepare an initial set of examination papers for the three 2-days sessions and for the final exam of the pilot “core” training course. The papers will contain two exams packages: tests and group assignments. There will be prepared a set of sample test questions with answers for the tests for the final exam. There will be given also an outline of the group assignment adapted to the scope of the training during the course and the acquired knowledge and practical skills.
Results	A final version of examination papers will be provided that will test the capacity and knowledge of the trainees. The initial packages of examination papers, containing the tests (session and final) and group assignment requirements will be prepared.
How does it fit into the overall work plan and work distribution	The examination papers will be prepared in the seventh month of the project. At that time a full initial version of the TPP curriculum and training manual will be available. The examination papers will be tested first in the following month in the pilot “core” course and feedback collected. BE team will be part of the preparation of the examination papers with expected comments and suggestions on fine-tuning of it based on the Bulgarian experience. The first draft of the examination papers will be prepared by the IE team and sent for inputs to the BE team.
Implementation modality	Desktop research and revision mode of the draft papers prepared by the IE team, meetings of the IE team, e-mail correspondence with the BE team and Internet conferences, when necessary.

Activity No.3.6.	Review and update of the Training Program Package
Description	The IE team, together with the BE, will review and update the training manuals and curricula for the TPP for the three training courses, based on the experience and feedback by the trainees from the pilot “core” training course.
Results	The final curricula and training manuals for the TPP will be prepared for and divided into relevant training sessions. A final electronic version will be produced to support the delivery of the training courses in the TPP.
How does it fit into the overall work plan and work distribution	The final versions of the TPP will be developed at the end of the project (in the tenth until twelfth months). Its drafting will be interconnected with the outcomes and findings from the pilot “core” course and will be driven by its timing and feedback. To achieve the highest academic standards the first draft of the TPP will be reviewed internally by the IE quality review team. After that the draft will be sent for inputs to the BE team and finalized.
Implementation modality	Desktop research and revision mode of all the documents collected during the previous stages, meetings of the IE team, quality review, e-mail correspondence with the BE team and Internet conferences, when necessary; database containing the final TPP (assessable online at the web page of the project).

Activity no.4 Delivery of training course

Activity No.4	Delivery of the pilot “core” training course jointly with BE
Description	A pilot “core” training course will be delivered by BE team with active support and oversight from the IE team and it will be a compact version of the “core” training sessions to highlight its key components. It will emphasize the importance and relevance of integrating environmental objectives of the Rio conventions into regional development and spatial planning and the use of the assessment tools of EIA, SEA and Natura 2000 assessment as well as the planning and implementation of the EU funds. The BE team will train key Bulgarian officials following the developed methodology, including the timing and content of the training sessions adapted from the curriculum of the “core” course. It is proposed to be delivered in three 2-day training sessions which to our understanding is the optimum time for a short version of the “core” course according to curriculum in Annex IV to this Proposal.

Results	The pilot “core” course will be delivered to a group of trainees representing various stakeholders in the central and local administrations, e.g. governmental officials at ministries and agencies - heads of units and Directorates. Feedback from the participants will be collected on the quality of the course and particularly on the curriculum, manual, examination papers and web site of the project (by filling in evaluation questionnaires) to design of the final version of the TPP.
How does it fit into the overall work plan and work distribution	It will be conducted from the eighth until eleventh months of the project after the initial TPP, the curriculum and examination papers are finalized. The course will be conducted by the BE team and supported and overseen by IE team. The TPP documents (the background and indicator documentation, training manual and supporting reference papers, the examination papers) will be tested according to the length and scope of the pilot “core” course. The individual sessions will be followed by tests. The Bulgarian members of the IE team will be involved in the training sessions as tutors and will provide personal feedback for improvement of the course delivery and overall quality of the TPP. The coordination between the two teams could be improved and all unclear or uncertain issued up to this moment ironed out.
Implementation modality	Training sessions, support and oversight by the IE team, meetings between the IE and BE teams, final examination (tests), course evaluation questionnaires.

Proposal Submission Form

Dear Mrs. Jespersen,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Consulting services the development and testing of a Training Program Package of high and international and national standard, for the integration of the objectives of the UN conventions on biodiversity, climate change and desertification into regional development and spatial planning processes in Bulgaria, in cooperation with the international entity already identified by UNDP and the Project, for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We understand that you are not bound to accept any Proposal you may receive.

Dated this day /month of year

Signature:

(In the capacity of)

Duly authorized to sign Proposal for and on behalf of

Letter of Commitment

Having examined the Solicitation Documents, we, the undersigned, commit to include the Training Program Package developed under the Assignment “*Develop a National Training Program Package on Integrating Global Environmental Objectives into Regional Development Policy and Spatial Planning in Bulgaria*” in our portfolio of training/academic courses, after it is finalized in a cooperation with the international entity selected by UNDP.

We undertake, if our Proposal is accepted, to ensure the development of a high quality training program package to facilitate the posterior certification of the core training course and accreditation of the academic course abiding by all the necessary requirements in the Bulgarian legislature.

Dated this day /month of year

Signature:

In the capacity of:

Duly authorized to sign Proposal for and on behalf of:

Template for the Assignment Proposal

For the RFP: “Develop a Training Program Package on Integrating Global Environmental Objectives into Regional Development Policy and Spatial Planning in Bulgaria”

Prepared by: (name of organization/ company)

Date of proposal submission: (day-month-year)

I. Objectives and scope of work

This section should present the specific objectives and tasks of the assignment as per the ToR.

II. Methodology description

This section should demonstrate the Offeror’s responsiveness to the specifications in the ToR by identifying the specific components proposed, addressing the institutional, technical and HR requirements and demonstrating how the proposed methodology meets the specifications. It should more specifically describe the proposed approach for the TP overall design, testing and adaptation, in cooperation with the identified international entity (IE), as well as tasks division with the IE. In addition, a short paragraph should be included with the Offeror’s vision about the opportunities and obstacles to the certification and delivery of such a program in Bulgaria upon expiration of the contract for the current assignment (app. 500 words).

Detailed information about the tasks of the individual experts and staff that the Offeror envisaged to be involved in the implementation of the Assignment should be filled in the table below:

Position	Main tasks	Expected work time (in man-days)
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III. Management and institutional capacity and expertise²⁰

This section should provide a brief description of the Offeror’s present activities focusing on areas related to the Proposal. This section should also describe the organizational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind (app. 500 words).

Summarized information on the Offeror’s capacity and experience should be filled in the table below²¹:

²⁰ In case a consortium of organizations applies, a brief description of the relevant capacity and experience of each consortium member, as well as the proposed role division among members, should be supplied.

²¹ The summarized information should be provided by each member of the consortium.

Main areas of entity/ company capacity and interest (list max three areas)	Number of entity/ company staff involved in each area	Assignments since 2000 undertaken on behalf of donor agencies (of all types, including domestic ones) focusing on the same or related area, as the current proposal. Provide title of the assignment, duration and budget (max five assignments)	Assignments (of all types) since 2000 undertaken on behalf of GEF implementing agencies (UNDP/World Bank/UNEP). Provide title of the assignment, duration and budget (max five assignments)	Most successful assignments since 2004 focusing on the same or related area, as the current proposal. Provide in an annex a short description (max 150 words) of the assignment, as well as contact details of the client. of (max three assignments)
1)	Full time	Assignment 1 (title)	Assignment 1 (title)	Assignment 1:
	Part time	(duration)	(duration)	Assignment 2:
2)		(budget)	(budget)	Assignment 3:
		Assignment 2:	Assignment 2:	
3)		(title)	(title)	
		(duration)	(duration)	
		(budget)	(budget)	
		

IV. Qualifications of the experts

This section should describe the capacity of the proposed experts to be used by the Offeror for the successful implementation of the assignment as specified below.

Name of the expert	Summary of main expertise of the proposed expert (max 100 words)	Is expert's CV attached as an annex to the proposal (Y/N)
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V. Proposed Work plan and outline of work distribution

In this section of the proposal the Offeror should indicate the time frame for the completion of the activities including overall duration of the assignment. The Offeror is to provide a summary work-plan (please see below) which is to be presented in the offer, however, a detailed work-plan has to be presented as an annex. The summary work-plan of the Offeror should be based on the work plan suggested by the selected IE (see Annex V) and should contain a brief explanation in case of big discrepancies. The detailed work-plan has to present the activities in a logical and realistic manner ensuring an efficient implementation of the assignment. The work-plan should clearly outline the expected roles and division of work-load between the International and Bulgarian entities and show how full advantage of this cooperation is taken. In case a consortium of organizations applies, the work plan should clearly reflect the role distribution and expected input from each of the consortium members.

Table: summary of work-plan

Activity	Description	Month	Month	Month	Man-days per activity
Activity 1					
Activity 1.1					
Activity 2					
Activity 2.1					
Activity 3					
Activity 3.1					
Activity 4					
Activity 4.1					

VI. Additional documentation

The Offeror is to present, in an annex, a comment on the proposed training approach by the selected IE to the development of the TPP (see Annex V) including overall objectives, teaching methods, learning outcomes, implementation timeline and an initial outline of the “core” training course curriculum (for initial reference material used by the IE, see Annex IX) (app. 500 words).

Further, based on the assignment ToR and its academic and training experience, the Offeror is to present, in an annex, initial reference materials relevant to the specifications of the assignment and the Bulgarian context (in addition to the one already listed in Annex IX) (app. 500 words).

Finally, the Offeror (or a member of the consortium) should present a copy of certificate(s) for accreditation in a field of specialization relevant to the current ToR, issued by the National Evaluation and Accreditation Agency²² (NEAA) or demonstrate that it is in a process of obtaining such an accreditation and indicate by when it is expected. The copy of the certificate(s) should be accompanied by a signed Letter of Commitment (Annex VIII).

²² www.neaa.government.bg

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List of Abbreviations

AP	Assignment Proposal
BE	Bulgarian Entity
EA	Ecological Assessment (the Bulgarian term for SEA)
EIA	Environmental Impact Assessment
EU	European Union
GE	Global Environment
GEF	Global Environmental Facility
GIS	Geographic Information System
GRDP	Greening Regional Development Programmes
IE	International Entity
MoAF	Ministry of Agriculture and Forestry
M&E	Monitoring and Evaluation
MDPs	Municipal Development Plans
MEE	Ministry of Energy and Economy
MoEW	Ministry of Environment and Water
MF	Ministry of Finance
MRDPW	Ministry for Regional Development and Public Works
NCSA	National Capacity Self Assessment
NEAA	National Evaluation and Accreditation Agency
NGO	Non-Government Organization
NOPRD	National Operational Program for Regional Development
NSFRD	National Strategy for Regional Development
NTTA	Natura 2000 Assessment
OPs	Operational Programs
PM	Project Manager
PMU	Project Management Unit
RCP	Rio Conventions Project
RFP	Request for Proposals
SA	Sustainability Appraisal
SC	Subcontractor
SBAA	Standard Basic Assistance Agreement
SD	Sustainable Development
SEA	Strategic Environmental Assessment
SEE	South Eastern Europe
SLM	Sustainable Land Management
SMEs	Small and Medium Enterprises
TDA	Territorial Development Act
ToR	Terms of Reference
TP	Training Program
UD&SP	Urban Development and Spatial Planning
UNCBD	United Nations Convention on Biological Diversity
UNCCD	United Nations Convention to Combat Desertification
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change