



Netherlands Commission for
Environmental Assessment

Advice on ToR for engaging a consultant company as project manager for the planning processes/SEAs for setting the Multisector Agenda for the Zambezi Catchment and the Physical Plan for the Tete Province

Memorandum by the NCEA

24 May 2012



Advice of the Secretariat

To (Netherlands Embassy Maputo)

Attn From Ms Celia Jordão, Mr Felix Hoogvelt
Mr Reinoud Post (The Netherlands Commission for Environmental Assessment)

Date 24 May 11, 2012

Subject **Advice on ToR for engaging a consultant company as project manager for the planning processes/SEAs for setting the Multisector Agenda for the Zambezi Catchment and the Physical Plan for the Tete Province**

By: Secretariat of the Netherlands Commission for Environmental Assessment – Reinoud Post / Bobbi Schijf

Advice 2012-001/2

1. INTRODUCTION

By personal communication on 19 April 2012, Ms Celia Jordão requested Mr Reinoud Post, from the Netherlands Commission for Environmental Assessment to advise on the contents of a possible assignment for a consultant company to manage the activity **planning processes/SEAs for setting the Multisector Agenda for the Zambezi Catchment and the Physical Plan for the Tete Province** and on the content of the assignment to review the final products of these planning/SEA processes.

2. APPROACH

The NCEA used its **Advice on Scoping for an Integrated Multi-Sector Plan and SEA for the Lower Zambezi River - Mozambique** of 25-11-2011 and the Draft ToR for the PEOTT for Tete province as base line documents for this advise, formulated using internal expertise of the NCEA secretariat. Chapter 3 advises on the possible assignment for a consultant, Chapter 4 formulates advise on the content of the assignment to review the products of the activity.

3. ADVICE ON ELEMENTS OF THE ASSIGNMENT

3.1 Introduction

The RNE Maputo intends to fund in part or in whole the processes of formulation of a multi-sector development agenda for the Mozambican part of the Zambezi basin and a Physical (or spatial) Plan for the Tete province. Both plans will be formulated making use of a strategic environmental assessment

(SEA). The project is assumed to last 1,5 year at the most. The Mozambican Council of Ministers has made the Ministry for Coordination of Environmental Affairs (MICOA) responsible for the overview of the planning processes, while the Ministry of Planning (MDP/Zambezi Valley Agency) is made responsible for the multi-sector development agenda.

The RNE Maputo aspires to realize the activity under one single contract, engaging a project management agent that bears financial and substantive responsibility and takes care of subcontracting and financial reporting. The RNE Maputo requires the contracted agency to accept the Netherlands Commission for Environmental Assessment (NCEA) as nominated partner for substantive guidance and for coaching of the planning/SEA processes for the sum of €200.000, to be spent in 2012 and possibly 2013, commensurate with development of the planning process. The RNE Maputo has committed a total sum of €1.000.000 to support the planning processes/SEAs. MICOA and MDP

The RNE Maputo has asked the NCEA to provide a brief advice (one A4) on the ToR for the agency to be contracted.

3.2 Activities to be carried out under the proposed contract

1. design and planning of an integrated SEA/ spatial and multisector planning approach, in close collaboration with MICOA, MDP and NCEA,
2. overall management of the implementation of this process
3. engagement of Mozambican, regional and international subcontractors and management of subcontracts
4. financial and administrative management
5. reporting on process implementation, including financial reporting

3.3 Functioning of nominated partnership

Under its Memorandum of Cooperation, the NCEA will provide training and coaching to MICOA and the MDP to a maximum of € 200.000 in 2012. It will provide these services on a basis of declaration of real costs made. These costs will concern expert fees (NCEA and external experts), transports (tickets) and DSAs. In case the reservation of €200.000 is not fully consumed in 2012, the remainder needs to shift to 2013.

3.4 Subcontracts

At least the following subcontracts are foreseen:

- Contract with MICOA on local costs for Government activities related to project execution related to Spatial planning, Multisector planning and SEA. Local/Government costs could include :
 - local costs of publicity
 - local costs for training (venue hire, food and beverages, transport, accommodation)
 - seminars and meetings (venue hire, food and beverages, transport)
 - costs of dedicated process management team (possibly salaries, transport [car(s)], office equipment and consumables, communication cost)
 - other costs
- Contract with a consultant to assist dedicated process management team and responsible for the SEA report (1,5 year)

- Contract with professional process facilitator(s)
- Contract with consultant to assist physical planning directory of MICOA (data collection and storage, GIS, cartography)
- Contract with entity that independently reviews the quality of the end products (multi-sector development agenda for the Mozambican part of the Zambezi basin and Physical (spatial) Plan for Tete province, PEOTT) and the process that has led to these products (for contents of this specific consultant assignment see chapter 4).
- Small contracts for specific assignments, such as data collection

The operational plan for the project will provide more detailed information on quantities and costs.

4. CONTRACT ON THE TASK OF QUALITY REVIEW

(of the Planning process/SEA for the Zambezi Catchment multi-sector development agenda and the PEOTT for the Tete province).

This review needs to be done by an professional and neutral entity that is familiar with Strategic Environmental Assessments and does not have, nor can be perceived by others to have, any personal or organizational interest or stake in the coastal region in Mozambique.

The proposed plans will be formulated in an iterative process that collects information and uses that information in negotiations that will result in adoption and rejection of planning options. The products of the process will be the plans (Multi-sector agenda and PEOTT) and the SEA report that brings together the information that has been produced and used in the iterative process as well as documenting how the plans have come into being and how the assessment information was used in this process.

The review will need to address both the planning/SEA process and the information on which options/scenarios or elements of scenarios have been adopted and rejected. With regard to this information, the review will address the correctness, adequacy and completeness of the information. With regard to the process, the review will address its inclusiveness: the extent to which all relevant stakeholders took part and were able to influence the planning process.

The review needs to specifically analyse and report on the quality of:

- structure and presentation of the plans and the SEA report
- context, problem analysis, problem definition
- objectives (and indicators) for the plan
- assessment framework (which effects are essential?)
- alternative scenarios and options, measures (is the planning process/SEA missing anything essential?)
- assessment of effects and comparison of alternative planning options (is it sufficient? clearly presented and well founded?)
- integration of SEA into the planning process (does the final draft of the plans logically ensue from the negotiation processes results?)

The following findings need to be presented in the review outputs:

- opinion on the general quality and inclusiveness of the process;
- opinion on the quality and completeness of the information used in the process;
- opinion on the extent to which the draft plans represent the results of the process and information used therein;
- what is missing or insufficient?
- which of these aspects are essential for the final SEA and plan?
- For points that are not essential: which points need to be addressed the next stages of the process?

The OECD guidance on review of SEA will guide the reviewer.

The reviewer will need to have access to the works that document all different stages in the planning process and all knowledge documents that are used in the negotiation processes. The will be allowed access to all parties that participated in the process.

The reviewer will need to mobilize expertise on planning/SEA processes and expertise deemed appropriate to judge the quality and completeness of the information and knowledge documents used in the SEA process. The reviewer will work on the basis of detailed ToR to be developed in a later stage in the process (when more details are available on the process and scope of the SEA) and on the basis of an approved plan of approach of the reviewer.