



**Government of Rwanda
Ministry of Lands, Environment, Forests, Water and Mines (MINITERE)
Rwanda Environment Management Authority (REMA)**

**United Nations Development Programme (UNDP)
United Nations Environment Programme (UNEP)**

**Addendum to Project Document:
Rwanda Poverty and Environment Initiative (PEI) Phase I
(December 2005 – May 2007)**

**Rwanda Poverty and Environment Initiative (PEI) Phase II
(June 2007 – December 2009)**

**Support of the implementation of Rwanda Economic Development and Poverty
Reduction Strategy**

Summary

The Rwanda Poverty and Environment Initiative aims to enhance the contribution of sound environmental management to poverty reduction, sustainable economic growth and achievement of the Millennium Development Goals. Led by the Rwanda Environment Management Authority (REMA), Ministry of Lands, Environment, Forests, Water and Mines (MINITERE), the intended outcome of the Rwanda PEI Phase II is the integration of environment into national policy and district planning, policy and budget processes to implement the Economic Development and Poverty Reduction Strategy. This addendum and Work Plan covers Phase II of the Rwanda PEI (June 2007 – December 2009). Phase II has five main outputs:

Output 1: Improved capacity within key ministries and institutions to understand and analyse links between poverty and environment and to integrate environment into policymaking, planning and budgets;

Output 2: Improved capacity at district level to understand and analyse links between poverty and environment and to integrate environment into development planning;

Output 3: Increased awareness and more effective participation of stakeholders in environmental policy and planning processes at both district and national level;

Output 4: Improved national funding levels for investing in environmental sustainability;

Output 5: Improved capacity for monitoring poverty and environment linkages at both national and district level.

The PEI II has been prepared through a cross-Ministerial Task Team in consultation with a range of other national stakeholders and international development partners.

SIGNATURE PAGE

Country: RWANDA

UNDAF Outcome(s)/Indicator(s): An enabling policy framework to support an effective system for environment management and ecosystem conservation established (UNDAF (2008 – 2012)).

Expected Outcome(s)/Indicator (s) for PEI Phase II: Environment is integrated at national and district planning, policy and budget processes to implement the EDPRS

Expected Output(s)/Annual Target(s): Selected line ministries and districts have fully mainstreamed environment in their sector policies, plans and strategies and capacity has been built for sustainable sector performance.

Implementing partners: Rwanda Environmental Management Authority (REMA)

Responsible parties: Ministry of Lands, Environment, Forestry, Water and Mines (MINITERE), Ministry of Finance and Economic Planning (MINECOFIN), United Nations Development Programme (UNDP) and United Nations Environment Programme (UNEP).

Other partners: Ministry of Agriculture (MINAGRI), Ministry of Local Governance (MINALOC), Ministry of Infrastructure (MININFRA), Ministry of Commerce, Industry, Investment Promotion, Tourism and Cooperatives (MINICOM),.

<p>Programme Period: June, 2007- December, 2009</p> <p>Programme Component: Goal Service Line</p> <p>Project Title: Rwanda Poverty and Environment Initiative Phase II – Integrating Environment into Policy, Planning and Development Processes at National and District Level</p> <p>Project ID:</p> <p>Project Duration: 31 months (starting from 1 June 2007)</p> <p>Management Arrangement: National Execution (NEX)</p>	<p>Estimated Budget: US\$ 2,475,000</p> <p>Allocated resources: US\$2,000,000 (UNEP) US\$300,000 (UNDP)</p> <p>In Kind contribution: US\$ 175,000 (GoR)</p>
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Approved on behalf of	Signature	Date	Name/Title
Implementing Agency	_____	_____	Dr. Rose Mukankomeje Director General, REMA
UNEP	_____	_____	Ms. Cristina Boelcke Director/Division of Regional Cooperation
UNDP	_____	_____	Mr. Moustapha Soumaré Resident Representative
GOVERNMENT	_____	_____	Ms. Patricia Hjabakiga Minister of State in Charge of Lands and Environment MINITERE
GOVERNMENT	_____	_____	Mr. James Musoni Minister of Finance and Economic Planning

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LIST OF ACRONYMS

DDPS	DISTRICT DEVELOPMENT PLANS
EDPRS	ECONOMIC DEVELOPMENT AND POVERTY REDUCTION STRATEGY
GOR	GOVERNMENT OF RWANDA
MDG	MILLENIUM DEVELOPMENT GOALS
MINECOFIN	MINISTRY OF FINANCE AND ECONOMIC PLANNING
MINITERE	MINISTRY OF LANDS, ENVIRONMENT, FORSTRY, WATER AND MINES
MINAGRI	MINISTRY OF AGRICULTURE AND ANIMAL RESOURCES
MINICOM	MINISTRY OF COMMERCE, INDUSTRY, INVESTMENT PROMOTION, TOURISM AND COOPERATIVES
MININFRA	MINISTRY OF INFRASTRUCTURE, ENERGY, TRANSPORT AND TELECOMMUNICATIONS
MINALOC	MINISTRY OF LOCAL GOVERNMENT, GOOD GOVERNANCE
REMA	RWANDA ENVIRONMENT MANAGEMENT AUTHORITY
PEI	POVERTY ENVIRONMENT INITIATIVE
TOR	TERMS OF REFERENCE
UNDAF	UNITED NATIONS DEVELOPMENT ASSISTANCE FRAMEWORK
UNDP	UNITED NATIONS DEVELOPMENT PROGRAMME
UNEP	UNITED NATIONS ENVIRONMENT PROGRAMME

SECTION 1: PROGRAMME OVERVIEW

Strategy

Implementation of PEI II will be undertaken at central and decentralized institutional levels. PEI Phase II was an outcome in the design of phase I and PEI II therefore, is a natural follow up on the first phase of the project (please refer to PEI I Product Document). PEI II has, like PEI I, been prepared and approved jointly by the Government of Rwanda through the Task Team spearheaded by REMA, UNEP and UNDP Rwanda. The planning of phase II started in October 2006. Phase II of the project is designed to ensure that environment is mainstreamed into policies in targeted sectors and in the District Development Plans (DDP) and further, to support the implementation of both through sustainable capacity building. This has been requested by the government and is necessary to ensure that the benefits of integrating environment into EDPRS are deepened and sustained in the long term.

PEI II will continue the work from PEI I by supporting the EDPRS formulation process until the EDPRS document is final. Simultaneously, some project activities will be initiated as other activities will transition into Phase II activities with a primary focus on capacity building and support to the implementation of the EDPRS with emphasis of monitoring progress against MDGs 1 & 7. There will be a focus on selected ministries to strengthen capacity during the implementation of the second Phase of PEI. The ministries that will be specifically targeted are: MINITERE, MINAGRI, MINALOC, MININFRA and MINICOM. The project management will involve MINECOFIN as a partner in the project implementation. The project will support analysis of existing planning mechanisms and improve knowledge on environmental issues that will most effectively deliver the objectives of the EDPRS and the Millennium Development Goals. The project's first phase identified the sectors that are key to the delivery of environmental benefits for economic growth and poverty eradication. The deliberate focus on these sectors is based on the envisaged role that environment plays in supporting successful implementation of core strategic priorities for those sectors. The focus will be to work with these ministries and their affiliated institutions to understand and analyse the links between poverty and environment and integrate environment into policy making, planning and budgets. The project will also carry out this work at the district level and support implementation of priority activities identified in the EDPRS and DDPs. Further, there will be a focus on developing mechanisms to operationalise the Environment Fund. Lastly, the project will aim to enhance the monitoring of poverty and environment linkages at both national and district level for improved information for development planning.

REMA will coordinate the project, with support from members of the Task Team, in particular, MINECOFIN, UNDP and UNEP.

UNDP and UNEP will continue to jointly provide technical support and assistance with implementation to the PEI. The two agencies have committed to building partnerships at local, national and international levels in order to enhance resource mobilisation and improve effectiveness of donor supported efforts in the integration of environment into national planning processes.

Project activities will ensure that the Government both learns from and contributes to the international debate on strategies to integrate environment into national development planning.

PEI Phase II will work especially closely and form a strong partnership with the UNDP/MINITERE based Decentralisation and Environmental Management Project (DEMP).

The PEI implementation strategy will ensure that project activities are integrated within, and enhance, existing Government planning processes. During implementation, further synergies with GoR processes as well as international initiatives, shall be explored.

REMA will co-ordinate PEI implementation with other ongoing initiatives and support programmes managed by REMA.

Risks and project sustainability

There are a number of risks that could limit achievement of results and long-term sustainability of the project. These include delays in the GoR timetable for the finalisation of EDPRS, changes of personnel in the government administration resulting in a loss of capacity and project momentum, insufficient technical and administrative support from UNEP and UNDP Rwanda, failure to recruit suitable project personnel, discrepancy in time lines between national processes and project activities, and a change of government priorities. Another risk is that the current GoR staffing capacity is limited and this poses potential challenges in meeting the various demands for effective implementation of PEI II activities. Finally, the limited capacity at a district level could have an impact on successful implementation of PEI activities as could a turnover of PEI project staff.

Measures that will be taken by the PEI II to minimise these risks will include the following:

- Emphasising GoR ownership of the processes by ensuring that the Task Team that developed and approved the project and work plan closely monitors and guides project activities;
- UNDP and UNEP ensuring that there is sufficient technical and administrative support through the provision of resources for project staff and assisting the project management unit (PMU) comprised of project coordinator and the core project staff in identification of appropriate staff;
- Timely approval of the PEI II;
- UNEP providing enhanced technical back-up to address any problems in project implementation;
- UNDP Rwanda providing enhanced administrative support when recruiting consultants, hiring of venues and procuring equipment;
- Development of a longer term capacity through collaboration with the public administration at central and district level.
- During Phase II, capacity of key personnel and GoR offices, especially REMA, will be enhanced through targeted capacity building that is part of the project design. The project will make use of national consultants and when necessary international

consultants, who will be guided by the project manager, technical advisor and UNDP and UNEP staff.

Project sustainability in this case refers to ensuring that the integration of environment into both EDPRS and other national planning tools results in the long-term integration of environment in Rwandan national development processes at different levels.

Management Arrangements

Rwanda Environment Management Authority (REMA) and Ministry of Lands, Environment, Forestry, Water, and Mines (MINITERE) will implement the project (See *Annex III* Management Structure).

Steering Committee

A Steering Committee will provide overall and strategic guidance during project implementation. The Secretary General (SG) of MINITERE will chair the Committee. The Secretary Generals of MINECOFIN, MINALOC, MINAGRI, MINICOM and MININFRA; DG REMA (who will act as Project Coordinator); representatives from the External Finance Unit; UNEP and UNDP; the Project Manager and the Technical Advisor; will serve as members to the committee. The committee shall meet twice per year. The committee will have the right to incorporate other members as necessary.

Task Team

A Task Team, whose membership include representatives of MINITERE, REMA, MINECOFIN, MINALOC, MINAGRI, MININFRA, MINICOM, UNDP and UNEP, shall meet regularly and at least every quarter with the PEI Project Management Unit to give technical advice on project activities and overall implementation (See *Annex II* Draft Terms of Reference of the Task Team). The Task Team shall be chaired by the Project Coordinator/DG REMA and the Project Manager will be the Secretary to the Task Team. The Task Team will convene quarterly to ensure oversight over financial reporting and approval of budget revisions.

Project Management Unit

Under the overall responsibility of the DG REMA there will be a Project Management Unit, which will assist in the delivery of the PEI project.

The Project Management Unit will be staffed by the Project Manager, the Technical Advisor and the Project Assistant and be housed in REMA. The Project Management Unit will be overseen by the Project Coordinator/DG REMA.

REMA will be responsible for planning and overall management of the Project, as well as reporting and accounting, monitoring and evaluation of the project activities. The Project Management Unit will deliver these activities.

The Project Management Unit will:

- Provide day-to day management of the project;
- Prepare implementation plans for Phase II of project implementation, including provision for monitoring and evaluation of project activities;
- Provide technical advice to project implementation including development of Terms of Reference for project activities;
- Prepare and process procurement plans through competitive bidding according to UNDP and/or GoR procurement rules and regulations for any activity and components under the Annual Work Plan that are have been identified contracting;
- Manage the operational funds on a quarterly basis following UNDP and/or GoR procedures;
- Process invoices upon receipt, certify goods and services and liaise with the UNDP Finance Unit to ensure timely payment;
- Maintain record and control systems;
- Prepare detailed quarterly progress and financial reports on achievements and disbursements of funds;
- Request direct payments from UNDP, upon certification of the Project Coordinator DG REMA;
- Prepare the final project report; and
- Manage inventory of the asset.

The Project Manager, Project Assistant and Technical Advisor will collectively undertake the responsibilities of the secretariat services to the above committees. However, the Project Manager will take on the overall responsibility for project activities. The physical secretariat will be set up at REMA or another location assigned by REMA.

Project Manager

A National Poverty and Environment Expert (See *Annex 3* Terms of Reference Project Manager) shall work with REMA to ensure project implementation. The expert shall be a skilled planner who has a thorough understanding of the Rwandan planning systems and processes. The expert should also be cognisant of poverty and environment issues and able to provide technical advice within Government on poverty and environment issues. The Project Manager shall be managing donor relations and ensuring coordination with the international UNDP-UNEP PEI. The Manager shall exploit opportunities for the Rwanda PEI to contribute to, and learn from, the international experience on the mainstreaming of environment into national development strategies. The Government of Rwanda shall provide office space and facilities for this officer who will report to the Director General of REMA and Head of SLU Unit.

Technical Advisor – REMA

The Technical Advisor (See *Annex 4* Terms of Reference Technical Advisor) shall provide technical support and coordination to project implementation. The Advisor shall be responsible for supporting the Project Manager in day to day management of the project, and conduct specific technical training programmes both at central and district level. The Technical Advisor will assist the Project Manager in managing donor relations and exploring linkages with other PEI countries in Africa. The Government of Rwanda will provide office space and facilities for this officer who shall report to the Project Manager and the Director General of REMA.

Project Assistant – REMA

The Project Assistant (See *Annex 5* Terms of Reference Project Assistant) shall assist the Project Manager in day to day implementation of the project, assist in the project implementation operations including preparing direct payment requests, financial reports and record keeping. The Assistant will also assist in organisation of trainings and related events and will specifically support in district trainings in the implementation of PEI II. The Government of Rwanda will provide office space and facilities for this officer who shall report to the Project Manager and to the Project Coordinator.

SECTION 2: ANNUAL WORK PLAN

Period June 2007 – December 2009 (31 months)

Overall Objective: Enhance the contribution of sound environmental management to poverty reduction, sustainable and economic growth and achievement of the Millennium Development Goals in Rwanda

Note: Unless otherwise stated, the budget for the activities will be supported by UNEP funds.

Project Title: Support of the implementation of Rwanda Economic Development and Poverty Reduction Strategy

Timing
(June 2007 – December 2009)

Total Budget:
\$2.3 mill
(Approximately)

Intended Outputs	Activities	Sub Activities	Detailed Requirements	Timing and Deadlines	Budget
Output 1: Improved capacity within key government ministries (MINITERE, MINAGRI, MINALOC, MININFRA, MINICOM, MINECOFIN) and Institutions to understand and analyse the links between poverty and environment into	1.1 Assess key (max. 6) sectoral policy and planning frameworks (including but not limited to EDPRS) to identify poverty and environment linkages, gaps and institutional capacity to address these	1.1.1.1 Continue EDPRS environmental mainstreaming support – support sectors particularly MINECOFIN with input on environment as CCI and as a sector.	<ul style="list-style-type: none"> ToR 1 - 2 national consultants Sector consultations Statement on mainstreaming status in EDPRS 	6 weeks June 2007 – Sept 2007	\$ 26,250

policymaking, planning and budgets.

1.1.2	Review institutional linkages between Environment Division in MINITERE and REMA and the national planning systems, policy-making processes to identify entry points that strengthen the systems	<ul style="list-style-type: none"> • ToR • 1 - 2 national consultants • Consultations • Report 	4 weeks July 2007 – Dec 2007	\$ 27,153
1.1.3	Develop practical tools on valuation of environment and natural resources for staff in planning departments of line ministries and their affiliated agencies	<ul style="list-style-type: none"> • ToR • 1 national consultants • 1 international • Training material • Printing of training materials 	8 weeks August 2007 – Jan 2008	\$ 32,403
1.1.4	Review MTEF and key sectoral policies for 1) their incorporation of environmental issues and 2) track implementation of EDPRS for progress in mainstreaming environment 3) entry points to integrate environment into the sectoral policies and strategies (e.g. incorporate SEA into energy policy (upcoming review of the energy policy in MININFRA))	<ul style="list-style-type: none"> • ToR • 1 - 2 national consultants 	6 weeks August 2007 – Dec 2009	\$ 29,253
1.1.5	Based on the above, define and execute activities (establish budget and outline priority environmental areas and Ministries) to support implementation of sectoral environmental commitments in EDPRS and beyond	<ul style="list-style-type: none"> • Identify activities for support • Consult with sectors and agree on support • Prepare MoU 	4 - 6 weeks August 2007 – Dec 2009	\$ 75,600

legislative processes (e.g. the upcoming energy policy review in MININFRA

1.3.2

Awareness raising targeting the private sector in partnership with the RFPS and RIEPA on EIA and the overall applications of EIA

- material Undertake training (2 – 4 days)
- ToR 4 weeks \$ 45,003
- 1 national consultant Jan 2008 – Jan 2009
- 1 international consultant
- Print training material
- Undertake training (2 – 4 days)

Output 2

Intended Outputs

2. Improved capacity at district level to understand and analyse the links between poverty and environment and to integrate environment into development planning.

Activities

2.1 Support integration of environment into the five year District Development Plan

Sub Activities

2.1.1

Train the districts staff how to incorporate environmental management into the five year DDP
All 30 Districts using sessions organized at the Provincial level

Detailed Requirements

- ToR 6 months / 12 weeks
- 2 national consultants June 2007 – Dec 2007
- Identify participants
- Undertake training (Province/per session (for all districts in a Province). A total of 3 sessions

Timing and Deadlines

6 months / 12 weeks
June 2007 – Dec 2007

Budget

\$ 76,125

2.1.2

Provide technical assistance (experts/ consultants) to

- ToR 6 months / 8 weeks
- 2 national consultants \$ 26,250

2.2	Train local government staff on the linkage between poverty-environment and economic development and poverty reduction.			
2.2.1	Develop training materials for local government staff based on phase I studies and findings in 1.1 (Use lessons learned from DEMP and studies and tools from PEI I such as IEA, Economic Assessment etc.)	<ul style="list-style-type: none"> • consultant 	June 2007 – Dec 2007	
2.2.1.3	Develop environmental profiles for model districts to guide evidence based environmental planning process.	<ul style="list-style-type: none"> • ToR • 2 national consultants 	12 months / 8 weeks	\$ 31,500
2.2.1.4	Develop environmental checklists for the Umurenge to strengthen Imihigo reporting (PE based indicators).	<ul style="list-style-type: none"> • ToR • 1 national consultant • Printing of checklists 	Aug 2007 – Aug 2008	\$ 14,700
2.2.1	Develop training materials for local government staff based on phase I studies and findings in 1.1 (Use lessons learned from DEMP and studies and tools from PEI I such as IEA, Economic Assessment etc.)	<ul style="list-style-type: none"> • ToR • 1 national consultant • Printing of materials 	5 weeks	\$ 9,450
2.2.2	Training workshops for local government staff on poverty and environment linkages highlighting their relevance to sector objectives	<ul style="list-style-type: none"> • ToR • 2 national consultants • Identify 20 participants per province • 1 day per Province/per session (for all districts in a Province). A total of 5 sessions inc. 	3 weeks	\$ 117,337.50
2.2.2	All 30 Districts using sessions organized at the Provincial level		Sept 2007 – Feb 2008	

		Kigali		
2.2.3	Improve capacity of District Environment Officers and District Planning Officers to carry out advocacy on environment and poverty linkages.	<ul style="list-style-type: none"> ToR 1 national consultant 2 – 3 training workshops 	24 months / 10 weeks Aug 2007 – Dec 2009	\$ 23,100
2.3.1	Conduct training of local government staff on SEA and its application in the formulation of DDPs.	<ul style="list-style-type: none"> ToR 1 national consultant 1 international consultant Undertake training 	4 weeks Jan 2008 – June 2008	\$ 41,328
2.3.2	Facilitate technical and policy reviews and implementation to assure operationalisation of SEA in mainstreaming environment.	<ul style="list-style-type: none"> ToR 1 national consultant 	18 months / 6 weeks Feb 2008 – Dec 2009	\$ 5,250
2.4.1	Train women's groups and youth committees in poverty and environment linkages	<ul style="list-style-type: none"> ToR 1 national consultant 6 training workshops 	6 months / 8 weeks Nov 2007 – Dec 2009	\$ 22,575
2.4.2	Support small scale demonstration projects targeted to influence policy and support workshops on sharing of best practises	<ul style="list-style-type: none"> Identify (1 projects/ Province) Undertake workshops ToR 1 national consultant 	18 months Jan 2008 – Dec 2009	\$ 143,850
2.4.3	Train NGO, CBO and other partners involved in environmental management on poverty and	<ul style="list-style-type: none"> ToR 1 national consultant 	6 months / 8 weeks Jan 2008 –	\$ 21,787

Output 3		workshops			
Intended Outputs	Activities	Sub Activities	Detailed Requirements	Timing and Deadlines	Budget
3. Increased awareness and more effective participation of stakeholders in environment and development policymaking and planning processes at both district and national level.	3.1. Develop opportunities and mechanisms (incl. SWAP) for coordination between GoR and key development partners to support environment priorities across sectors.	3.1.1 Disseminate PEI study materials and reports to development partners (e.g. through the Rural Development Cluster and other development partner networks).	<ul style="list-style-type: none"> Print reports not yet printed Distribute 	July 2007 – Oct 2007	\$ 15,750
	3.2. Communication strategy to raise awareness about the links between poverty and environment	3.2.1 Train journalists on the links between poverty and environment. Closely collaborate with UNEP PEI, focal point for sourcing training materials	<ul style="list-style-type: none"> Facilitate meetings ToR 1 national consultant Identify journalists Undertake training 	Oct 2007 – March 2007 6 months / 3 weeks Dec 2007 - June 2008	\$ 11,907 \$ 7,350
		3.2.2 "Plateau" in television (15 minute panel interview with pictures from the field illustrating activities that demonstrate best practises for environmental stewardship)	<ul style="list-style-type: none"> ToR Identify company for production 	3 months / 4 weeks Feb 2008 – July 2008	\$ 10,500

3.2.3	Re-broadcast radio programmes from phase I	<ul style="list-style-type: none"> Contact radio stations and prepare new contract 	Timing to be determined – First quarter 2008	\$ 6,300
3.2.4	Produce a documentary to demonstrate PE linkages and best practices in the role of environmental stewardship in poverty reduction	<ul style="list-style-type: none"> ToR Identify company for production Identify journalists Facilitate their travel and stay in the field 	6 months / 24 weeks June 2007 – Dec 2007 June 2007 – Dec 2009	\$ 15,750
3.2.5	Ensure media coverage of key PEI events and workshops	<ul style="list-style-type: none"> Facilitate their travel and stay in the field 	June 2007 – Dec 2009	\$ 7,875
3.2.6	Raise awareness and enhance capacity of Parliamentarians (focus on members of selected Parliamentary Commissions) and mayors	<ul style="list-style-type: none"> Prepare presentations Join other organised events 2 – 3 separate events 	12 months / 8 weeks Oct 2007 – Oct 2009	\$ 14,175
3.3	Activity targeted at private sector	<ul style="list-style-type: none"> ToR 1 national consultant Print guidelines for distribution Extract info from existing PEI studies Print 	4 weeks Jan 2008 – Jan 2009	\$ 13,650
3.3.1	Train selected (according to economic activity e.g. energy, housing etc.) private sector stakeholders in the EIA process and develop special modules on environmental regulations and standards	<ul style="list-style-type: none"> ToR 1 national consultant Print guidelines for distribution 	4 weeks Jan 2008 – Jan 2009	\$ 13,650
3.3.2	Produce information material for the private sector about the role of environment in economic development	<ul style="list-style-type: none"> Extract info from existing PEI studies Print 	2 weeks Jan 2008 – June 2008	\$14,700

3.4. Support integration of environment into education programmes in schools	3.4.1 Develop training materials specially designed for schools. Ensure coordination with UNEP in sourcing appropriate educational materials.	<ul style="list-style-type: none"> ToR 1 – 2 national consultants Print training materials 	6 months / 6 weeks March 2008 – Oct 2008	\$ 9,450
	3.4.2 Plan and execute ongoing training modules for various formal education levels	<ul style="list-style-type: none"> ToR 1 – 2 national consultants 	12 months March 2008 – Oct 2009	\$ 9,450
	3.4.3 Plan and execute ongoing training modules for various informal education levels	<ul style="list-style-type: none"> ToR 1 – 2 national consultants 	12 months March 2008 – Oct 2009	\$ 9,450
Output 4 Intended Outputs	Activities	Detailed Requirements	Timing and Deadlines	Budget
4. Improved national funding levels for investing in environmental sustainability	4.1 Capacity Building for MINTERE/REMA and planning officers involved in MTEF/PER preparation in key sectors	<ul style="list-style-type: none"> ToR 1 international consultant 1 national consultant Workshop 	Oct 2007 – Nov 2007	\$ 26,775
	4.1.1 Develop comprehensive work plan of steps to develop annual PER			
	4.1.2 Conduct trainings and awareness raising sessions on poverty and environment for public employees responsible for drafting/implementation of MTEF/PER etc.	<ul style="list-style-type: none"> Prepare presentation 2 – 3 events 	6 – 9 months / 4 weeks Oct 2007 – Oct 2008	\$ 10,500
	4.1.3 Support short (at most two weeks) training programmes for environmental accounting	<ul style="list-style-type: none"> ToR 1 national consultant 	1 month / 4 weeks March	\$ 47,265.75

4.2	Users fees, royalties, Environment Fund (Organic Law)	<ul style="list-style-type: none"> 1 international consultant Identify participants Undertake training ToR 1 national consultant 1 international consultant ToR 1 national consultant 1 international consultant 	<ul style="list-style-type: none"> 2008 – June 2008 6 months / 6 weeks June 2008 – June 2009 6 months / 4 weeks June 2008 – June 2009 6 months / 4 weeks June 2008 – June 2009 6 months / 8 weeks Aug 2007 – Dec 2007 	<ul style="list-style-type: none"> \$ 24,171 \$ 24,171 \$ 24,171 \$ 17,500 \$ 12,285
4.2.1	Support surveys and studies that influence policy on mechanisms that will facilitate operationalisation of Environment Fund.	<ul style="list-style-type: none"> ToR 2 national consultants 3 training sessions 	<ul style="list-style-type: none"> 6 months / 3 weeks Aug 2007 – Dec 2007 	<ul style="list-style-type: none"> \$ 12,285
4.2.2	Commission studies to influence policy on best practices for effective implementation of the polluter pays principle	<ul style="list-style-type: none"> 1 national consultant 1 international consultant 	<ul style="list-style-type: none"> 6 months / 4 weeks June 2008 – June 2009 	<ul style="list-style-type: none"> \$ 24,171
4.3	Support strengthening of EIA process to contribute to environmental fund	<ul style="list-style-type: none"> 1 national consultant 2 training sessions 	<ul style="list-style-type: none"> Aug 2007 – Dec 2007 	<ul style="list-style-type: none"> \$ 17,500
4.3.1	Train REMA/MINITERE staff at both national and local level in EIA	<ul style="list-style-type: none"> 1 national consultant 2 training sessions 	<ul style="list-style-type: none"> Aug 2007 – Dec 2007 	<ul style="list-style-type: none"> \$ 17,500
4.3.2	Train line ministries in guidelines and regulations	<ul style="list-style-type: none"> 2 national consultants 3 training sessions 	<ul style="list-style-type: none"> Aug 2007 – Dec 2007 	<ul style="list-style-type: none"> \$ 12,285

Output 5
Intended
Outputs

Detailed Requirements
Timing and
Deadlines

Budget
3 months /
4 weeks

\$ 7,875

Select
projects

5.1.1
Review existing
Review selected sector projects for inclusion of

capacity for monitoring poverty and environment linkages at both national and district level	poverty/environment indicators	Collect info	Aug 2007 - Dec 2007	
poverty and environment indicators (including in sector projects) for effectiveness and identify entry points to strengthen them	5.1.2 Identify and design appropriate format for poverty-environment indicators that can be used across all districts	<ul style="list-style-type: none"> ToR 1 national consultant 	2 months / 4 weeks Aug 2007 – March 2008	\$ 5,775
5.2 Training on Systeme Information Statistique Environmentale (SISE)	5.2.1 Train Task team and 6 REMA officers in SISE	<ul style="list-style-type: none"> ToR 1 national consultant 	2 months / 4 weeks Aug 2007 – March 2008	\$ 4,200
5.3 Support studies that will facilitate collecting and generating key data	5.3.1 Integrated Ecosystem Assessment in one District (Western Province, District to be identified)	<ul style="list-style-type: none"> ToR 2 - 3 national consultant District consultations Printing of report 	2 months / 4 weeks Aug 2007 – Aug 2008 6 months Jan 2008 – June 2008	\$ 42,120.25
	5.3.2. Support State of the Environment Report/Secretariat	<ul style="list-style-type: none"> ToR 1 – 2 national consultant 	30 months / 5 weeks Sept 2007 – Dec 2009	\$ 6,300
	5.3.3	<ul style="list-style-type: none"> In close 	30 months	\$ 4,725

Support institutional coordination in environmental data management through joint strategy with other projects in REMA.	collaboration with REMA.	/ 10 weeks Sept 2007 – Dec 2009
	<ul style="list-style-type: none"> Facilitate national travelling of REMA staff and PEI 	
5.4	Upscale poverty and environment mapping tool	\$ 15,750
5.4.1	Identify and secure appropriate software and equipment for environmental management and monitoring	1 months / 1 week Oct 2007 – Dec 2007
5.4.2	Train 24 Government staff (including e.g. MININFRA cartography department) in use of GIS and mapping software	\$ 31,475 6 months / 8 weeks Jan 2008 – Oct 2008
	<ul style="list-style-type: none"> ToR 1 national consultant Undertake training max. 2 x 5 days 	

Output 6	Detailed Requirements	Timing and Budget
Intended Outputs	Sub Activities	Deadlines
6. Efficient and Successful Project Implementation	6.1. Specialist poverty-environment technical project support	36 months June 2007 – Dec 2009
	6.1.1. Renew National Project Manager for duration of phase II	\$ 151,200 (UNDP)
	6.1.2. Recruit (I) Technical Adviser for duration of phase II	32 months Sept 2007 – Dec 2009
	6.1.3. Recruit Project Administrative Assistant for duration of phase II	\$ 342,848
	<ul style="list-style-type: none"> Revise ToR (done) In process.... Revise ToR (done) Advertise Recruit ToR Advertise Recruit 	<ul style="list-style-type: none"> 35 months July 2007 – Dec 2009 \$ 112,000 (UNDP)

6.1	Management support				
6.2.1	Procurement of equipment e.g. 3 x computers, scanner, 1 x external hard drive, 1 x digital camera, 1 x land line and telephone and 3 x flash disks etc)				
6.2	Project Operation				
6.2.2.	Operational costs: transport, internet and land line subscription, mobile airtime, stationary, toner, CD ROMs etc.				
6.2.3	Institutional Support (GoR)				
6.3	Project Monitoring				
6.3.1.	Assessment of national level results				
6.3.2.	Assessment of district level results				
		Identify needs for successful PEI programme implementation support	June 2007 – Dec 2009	\$ 13,850 (UNDP)	
		Prepare procurement plan			
		Assess annual use and include in procurement plan	June 2007 – Dec 2009	\$ 50,050 (\$ 22,950 UNDP) (\$ 27,100 UNEP)	
		Facilitation of institutional support. Office space for 3 members of project management unit (PMU)	June 2007 – Dec 2009	\$ 175,000 (GoR)	
		ToR	24 months / 10 weeks	\$ 35,217	
		2 national consultants	June 2007		
		Workshop	– Dec 2009		
		ToR	24 months / 10 weeks	\$ 39,942	
		1 national consultant	June 2007		
		Travel plan	– Dec 2009		
		Stationery			
		Workshop			

6.3.3
District visits

- Travel assessment plan for PEI staff 24 months / 10 weeks June 2007 – Dec 2009 \$ 5,000

Total for all outputs	\$ 2,379,720
5% UNDP operational service charge on UNEP funds	\$ 95,236
Grand Total	\$ 2,474,956

Project Results and Resources Framework

Intended Outcome as stated in the Country Programme Results and Resource Framework:
Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets.
Applicable MYFF Service Line:
Partnership Strategy:
Project title and ID (ATLAS Award ID): Rwanda Poverty and Environment Initiative (PEI) Phase II (June 2007 – December 2009) Support of the implementation of Rwanda Economic Development and Poverty Reduction Strategy

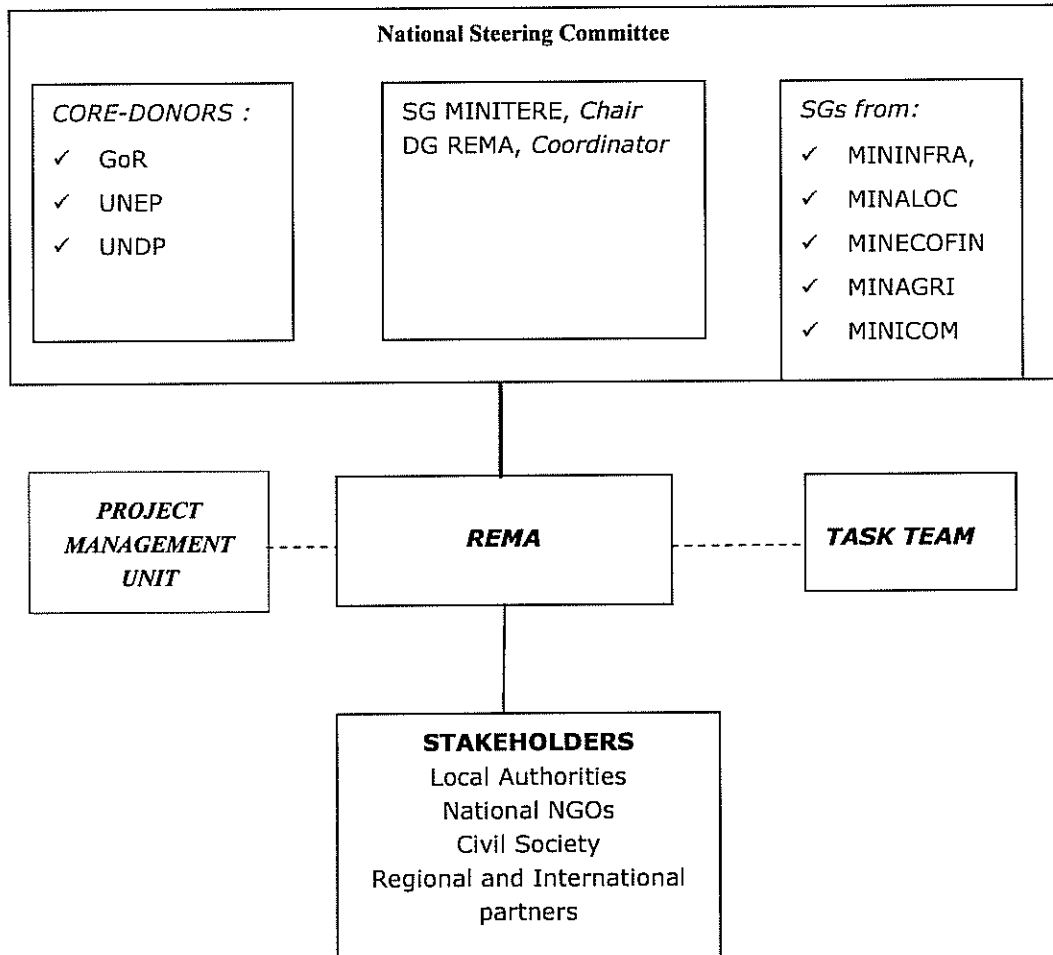
Intended Outputs	Indicative Activities	Responsible parties	Output Indicators
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<p>1. Improved capacity within key government ministries (MINITERE, MINAGRI, MINALOC, MININFRA, MINICOM and MINECOFIN) and institutions to understand and analyse the links between poverty and environment and to integrate environment into policymaking, planning and budgets.</p>	<p>1.1 Assess key (max. 6) sectoral policy and planning frameworks (including but not limited to EDPRS) to identify poverty and environment linkages, gaps and institutional capacity to address these</p> <p>1.2 Train central Government staff on the importance of poverty-environment linkages to economic development and poverty reduction.</p> <p>1.2.b Short courses in environment planning, environment policy development, environmental accounting</p> <p>1.3 Conduct training in SEA for selected sectors and support sectors in applying SEA to ongoing policy and legislative processes (e.g. the upcoming energy policy review in MININFRA)</p>	<p>MINECOFIN, MINITERE/REMA, MINAGRI, MINALOC, MININFRA, MINICOM</p>	<p>1) Environment mainstreamed in the EDPRS</p> <p>2) Sector policy and strategies demonstrate poverty and environment linkages focus and budgets allocated for environmental issues</p> <p>3) 3 planners/technicians in 6 line ministries trained and successfully integrate environment into their sectoral planning</p> <p>4) Environmental policy priorities reflected in sector plans and annual public expenditure reviews of key sector.</p>
<p>2. Improved capacity at district level to understand and analyse the links between poverty and environment and to integrate environment into development planning.</p>	<p>2.1 Support integration of environment into the five year District Development Plan</p> <p>2.2 Train local government staff on the linkage between poverty-environment and economic development and poverty reduction.</p> <p>2.3 Conduct training in selected sectors on SEA and the application of the tool to ongoing policy processes at the district level.</p> <p>2.4 Enhance participation of</p>	<p>MINALOC, MINITERE/REMA, and Districts</p>	<p>1) District Development Plans (DDPs) clearly articulate environmental priorities as defined in the DEAPs</p> <p>2) All district officers trained (train the trainer programme) in importance of environment to their sector/ district and how to integrate environment into their planning and budgeting processes.</p> <p>3) Complete and improved utilisation of the 5% CDF earmarked for environment</p>

	<p>stakeholders in environment issues for selected districts</p> <p>2.5 Conduct formal reviews to track progress with respect to MGD 1 + 7 targets at district level</p> <p>2.6 Support sectors in the mainstreaming agenda</p> <p>2.7 Support strengthening of EIA process</p>		
<p>3. Increased awareness and more effective participation of stakeholders in environment and development policymaking and planning processes at both district and national level</p>	<p>3.1 Develop opportunities and mechanisms (incl. SWAPs) for coordination between GoR and key development partners to support environment priorities across sectors.</p> <p>3.2 Media activities to raise awareness about the links between poverty and environment</p> <p>3.3 Activity targeted at private sector</p> <p>3.4. Support integration of environment into education programmes in schools</p>	<p>REMA/MINITERE, UNDP and MINECOFIN</p>	<p>1) GoR and donors agree on steps towards a SWAP process</p> <p>2) NGOs and other civil society groups systematically engaged and supported in environmental policy at the sectoral level as well as implementation of district level environmental activities.</p> <p>3) Public sector actively supported in environment initiatives, with particular support of private sector training programmes in EIA.</p> <p>4) Annual budgets, including line ministries, show increase in expenditure on environment</p>
<p>4. Improved national funding levels for investing in environmental sustainability</p>	<p>4.1. Capacity Building for MINITERE/REMA and planning officers involved in MTEF/Public Expenditure Review preparation in key sectors</p> <p>4.2 User fees, royalties Environment Fun (Organic Law)</p>	<p>MINECOFIN MINITERE/REMA and</p>	<p>1) Analysis and information in MINITERE Performance Expenditure Review (PER) strengthened</p> <p>2) Mechanisms to operationalise Environment Fund (provided for in the Org. Law on environment),</p>

<p>5. Improved capacity for monitoring poverty and environment linkages at both national and district level.</p>	<p>4.3 Support strengthening of EIA process to contribute to Environment Fund</p> <p>5.1 Review existing poverty and environment indicators (including in sector projects) for effectiveness and identify entry points to strengthen them.</p> <p>5.2 Training on Systeme Information Statistique Environmentale (SISE)</p> <p>5.3 Support studies that will facilitate collecting and generating key data</p> <p>5.4 Upscale poverty and environment mapping tool</p>	<p>REMA, MINECOFIN and National Institute of Statistics (NIS).</p>	<p>through environmental royalties/user fees, green taxes (Clean Development Mechanisms (CDM) developed.</p> <p>1) Appropriate indicators made available at sectoral and district levels.</p> <p>2) MINECOFIN monitoring and evaluation framework includes environmental component.</p> <p>3) An information system for environmental information and data management established and operational</p> <p>4) A framework for data collection and analysis on PE linkages developed</p>
<p>6. Efficient and Successful Project Implementation</p>	<p>6.1 Management support</p> <p>6.2 Project Operation</p> <p>6.3 Project Monitoring</p>	<p>REMA and UNDP</p>	

ANNEX 1: RWANDA PEI MANAGEMENT STRUCTURE



ANNEX 2: DRAFT TOR RWANDA PEI TASK TEAM

Duration:	31 Months
Proposed starting date:	June 2007
Duty station:	Kigali, Rwanda
Implementing Agency:	Rwanda Environment Management Authority

Background

Recognising the strong links between poverty and environment, the Government of Rwanda is committed to mainstreaming environmental sustainability into the country's new Economic Development and Poverty Reduction Strategy (EDPRS) through its implementation as well as execution of District Development Plans (DDPs). The DDPs have been developed in harmony with the sectoral priorities identified during the EDPRS formulation phase. The overall goal is poised to achieving poverty reduction and sustainable economic growth.

Rwanda's "Vision 2020", the country's overarching national planning and policy framework into which other strategies, plans, programmes and policies should fit recognizes that the environment cannot be tackled in isolation. The document states that Rwanda will endeavour to "mainstream the environmental aspect in all policies and programmes of education, sensitization and development and in all the processes of decision-making".

UNEP and UNDP are supporting the mainstreaming efforts of the Government through the GoR-UNDP-UNEP Poverty and Environment Initiative (PEI).

The Rwanda PEI has a two-phased approach. The main purpose of the first phase was to ensure the integration of environment into the EDPRS during the formulation phase of the EDPRS. Phase II will be articulated around Rwanda's medium term needs, namely capacity building for environmental mainstreaming and sound environmental management at the local, district, and national level, to enable successful implementation of the EDPRS and its environmental commitments. Further, PEI Phase II will develop key performance indicators (KPI) in the context of EDPRS and DDPs and harmonise them to align with KPIs for tracking progress on MDG 1+ 7 targets.

The Task Team is to be expanded with a representative from MINICOM to join the other members from MINITERE, REMA, MINECOFIN, MINALOC, MINAGRI, MININFRA, UNDP and UNEP. REMA DG chairs the Task Team and the PEI Project Management Unit provide secretariat support.

Objectives of the Task Team

The overall objective of the Task Team is to support the mainstreaming of environment into national and district level planning, policy and budget processes . This includes supporting objectives as follows:

- 1) Ensuring analysis, consultation and dialogue for informed and constructive input on environment issues into national and district level planning, policy and budget processes;
- 2) Build awareness of and support for environmental mainstreaming among all relevant government Ministries and stakeholders;

Specific Terms of Reference

Consistent with the above objectives, the Specific Terms of Reference for the Task Team are the following:

- 1) Follow up on analytical studies and tools ensuring that a powerful message on the importance of environment in Rwanda is conveyed to relevant stakeholders;.
- 2) Ensure that PEI activities are relevant to and coordinated with other sector ongoing processes.
- 3) Contribute to technical inputs (such as training manuals, guidelines, terms of reference, working papers etc.);
- 4) Convene minimum quarterly to provide oversight over PEI financial reporting and approve budget revisions

Outputs

The Task Team is expected to discuss and approve the following outputs:

- 1) Recommendations and guidance on how to plan district level work;
- 2) Approve PEI deliverables such as reports and communication material
- 5) The integration of environment into the key development processes at national and district level for EDPRS implementation support;
- 6) Detailed written comments and feedback (through the Project Manager) on the various draft reports undertaken;
- 7) Approve briefings and progress reports to relevant stakeholders;

ANNEX 3: TOR PROJECT MANAGER

Duration: 31 Months

Proposed starting date: June 2007

Duty station: Kigali, Rwanda

Implementing Agency: Rwanda Environment Management Authority

Background

Recognising the strong links between poverty and environment, the Government of Rwanda is committed to mainstreaming environmental sustainability into the country's new Economic Development and Poverty Reduction Strategy (EDPRS) through its implementation as well as execution of District Development Plans (DDPs). The DDPs have been developed in harmony with the sectoral priorities identified during the EDPRS formulation phase. The overall goal is poised to achieving poverty reduction and sustainable economic growth.

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UNEP and UNDP are supporting the mainstreaming efforts of the Government through the GoR-UNDP-UNEP Poverty and Environment Initiative (PEI).

The Rwanda PEI has a two-phased approach. The main purpose of the first phase was to ensure the integration of environment into the EDPRS during the formulation phase of the EDPRS. Phase II will be articulated around Rwanda's medium term needs, namely capacity building for environmental mainstreaming and sound environmental management at the local, district, and national level, to enable successful implementation of the EDPRS and its environmental commitments. Further, PEI Phase II will develop key performance indicators (KPI) in the context of EDPRS and DDPs and harmonise them to align with KPIs for tracking progress on MDG 1+ 7 targets.

Rationale of the Post

The implementation of the second phase of the Poverty and Environment Initiative will begin in April/May 2007. REMA, UNEP and UNDP are therefore looking for a National Project Manager to take a lead on project management of phase II of PEI, including giving guidance and technical advice to the implementation of the environmental mainstreaming activities related to the EDPRS.

Purpose

The National Project Manager will provide advisory and management support to the implementation of the second phase of Rwanda's PEI:

- Take the lead in ensuring day-to-day management of Phase II of Rwanda's PEI project in close collaboration with the Project Coordinator, the Technical Advisor, the Administrative Assistant and UNDP-Rwanda and UNEP;
- Provide technical advice and guidance to the implementation of environmental mainstreaming activities related to the EDPRS and other relevant policies, strategies and development plans, focusing especially at the district level administration;
- Ensure capacity building for the national counterpart personnel;
- Build information/knowledge networks in support of the efforts to strengthen the Environment Sector;
- Work closely with MINECOFIN to identify sector specific activities and focus areas for support;
- Maintain close links with the funding partners and continue to mobilise further financial support;
- Ensure, in close collaboration with the Technical Advisor, that the project is informed by lessons learned from the wider poverty and environment community and that experience from the Rwanda PEI is shared with the wider development community.

Duties and Responsibilities

Under the overall supervision of the Director General of REMA and keeping in close contact with UNEP/UNDP, the National Project Manager shall undertake the following tasks:

Project Management

The management of the project will be undertaken in collaboration with Project Coordinator, Technical Advisor and Project Assistant.

Co-ordinate implementations of project activities, including:

- Ensure timely implementation of activities;
- Identify consultants, NGOs and other stakeholders to work with;
- Act as a counterpart for consultants by helping them access information and relevant resource persons and contacts;
- Developing partnerships with e.g. other ongoing initiatives in the field of poverty and environment
- Assist the Technical Advisor in supervision of the consultancies and in reviewing and assessing products/services provided by consultants and experts counterparts and notify/advise REMA, UNEP/UNDP and the Task Team on quality, and recommend appropriate actions to undertake for improvement of project outputs;
- Provide input for and develop ToRs for outsourced pieces of work;
- Contribute to papers, briefs, and various reports related to the project;
- Ensure donor reporting requirements are met and quarterly, annual and financial reporting is rigorous and timely;
- Follow up closely on the progress of reporting on Poverty & Environment indicators integrated in EDPRS;
- Ensure that monitoring and evaluation of project activities take place;
- Ensure the production of weekly reports as well as quarterly progress and annual reports to the Task Team, REMA and UNEP/UNDP focused on capturing results, learning lessons and documenting best practices in order to improve project performances;
- Provide comments in writing on the substantive aspects of the quarterly and annual workplans and budgets before approval by REMA, the Task Team and UNEP/UNDP.

Advisory support to implementation of project activities

Provide technical advice to the Task Team and to GoR on international experience in the implementation of the mainstreaming related activities of poverty environment issues into national development policy-making, planning and budgeting processes, including:

- Provide support especially to selected line ministries at the district level to identify activities and assist in preparation of workplans and actions;
- Assist district line ministry officers in detailed design of activities to strengthen the environmental planning and management systems and better integrate environmental issues into other district development issues (particularly in areas planned for in the EDPRS). This includes advising on processes and mechanisms, which can facilitate and support the integration of poverty-focused environmental priorities into other sector areas and better integrate the district level with national development planning;
- Advise and assist MINECOFIN, MINITERE and REMA in the execution of the monitoring of environmental mainstreaming activities in relevant line ministries;
- In collaboration with the Technical Advisor, undertake trainings in broad areas in the links between environment and different sectors for line ministry and district staff;
- Participate actively in the Rural Development Cluster;
- Provide advice in assessing capacity gaps that exist with regard to environmental mainstreaming in MINECOFIN, MINITERE, REMA and selected line ministries, and assist the TA in designing capacity building activities that respond to the identified needs;
- Follow up closely on the progress of reporting on Poverty and Environment indicators integrated in EDPRS.

Maintain links with donor partners and international poverty and environment community

- Facilitate linkages between Rwanda PEI and PEI programmes in other countries to identify opportunities for lesson between countries;
- Support Rwanda PEI participating in activities of the global UNDP-UNEP Poverty Environment Initiative;

Profile and qualifications

Required is an expert with strong experience in environment related field and solid policy experience in Rwanda.

Essential

- Master or Bachelor degree in a relevant field such as environment, political science or economics;
- Progressively responsible experience in management of complex development programmes;
- Strong interpersonal skills with ability to work under pressure and to establish and maintain effective work relationships with people of different national and cultural backgrounds
- Strong team building skills;
- Excellent communication skills with ability to express ideas clearly, logically and effectively, both orally and in writing.
- Fluent Kinyarwanda
- Fluent spoken and written English and/or French, preferably both.
- Computer literacy in full MicroSoft Office and office technology equipment.

Desirable:

- Experience working with UNDP or other UN Agencies
- Experience working with the Rwandan Government, central or/and district level.

Duration: The duration of assignment will be 36 months.

ANNEX 4: TECHNICAL ADVISOR

Duration: 12 Months (renewable)

Proposed starting date: Mid 2007

Duty station: Kigali, Rwanda

Implementing Agency: Rwanda Environment Management Authority

Background

Recognising the strong links between poverty and environment, the Government of Rwanda is committed to mainstreaming environmental sustainability into the country's new Economic Development and Poverty Reduction Strategy (EDPRS) through its implementation as well as execution of District Development Plans (DDPs). The DDPs have been developed in harmony with the sectoral priorities identified during the EDPRS formulation phase. The overall goal is poised to achieving poverty reduction and sustainable economic growth.

Rwanda's "Vision 2020", the country's overarching national planning and policy framework into which other strategies, plans, programmes and policies should fit recognizes that the environment cannot be tackled in isolation. The document states that Rwanda will endeavour to "mainstream the environmental aspect in all policies and programmes of education, sensitization and development and in all the processes of decision-making".

UNEP and UNDP are supporting the mainstreaming efforts of the Government through the GoR-UNDP-UNEP Poverty and Environment Initiative (PEI).

The Rwanda PEI has a two-phased approach. The main purpose of the first phase was to ensure the integration of environment into the EDPRS during the formulation phase of the EDPRS. Phase II will be articulated around Rwanda's medium term needs, namely capacity building for environmental mainstreaming and sound environmental management at the local, district, and national level, to enable successful implementation of the EDPRS and its environmental commitments. Further, PEI Phase II will develop key performance indicators (KPI) in the context of EDPRS and DDPs and harmonise them to align with KPIs for tracking progress on MDG 1+ 7 targets.

Rationale of the Post

The implementation of the second phase of the Poverty and Environment Initiative is expected to begin in April/May 2007. REMA, UNEP and UNDP are now looking for a candidate to provide guidance and technical advice to PEI phase II and to the implementation of the environmental mainstreaming activities related to the EDPRS.

Purpose

The Technical Advisor will provide advisory and management support to the implementation of the second phase of Rwanda's PEI with a particular focus on building capacity in counterpart ministries:

- Support the National Project Manager in day-to-day management of Phase II of the Rwanda-PEI in collaboration with the Project Coordinator, UNDP Rwanda and UNEP, particularly with regard to supervision of consultancies;
- Provide technical advice and guidance to the implementation of environmental mainstreaming activities related to the EDPRS and other relevant policies, strategies and development plans, focusing particularly on the central administration level;
- Ensure capacity building for the national counterpart personnel;
- Build information/knowledge networks in support of the efforts to strengthen the Environment Sector;
- Work closely with MINECOFIN to identify sector specific activities and focus areas for support;
- Maintain close links with the funding partners and continue to mobilise further financial support;
- Ensure that PEI-Rwanda is informed by lessons learned from the wider poverty and environment community and that likewise, experience from the Rwanda PEI is shared in relevant regional and international fora.

Duties and Responsibilities

Under the overall supervision of the Director General of REMA and UNEP/UNDP, the Technical Advisor shall undertake the following tasks:

Advisory support to implementation of project activities

Provide technical advice to the Task Team and to GoR on mainstreaming poverty environment issues into national development policy-making, planning and budgeting processes, including:

- Provide support to selected line ministries (as per the PEI phase II workplan);
- Assist line ministries in detailed design of activities to strengthen the environmental planning and management systems and better integrate environmental issues into other, sectoral development issues (particularly in areas planned for in the EDPRS). This includes advising on processes and mechanisms, which can facilitate and support the integration of poverty-focused environmental priorities into the sectors;
- Advise and assist MINECOFIN, REMA and MINITERE in the execution of the monitoring of environmental mainstreaming activities in relevant line ministries;
- Train MINECOFIN and selected line ministry staff in the links between environment, development and their sector;
- Actively participate in the Rural Development Cluster;
- Assess capacity gaps with regard to environmental mainstreaming in MINECOFIN, MINITERE, REMA and selected line ministries, and take the lead in designing capacity building activities as appropriate;
- Identify knowledge gaps on poverty and environment in Rwanda that exist in MINITERE, MINECOFIN, REMA, UNDP and UNEP and suggest necessary measures for addressing such gaps, including suggestions for policy research, knowledge sharing and data surveys;
- Follow up closely on the progress on reporting on Poverty & Environment indicators integrated in EDPRS.

Maintain links with donor partners and international poverty and environment community

- Facilitate linkages between Rwanda PEI and PEI programmes in other countries to identify opportunities for lesson learning between countries;
- Ensure that the Rwanda PEI participates in activities of the global UNDP-UNEP Poverty Environment Initiative;

- Ensure that the Rwanda PEI is informed by international best practice and identify opportunities for Rwanda PEI Implementation Team to participate in international fora on poverty and environment;
- Represent the Rwanda PEI project to other donors with a view to mobilising additional funds.

Project Management

In addition to coordinating external inputs into project activities the Advisor will carry out the following tasks in collaboration with the Project Coordinator, the National Project Manager and the Project assistant:

- Ensure timely implementation of activities;
- Develop Terms of Reference for out-sourced pieces of work;
- Identify NGOs, consultants and other stakeholders to work with;
- Supervise PEI-Rwanda consultancies, review and assess products and services provided by consultants advise REMA, UNEP/UNDP and the Task Team on quality and appropriate follow-up actions;
- Contribute to papers, briefs, and various reports related to the project;
- Assist REMA in meeting its PEI reporting requirements in rigorous and timely manner;
- Ensure that monitoring and evaluation of project activities take place;
- Assist in the preparation of quarterly and annual progress reports to the Task Team, REMA and UNEP/UNDP focused on capturing results, learning lessons and documenting best practices in order to improve project performances;
- Provide comments in writing on the substantive aspects of the quarterly and annual workplans and budgets before approval by REMA, the Task Team and UNEP/UNDP.

Profile and qualifications

Essential

- Bachelors or Masters degree in a relevant field such as environment, Agronomy, political science or economics, or equivalent work experience;
- Minimum five years work experience in related fields such as Poverty Reduction Strategies, policies and programme;
- Progressively responsible experience in poverty focused analysis and management of environmental issues;
- Good understanding of international experience and best practice in the mainstreaming of cross-cutting issues into national development processes including budgets;
- Strong background in development of environmental indicators and data analysis.
- Experience of donor coordination work and partnership building work;
- Strong interpersonal skills with ability to work under pressure and to establish and maintain effective work relationships with people of different national and cultural backgrounds;
- Ability to take initiative and to work independently, as well as part of a team;
- Excellent communication skills with ability to express ideas clearly, concisely and effectively, both orally and in writing;
- Fluent spoken and written English and/or French, preferably both.
- Computer literacy in full MicroSoft Office and office technology equipment.

Desirable

- Experience of working with UNEP and/or UNDP;
- Experience of working at district level in Rwanda.

Duration

The duration of assignment will be 12 months with possibility of renewal.

Annex 5: ToR Project Assistant

Duration: 12 Months (renewable)

Proposed starting date: Mid 2007

Duty station: Kigali, Rwanda

Implementing Agency: REMA

Background

UNEP and UNDP are supporting the Government of Rwanda's efforts to mainstream environmental sustainability into the Economic Development and Poverty Reduction Strategy (EDPRS), which is scheduled to be finalised in May 2007. The rationale for mainstreaming environment into EDPRS is for the poor to meet their daily needs as they are highly dependent on ecosystem services, which are generated by environmental resources. The impacts of poverty in the country are hence profoundly affected by the state of the environment and increased pressure on resources, such as land and water, will result in ecosystem degradation over time and the reduction of incomes and broader elements of wellbeing for the poor. For example, soil erosion reduces agricultural productivity and incomes and polluted water causes diseases and increased health costs. Maintaining or restoring ecosystem services and using them in a sustainable manner will, over time, assist to reduce poverty sustainably.

UNDP and UNEP are supporting Rwanda in meeting its objective of mainstreaming environment into the EDPRS through the Rwanda Poverty and Environment Initiative (PEI). UNDP and UNEP initiated their global partnership, in 2005. The partnership not only reflects the integrated nature of environmental and development issues and benefits of the leading UN agencies on environment and development working together, but also the need for improved UN coordination at the global, regional and country level under the UN reform (for more details on the global PEI: http://www.unep.org/poverty_environment/index.asp).

The Rwanda PEI was initiated in November 2005 and Phase I will end with the end of the formulation of the EDPRS. The second phase of the PEI will focus on supporting the implementation of the strategy and further ensure that the right technical advice is available to the sectors as well as on to the decentralised entities.

Rationale of the Post

The implementation of the second phase of the Poverty and Environment Initiative will begin in April/May 2007. REMA, UNEP and UNDP are looking for a national candidate to provide support both administrative and some managerial for the implementation of second phase of the Poverty & Environment Initiative.

Duties and Responsibilities

Under the overall supervision of the Director General of REMA and UNEP/UNDP, and the direct supervision of the National Project Manager and the Technical Advisor (NPM and TA) undertake the following tasks:

- Support the recruitment process, payment and reporting from consultants working for the PEI;
- Prepare payment requests for project activities in collaboration with NPM and TA;
- Ensure timely and correct management and reporting of operational funds;
- Provide counterparts and stakeholders with information related to the project;
- Assist in the production of quarterly newsletter;
- Coordinate minutes and reports from meetings;
- Prepare, in collaboration with NPM and TA, PEI weekly reports;
- Support budget planning and forecasting;
- Assist in the preparation of financial reports to UNDP;
- Take part in the overall management of the project and track activity implementation and support the timely delivery of prioritised activities.
- Ensure accurate records of project activities and inventory of project support equipment

Profile and qualifications

Required is a person who has knowledge of the Rwandan central administration and desirable UN experience.

Essential

- Bachelor degree in administration, accounting or related field
- Progressively responsible experience in budget administration
- Strong interpersonal skills with ability to work under pressure and to establish and maintain effective work relationships with people of different national and cultural backgrounds.
- Strong team working skills.
- Excellent communication skills with ability to express ideas clearly, logically and effectively, both orally and in writing.
- Fluent Kinyarwanda
- Fluent spoken and written English and preferably French.
- Computer literacy in full MicroSoft Office and office technology equipment.

Duration: The duration of assignment will be 12 months with possibility of renewal.