

1st Workshop, Kosice

Integrating multiple benefits of wetlands and floodplains into improved transboundary management for the Tisza River Basin

UNDP/GEF Tisza Medium Sized Project:

24th September 2008

Draft workshop minutes

Participants: Annex 1

Agenda: Annex 2

Presentations: <http://www.icpdr.org/undp-gef-tisza>

The purpose of the workshop. The main activities of this workshop were to review the planned activities of the national experts supporting the Tisza integrated river basin management plan and, to agree the selection of demonstration projects.

Summary of presentations:

Copies of the presentations are available on the project web site: <http://www.icpdr.org/undp-gef-tisza>

Peter Whalley provide a short summary of the current state of the project, the activities of the national experts¹, the process for requesting and selecting proposals for the demonstration projects and the next steps in the overall project. The key points were:

- The National Experts ToRs would be adjusted to meet the revised requirements as discussed in the proceeding Tisza Group Meeting (full details are provided in the minutes of this meeting);
- The selection criteria and the role of the international partners (UNDP, UNEP, EC, ICPDR) to the MSP in the selection process was presented
- 16 outline project ideas were submitted for assessment with a total grant request of 1.477 M USD and proposed co-funding of 2.594 MUSD. A summary of each project was presented;
- The interest and response in this programme was very significant and the UNDP/GEF MSP would like to encourage the support of other projects by seeking additional funding from alternative sources;
- Three projects were identified as meeting the selection criteria, the needs of the ICPDR Tisza Group and the Tisza MSP (see below). The strengths of these projects were summarised. All three projects would need further adaptation to meet the budget constraints and to ensure full international participation. The workshop was invited to comment on this selection and then to endorse their selection for further support.

¹ The ToRs for the national experts, previously distributed for comment, have to be adjusted as a result of the discussion and agreement in the ICPDR Tisza Group meeting proceeding this workshop. See later.

Klara Torthova presented the UNDP activities supporting the MSP work.

- UNDP have led the call for proposals that resulted in the 16 project ideas;
- UNDP will provide financial support for each of three recommended demonstration projects to further develop the ideas and to facilitate the organisation of two stakeholder meetings per project. Up to 10,000 USD (subject to agreed reimbursable receipts) would be provided to each project. The ToR for this activity is attached as Annex 3.
- UNDP will provide an international expert to assist with the development of the proposals and the aid the projects during the inception period. The ToR for this activity is attached as Annex 4.

Key Discussion Points

National Experts: Revised ToRs reflecting the work plan agreed in the Tisza Group Meeting (and summarised in Annex 5) will be circulated for comment. All participants of the meeting agreed with the revised work plan, recognising that the UNDP/GEF MSP was a 'contributor' to the overall activities of the integrated river basin management plan but was not the sole source of resources; the majority would be from national budgets.

Demonstration Projects: From the 16 projects submitted, three projects were recommended for further support by UNDP to be developed into detailed proposals. A maximum total budget of 350 k USD is available to support the three projects. These three projects are:

- **Making space for water in the Bodrog river basin** (SK, HU, UA)
- **Selected measures towards integrated land and water management in upper Tisza** (UA) – *with a recommendation to include RO in the project either by combining with another project or by local contacts.*
- **Integrated land development (ILD) programme to improve land use and water management efficiency** (HU) – *with the recommendation that this project idea is expanded in the border area with RO and RS.*

UNDP will provide an international expert to assist with the further development of the project ideas. In addition the UNDP assistance to each project (up to 10,000 USD) will support wider stakeholder involvement in the projects' development. All three projects will require adaptation with regards to the available budget, to ensure that appropriate cross-border co-operation is included, to maximise the end benefits to the work of the Tisza Group and the desire of the UNDP/GEF MSP for the integration of water quantity and quality.

The MSP, supported by the participants of the workshop, acknowledged the high level of interest and the breath of ideas submitted and all participants were encouraged to seek opportunities for additional funds to support more projects.

Planned Next Steps for the UNDP/GEF MSP

- Development of detailed proposals and assistance with demonstration project inception period (with UNDP support);
- Submission of demonstration projects for formal endorsement by the Project Steering Committee (linked to the ICPDR Ordinary Meeting);
- Start of the 18 month demonstration projects;
- National Experts activities in support of the flood and pollution strategies as agreed in the Tisza Group Meeting (see summary presented in Annex 5);
- Preparation of an 'Integration' discussion document – the first draft to be prepared by the MSP project staff.
- Second workshop – March 2009 – will focus on water quantity and quality integration and presentation of the inception reports by the three demonstration projects.

- Regional Stakeholder meetings (supported by UNDP) in the autumn of 2009 and 2010 to coincide with the mid point and completion of the demonstration projects.
- Preparation of an 'Integration' discussion document – the first draft to be prepared by the MSP project staff.

Main Actions/Recommendations:

- The workshop endorsed the three demonstration projects (listed above) for further development and final submission to the Project Steering Committee meeting in December 2008 for approval;
- UNDP to undertake a tender to identify international expert to assist the demonstration projects;
- UNDP to issue support contracts to the three demonstration project leaders to initiate the proposal development;
- The PIU to revise and distribute national expert ToRs;
- All to seek opportunities for additional funding for additional demonstration projects (the PIU will co-ordinate);

Annex 1

11th Tisza Group meeting and 1st Workshop of the UNDP/GEF Tisza Medium Sized Project

23-24th September 2008, Kosice

List of participants

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Country	Name	Institute	Tel/Fax
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VITUKI	János Fehér	VITUKI	
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DEF	Péter Lengyel		

Annex 2

DRAFT AGENDA

1st UNDP/GEF Tisza MSP workshop (linked to the 11th Tisza Group meeting)

24 September 2008, Kosice - Slovakia

Wednesday, September 24, 2008

- Introduction to the project - where are we, inception report, etc. (Mr Peter Whalley – project Manager)
- Final agreement on the main outline of the strategies and agreement on the next steps on the preparation process (Mr Peter Whalley – project Manager)
- Discussion and final agreement on the shortlist of the demo-projects (Mr Peter Whalley – project Manager)
 - a) the objectives of the demo projects
 - b) the call and the selection procedure - how that is working and what we have received
 - c) UNDP assistance over the next month in developing the projects in to good proposals
 - d) UNDP Stakeholder workshop in November, outline, purpose participation etc.
 - e) demo project short listing - scoring system from the call

Annex 3

Term of Reference for Demonstration Project Lead partner on Project Development Support

Project Title: Tisza community-led demonstration project for sustainable development and integrated land and water management

Duration: October – December 2008

Background:

The project is an integral part of the GEF- Mid-Size Project “Integrating multiple benefits of wetlands and floodplains into improved transboundary management for the Tisza River Basin”. This pilot and demonstration component will aim at developing, implementation and evaluation of transboundary community-led projects that promote sustainable development through integrated land and water management (ILWM) practices at the community level in Tisza countries: Hungary, Romania, Serbia, Slovakia and Ukraine.

Selection process:

Call for project ideas was published on 14 July 2008 with the deadline for submission of project ideas by 12 September 2008. The Tisza Group on its meeting on 24 September 2008 will select the short-list of project ideas to be developed further into project proposals.

Technical assistance will be provided from the UNDP project (in particular, but also from other project partners) to support the elaboration of project proposals on the short-list. The TA will include involvement of an international consultant, as well as direct support to the demonstration project lead partner to cover the project preparation costs (as defined in this TOR). The detailed proposals will be presented at a stakeholder workshop in November 2008 to seek feedback and comment, and enable refinement of the concepts.

The UNDP/GEF Tisza Project Steering Committee, consisting of representatives of 5 participating countries – National Governments, GEF, EC, International Commission for the Protection of the Danube River (ICPDR), UNEP, UNOPS and UNDP, will evaluate the project proposals and approve the award of grant for the implementation of selected demonstration projects on its December 2008 meeting.

Specific Duties and Responsibilities, and expected outcomes and deliverables:

Under the direct supervision of, and reporting to the project manager in UNDP, and in cooperation with the Regional Consultant, the Lead Partner will be responsible for development of the Demo Project Proposal.

- The selected project idea will be developed into a full Demo Project Proposal with clearly defined objective, outcomes and set of activities, will indicate the planned project costs broken down by outcome and budget lines, and define roles of project partners. The Proposal will also define the monitoring and evaluation criteria, including indicators and targets, and the monitoring plan.
- The Demo Project Proposal will justify that the intervention fits the criteria of the GEF MSP and the UNDP projects and the agreed selection criteria. Each Proposal will consider the results of earlier project implemented on the issue in the pilot area and find opportunities and complementarities for UNDP/GEF intervention. Economic linkages, the sustainability of Demo project results and the replication potential will be also specified.
- The Demo Project Proposal will include amongst others information on the existing institutional arrangements and local capacities; economic and administrative situation, available financial resources; identified gaps and needs; risks and management response.
- The Demo Project Proposal will be discussed with local and national stakeholders, including NGOs, communities, local and national government, and the interim secretariat of the Carpathian Convention.
- Demo Project Proposal will be presented to the Steering Committee Meeting of the GEF-Mid-Size Project seeking award of implementation grant.

To achieve the above under, the Lead Partner shall perform the following duties:

- Identify local stakeholders
- Support local participation and motivate different stakeholders for cooperation
- Establish platform for mutual communication
- Initiate and develop discussion on the project idea
- Define roles and responsibilities of project partners and stakeholders
- Organize meetings of project partners and at least 2 workshops for identified local and national stakeholders
- Formulate and set up effective and transparent project management framework on local level
- Formulate a set of indicators able to monitor and evaluate project activities and results,
- Formulate the detailed workplan,
- Define the next steps to achieve the results
- Analyze co-funding potential and define a co-financing plan to ensure good levels of co-funding;
- Define a practical strategy for achieving sustainability in place
- Draft the project proposal, circulate for comments to partners and stakeholders, and finalize it based on comments
- Liaise with the Regional Consultant and the UNDP PM
- Prepare report about the project development support implemented

Time frame of activities for project proposal development:

	Activity	Time Frame
1.	Signing of Contract	beginning October 2008
2.	Mission of Regional Consultant to demonstration project sites and consultation with local stakeholders	31 October 2008
3.	Preparation of the Demo Project Proposal for the pilot site – 1 st draft	15 November 2008
4.	Finalization of the Demo Project Proposal	30 November 2008
5.	SC meeting and review of the Demo Project Proposal	December 2008

Budget:

To support the development of the project proposal and to reimburse the costs associated with the above listed duties, the UNDP has allocated and will make available to the Lead Partner funds up to the maximum amount of **10.000 USD**. Based on reporting, the real costs will be reimbursed, up to the maximum allocated amount.

The following costs are eligible:

Budget Line	Description	Explanation
71600	Travel	Local, international travel tickets, gasoline, DSA
72400	Communication	Mobile/land telephone charges, postage and courier,
72500	Office supplies	Paper, cartridge
72700	Hospitality	Refreshment to participants of the meeting, event (if DSA not charged)
74200	Printing costs	Printing, copying, translation

Annex 4:

**Terms of Reference
for
Regional Consultant for Demonstration Projects Support**

- Project Title:** Tisza community-led demonstration project for sustainable development and integrated land and water management
- Functional Title:** Regional Consultant
- Duration:** Part time assignment over the period of October 2008 – May 2009
- Terms of Payment:** Lump sum payable upon delivery of outputs in 3 installments, as follows:
40% after missions held to demonstration project sites;
40% upon submission of the finalized Demo Project Proposals
20% upon review and submission of documents for Inception Workshop for each project site
- Travel costs:** The costs of mission(s) of the consultant are to be included in the lump sum.
- Application deadline:** 3 October 2008, 12.00 AM CET

Background:

The project is an integral part of the GEF- Mid-Size Project “Integrating multiple benefits of wetlands and floodplains into improved transboundary management for the Tisza River Basin”. This pilot and demonstration component will aim at developing, implementation and evaluation of transboundary community-led projects that promote sustainable development through integrated land and water management (ILWM) practices at the community level in Tisza countries: Hungary, Romania, Serbia and Montenegro, Slovakia and Ukraine.

The demonstration projects’ objective is to yield valuable insights and lessons, which will serve to inform the umbrella GEF- project, as well as other transboundary integrated land and water management projects through out the region and globally. The focus of the project will be on community-driven governance interventions, encouraging community ownership of project activities and outcomes. The demonstration project’s approach is to identify and implement interventions that tackle socio-economic challenges and enhance opportunities for the local population (and vulnerable groups in particular), while at the same time resulting in improved environmental conditions. The lessons learnt and project implementation mechanisms tested will be incorporated into the Strategic Action Plan and National Action Plans, to be replicated in future local and community-level projects. This project also serves to inform the larger international waters project community, and it is hoped that it will be possible to replicate the successes of this project when and where possible through out the region, and abroad.

This project is being implemented in close co-operation with International Commission for the Protection of the Danube River (ICPDR) and its Ad-hoc Tisza River Basin Expert Working Group (UNDP/GEF Danube Project), and Carpathian Convention Secretariat (UNEP, Vienna). ICPDR is responsible for the overall implementation of the GEF- Mid-Size Project.

Demonstration projects

The selected demonstration projects will focus at community level actions that can be undertaken within 18 month period, each with budget average of 100-150 kUSD. The total grant available is 350 kUSD. It is expected that 3-4 trans-boundary initiatives will be funded, representing a different trans-boundary region.

Call for project ideas (attached in Annex 1) was published on 14 July 2008 with the deadline for submission of project ideas by 12 September 2008. The Tisza Group on its meeting on 24 September 2008 will select the short-list of project ideas to be developed further into project proposals. Technical assistance will be provided from the UNDP project (as defined in this TOR) to support the elaboration of project proposals and, later on, to support the implementation of demonstration projects. The detailed proposals will be presented at a stakeholder workshop in November 2008 to seek feedback and comment, and enable refinement of the concepts.

The UNDP/GEF Tisza Project Steering Committee, consisting of representatives of 5 participating countries – National Governments -, GEF, UNDP, International Commission for the Protection of the Danube River (ICPDR), UNEP and UNOPS, will evaluate the project proposals and approve the award of grant for the implementation of selected demonstration projects on its December 2008 meeting.

Specific Duties and Responsibilities, and expected outcomes and deliverables:

Under the direct supervision of, and reporting to the project manager in UNDP, the regional consultant will be responsible for the successful achievement of the following outcomes and deliverables:

1. Preparation of 3 Demo Project Proposals for the project ideas selected on the Tisza Working Group meeting on 24 September 2008.

- The selected project ideas will be developed into a full Demo Project Proposals with clearly defined objective, outcomes and set of activities, will indicate the planned project costs broken down by outcome and budget lines, and define roles of project partners. The Proposals will also define the monitoring and evaluation criteria, including indicators and targets, and the monitoring plan.
- Each Demo Project Proposal will justify that the intervention fits the criteria of the GEF MSP and the UNDP projects and the agreed selection criteria. Each Proposal will consider the results of earlier project implemented on the issue in the pilot area and find opportunities and complementarities for UNDP/GEF intervention. Economic linkages, the sustainability of Demo project results and the replication potential will be also specified.
- Each Demo Project Proposal will include amongst others information on the existing institutional arrangements and local capacities; economic and administrative situation, available financial resources; identified gaps and needs; risks and management response.

- Each Demo Project Proposal will be discussed with local and national stakeholders, including NGOs, communities, local and national government, and the interim secretariat of the Carpathian Convention.
- Demo Project Proposals will be presented to the Steering Committee Meeting of the GEF-Mid-Size Project seeking award of implementation grant.

To achieve the above under item 1, the Regional Consultant will work closely with each demonstration project partners to:

- ⇒ Review and verify the validity of problems, barriers and strategy as found in project idea document
- ⇒ Review and analyze preliminary outputs as defined in the project idea document;
- ⇒ Review the identification of local stakeholders, identify additional stakeholders as necessary, and initiate discussion of the project idea
- ⇒ Review and redefine roles and responsibilities of project partners and stakeholders
- ⇒ Define baseline levels as a basis for measuring project outcomes and to develop impact and output indicators, and to identify any gaps in required information
- ⇒ Review and redefine the workplan, as necessary,
- ⇒ Define the next steps to achieve the results
- ⇒ Ensure participation of the stakeholders
- ⇒ Discuss co-funding potential and agree upon a way forward to ensure good levels of co-funding;
- ⇒ Ensure that the project is designed with a practical strategy for achieving sustainability in place.

2. Assistance to 3 Demo Projects in management of received grant after approval in December 2008.

- Within 3 months of the signature of a project grant an Inception Workshop will be held for each demonstration project to assist the project partners and stakeholders to understand their roles, functions, and responsibilities, and to take the ownership of the project. The Inception Workshop will introduce the project staff, detail the roles, support services and complementary responsibilities of stakeholders vis à vis the project team, provide detailed overview of UNDP reporting and monitoring requirements, and evaluations, design communication lines and conflict resolution mechanisms. On the Inception Workshop the detailed workplan for next three months will be agreed. The Inception Report will be produced within 1 months after the Inception Workshop.

To achieve the above under item 2, the Regional Consultant will work closely with each demonstration project partners to:

- ⇒ Review and define TORs for project staff, project partners and the Project Steering Committee
- ⇒ Re-confirm commitments, review and fine-tune roles and responsibilities of different stakeholders
- ⇒ Review and fine-tune the workplan,
- ⇒ Review and support the materialization of the co-financing plan,
- ⇒ Support the implementation of the project sustainability strategy.

⇒ Review the Inception Report.

The assignment includes **2 missions** to the Tisza region:

1. mission to 2 demonstration project sites* to get acquainted with the project team, the project area and hold the preliminary discussions with the project stakeholders to ensure efforts are coordinated and mutually coherent, estimated 5 days in each site;
2. mission to participate in the regional stakeholder workshop in Slovakia, in November 2008 to finalize the Proposals, estimated 2 days;

Time frame of activities for Regional Consultant:

	Activity	Time Frame
6.	Signing of Contract	10 October 2008
7.	Mission to potential pilot sites and consultation with local stakeholders	31 October 2008
8.	Preparation of the Demo Project Proposal for the pilot site – 1 st draft	15 November 2008
9.	Finalization of the Demo Project Proposals	30 November 2008
10.	SC meeting and review of the Demo Project Proposal	December 2008
11.	Inception Workshops of demonstration projects	April 2009

Qualifications

The consultant will:

- Be a recognized expert in the areas of trans-boundary river basin management and sustainable development;
- Have experience in working with community-based projects and initiatives;
- Possess an advanced university degree in the appropriate development field;
- Be familiar with development issues of the Tisza River Basin; and
- Possess good English speaking and writing skills.

Application process

Applicants are requested to send in **electronic versions**:

1. current and complete C.V. in English with indication of the e-mail and phone contact
2. price offer indicating the unit costs and total cost of the assignment (including the daily fee, per diem and travel costs, preferably using the attached Cost Breakdown Template)

by **3 October 2008, 12.00 AM CET** to:

Ms. Klára Tóthová

* the 3rd project will be supported by desk review only

Environmental Officer
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Due to the large number of applicants, UNDP regrets that it is unable to inform unsuccessful candidates about the outcome or status of the recruitment process.

UNDP is an equal opportunity employer and all qualified candidates are encouraged to apply.

Annex 1

Cost breakdown template

	Units*	Rate	Total
PHASE 1			
Fee – working from home			
Project proposals			
Mission 1			
Fee – working on mission	10		
Travel to and from the region	1		
Travel within the project site - Will be arranged and covered from local TA costs provided to the lead partner of the project	-	-	-
Travel within the region from one project site to the other site	1		
DSA	13		
TOTAL Phase 1			
PHASE 2			
Fee – working from home			
Inception phase			
Mission 2			
Fee – working on mission	2		
Travel to and from Slovakia	1		
DSA	3		
TOTAL Phase 2			
TOTAL Phase 1 + Phase 2			

* Estimates are indicated

Annex 5

Tables agreed at 11th Tisza Group Meeting assigning responsibilities

Table of Content of the ITRBM

Chapters	Responsibility
1. Introduction	ICPDR PS
2. Setting the Scene (Summary and outcomes of the Tisza Analysis Report)	ICPDR PS
3. Identified significant pressures	UA
4. Monitoring network and Ecological/chemical status	SK, HU
5. Environmental objectives and exemptions	SK
6. Economic analysis of water uses	RO, ECON TG
7. Joint Programme of Measures	HU, ICPDR PS
8. Water quantity - Integration of water quality and water quantity	ICPDR PS, RS
9. Climate Change	HU, RO
10. Annexes	

Data Collection

Related tasks (Data collection)	Deadline
Agreement on the main SWMI and additional relevant issues in connection to the Tisza Basin	11th Tisza Group meeting
Outline management objectives for the Tisza Basin	11th Tisza Group meeting
Data collection related to Identified significant pressures – organic, nutrient, hazardous substances	Under development
Data collection related to Identified significant pressures – hydromorphological alteration	October / December 2008
Data collection related to water quantity issues (flood and drought related pressures)	Spring 2009
Data collection related to groundwaters	Spring 2009
Data collection related to status assessment	October / December 2008
Data collection related to Economic analysis of water uses	Spring 2009
Data collection related to Joint Programme of Measures	October / December 2008

Analysis of data

Related tasks (Analysis – first draft)	Chapter	Analysis and Drafting	Deadline
Analysis related to Identified significant pressures – organic, nutrient, hazardous substances – drafting relevant chapter	UA	P&M/ SK	February 2009
Analysis related to Identified significant pressures – diffuse nutrient pollution – drafting relevant chapter	UA	MONERIS/ SK	February 2009
Analysis related to Identified significant pressures – hydromorphological alteration – drafting relevant chapter	UA	RS, UA	February 2009
Status assessment – drafting relevant chapter	SK, HU	HU,	February 2009
Analysis related to groundwaters – drafting relevant chapter	SK, HU, UA	RS, GW TG	Spring 2009
Analysis related to Economic analysis of water uses – drafting relevant chapter	RO, ECON TG	RO, ECON TG	Spring 2009
Drafting chapter on Environmental objectives and exemptions	SK	SK	Spring 2009
Analysis and Compilation of Joint Programme of Measures (also including measures related to water quantity issues) – drafting relevant chapter	HU, ICPDR PS	HU, ICPDR PS	February 2009
Discussion document on `Integration of water quality and water quantity ` – drafting relevant chapter	ICPDR PS, RS	RS, RO	November 2008 Spring 2009
Compilation of Climate Change chapter – drafting relevant chapter	HU, RO	HU, RO	February 2009