



**United Nations Development Programme
Country: Albania**

**Identification and prioritization of “environmental hotspots” in Albania
Project Document**

Brief Description


The proposed project will assist the Albanian Government to carry out identification and prioritisation of the environmental hotspots in the country and to perform in-depth assessment of some of them. It will also establish a database for these environmental hotspots. Based on the initial study the project will also carry out Environmental Impact Assessments for the priority environmental hotspots that have not been addressed to date. Capacity building activities will support the environmental administration to further identify and monitor hotspots as well as to plan remediation actions.


Signatures Page

UNDAF Outcome(s): 

One UN Outcome(s): 

Expected CP Outcome(s): 

Expected Output(s): 

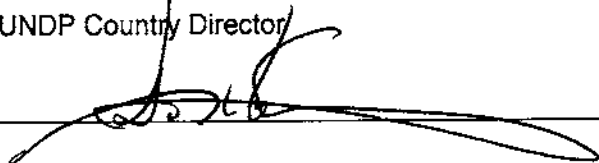
Implementing Partner: 

<p>Programme Period: 30 months Country Programme Component: _____</p> <p>Project Title: Identification and prioritization of "environmental hotspots" in Albania Atlas Award ID: 00048787 Start date: 1 January 2008 End Date: 1 July 2011</p> <p>PAC Meeting Date: 12 December 2007</p>	<p>Total resources required: 1,299,686USD Total allocated resources: 1,299,686USD</p> <ul style="list-style-type: none"> • Regular: _____ • Other: <ul style="list-style-type: none"> ○ Donor: 1,299,686USD ○ Donor: _____ ○ Donor: _____ ○ Government: _____ <p>Unfunded budget: _____</p> <p>In-kind Contributions: _____</p>
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Agreed by Ministry of Environment, Forests and Water Administration
Mr. Lufter Xhuveli
Minister



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I. SITUATION ANALYSIS

1.1 Background information

Before 1990, industry accounted for the largest share of Albania's GDP (about 58%) using the country's rich chromites and copper deposits that are found in the north-central and northern parts of the country. Albania has also been subject to 25 years of oil and gas exploration in the south-western parts of the country. After the start of the transition period, however, industrial production decreased considerably owing to the closure of the main branches of heavy industry. By 1999 the share of industrial production in the GDP was only 11.9%.

In Albania, the culture of protecting the environment is quite recent, and was only introduced after 1990. In the past attention was paid to industrial development, showing little respect for environment. These decades of industrial pollution resulted in a heavy inheritance, where industrial pollution was concentrated in so-called "historical pollution" sites and "hotspots". The National Environmental Action Plan¹ highlighted that the environmental situation around the closed industrial sites is a serious concern. The copper, chromium, iron-nickel and oil industries have produced several million tons of industrial wastes that were disposed without environmental and human health considerations. In addition a number of chemicals stored inside the production lines of closed chemical factories pose a serious problem requiring urgent measures for safe disposal of such chemicals.

UNEP studies identified five 'environmental hotspots' that require urgent attention in order to halt dangerous risks to human health and the surrounding environment, another four that are also raising serious threats and eight mining and metal processing sites that should be considered as priority sites.

Moreover, an additional number of hotspots have been identified in the mean time by the Ministry of Environment, Forestry and Water Management based on the information and request for interventions received from the local governments as well as on the other donors' programmes that focused on chemical management.

However, the country does not have yet a comprehensive and accurate inventory of all "environmental hotspots" including their prioritization based on the actual site-analysis. A detailed assessment of current situations and needed interventions are required for most of the sites that have not been addressed by any donor assistance projects. An incomplete list of the known hotspots and interventions in these areas are provided in Annex 2 of the proposal.

1.2 Partnership and linkage with other ongoing initiatives; Lessons learnt

In 2000 UNEP had carried out, with the support from the Dutch government, a rapid assessment² aimed at identifying the most urgent environmental needs of Albania in order to prioritize rehabilitation funding. The assessment concluded that nine sites investigated have serious environmental problems and require further investigations that would lead to implementation of remediation measures and long-term monitoring in order to avoid further risks to human health and nature.

In 2006 UNEP has also updated the "Mining Desk Assessment" as part of the Austrian Development Agency (ADA) supported programme "Improving regional cooperation for risk management from pollution hotspots as well as trans-boundary management of shared natural resources". This update

¹ NEAP was approved in 2002.

² 8 hot spots identified in this study are now subject to projects financed by various donors (please refer to Annex 1)

concluded that from the environmental and human health point of view eight mining and metal processing sites should be considered as priority sites.

The Environmental Security (ENVSEC) initiative (UNDP, UNEP, OSCE, NATO, UNECE and REC) assessed and addressed environmental problems, which threaten or are perceived to threaten security, societal stability and peace, human health and/or sustainable livelihoods, within and across national borders in conflict regions. In this framework a report has been published on mining related risks, and related identification and verification of environmental hotspots for Albania, Bosnia and Herzegovina, Macedonia, Montenegro and Serbia. The report was followed by site visits and workshops for capacity building. Pilot projects have also been identified in the region.

Within the context of the EnvSec initiative, UNDP country offices throughout South Eastern Europe and the Commonwealth of Independent States have been involved in implementing or supporting local counterparts in the implementation of similar projects. For example, in the Former Yugoslav Republic of Macedonia, UNDP led the implementation the "Feasibility Study for Lojane Mine Cleaning and Closure" project to carry out a comprehensive environmental investigation of the Lojane Mine site and develop a series of a short-term risk reduction and long-term remediation and environmental protection measures for the site. This project is designed to decrease trans-boundary environmental and safety risk posed by sub-standard mining and mineral processing operations in the past, as well as to reduce the significant risk associated with non-operational, abandoned site where large quantities of physically and chemically unstable and poorly contained mine wastes are stored. A similar project was implemented: "Environmental Assessment and Remedial Action Plan (EARAP): Stanterg/Stari Trg and Artana/Novo Brdo Mines" conducting a comprehensive assessment to determine the environmental impact of mine production and processing on the surrounding environment from the Stanterg/Stari Trg and Artana mine sites in Kosovo. Particular attention was placed on determining the composition and source of contamination to nearby waterways, namely the Marec/Kriva and Barska rivers as both have been identified as potential conduits of local and cross-boundary pollution. The experience gained during the implementation of these two projects, namely the environment assessment, the environmental impact assessment and feasibility studies preparation will be used during the present project.

The Dutch Government is currently funding a regional programme on "Strengthening capacities in the Western Balkans countries to address environmental hotspots through an integrated approach" that aims to achieve significant improvement of environmental situation and quality of life for citizens living in and around the selected environmental hotspots in the region³. Its integrated approach will support the donor, the Government and UNDP to efficiently use the resources and human capacity required for cleaning up environmental hotspots that have similar pollution problems. The Dutch Government also finances a project in Porto Romano that aims at removal of chemical waste in Bishti i Pallës and/or mid-term storage and the durable clearance of the factory site in Porto Romano.

EU supports programmes for pollution abatement and control at the Ballshi Refinery and for a Feasibility Study and detailed design of a hazardous waste landfill. On-site elimination of hazardous waste and contaminated material will follow through the construction of confined disposal facilities in Fier fertilizers plant and in the copper smelter in Rubik. A detailed study and preparation of an action plan is envisaged for Patos Marinza in Fier. In the near future new in-site disposals of hazardous waste and contaminated material will be financed in locations that are to be determined.

UNDP Albania and the Czech Trust Fund finance two pilot project designated to test methodologies for cleaning-up the heavily oil polluted sites at Patos Marinza and Zharez.

1.3 Relevant strategic documents

In November 2005, the Government of Albania adopted the Integrated Planning System (IPS), a set of operating principles to ensure that government policy planning and implementation take place in a

³ The selected Albania site is Bajza deposit. The project started on 2 October 2007.

coherent, efficient and integrated manner. Two processes are the cornerstones of the IPS: the National Strategy for Development and Integration (2007-2013), which establishes national strategic priorities and goals and the Medium-Term Budget Programme which requires each ministry to develop a three-year plan within an expenditure ceiling to achieve policy objectives.

The Government Programme 2005-2009 acknowledges the need to fully enforce the laws on environmental protection. Reference is made to the strict enforcement of the "polluter pays" principle. Another Governmental priority is the establishment of fiscal incentives and of an environmental fund. Environmental education and public awareness is also part of the Government's environmental strategy. Another key priority of the programme is the rehabilitation of "environmental hotspots" caused by old and abandoned industries.

The National Environmental Strategy⁴ identifies the following as the main challenge that needs urgent attention:

1. Enforcement of the laws on environment protection, particularly for economic activities that cause air and water pollution, compromise tourism potential, damage forests and cause soil erosion;
2. Substantial reductions in the level of air pollution in large urban areas;
3. Elimination of the most serious of instances of surface water pollution;
- 4. Rehabilitation of environmental "hotspots", caused by old and abandoned industries;**
5. Prevention of soil erosion and rehabilitation of protective dams, forests and pastures;
6. Improvements in the management of waste so as to reduce the loss of resources and minimize pollution;
7. Environmentally friendly incentives for economic operators and individuals in order to promote reduction of pollution by businesses and individuals, investments in clean technology, conservation of energy, efficient use of natural resources and investment in environment;
8. Establishment of a special Environment Fund which will serve to finance projects for environmental protection and technological innovations that improve the environment;
9. Improved definitions of property rights and their enforcement, including the transfer of ownership and the right to use environmental resources by the local communities, such as forests, pastures, waters, and land;
10. Prevention of the unsustainable exploitation of wild fauna by strengthening the monitoring and protection capacities and increasing the punitive measures;
11. Doubling the surface area under legal protection, ensuring not only the preservation of such areas but also their development through appropriate environmental and market instruments;
12. The efficient exploitation of mineral resources through liberalization of the market and concessions to domestic and foreign investors. Such concessions will include provisions to ensure environmental protection and rehabilitation;
13. Increasing public awareness of the environmental situation by promoting public participation through civil society and independent organizations;
14. Improvements to the administrative and judicial appeal procedures so as to improve the access of environmental groups and citizens in general to justice in environmental matters.

The European Partnership approved in 2006⁵ highlights short (1-2 years) and medium (3-4 years) term priorities. Those addressing the environment sector are:

Short term

1. Strengthen administrative capacity and coordination at national and local level.
2. Implement legislation on environmental impact assessment.
3. Adopt a strategy to further align environmental legislation with the EU acquis, and properly implement existing legislation, especially as regards enforcement.

⁴ The National Environmental Strategy has already been circulated within the government system and the final Governmental approval is expected to take place in the coming months

⁵ Council Decision (2006/54/EC) of 30 January 2006 on the principles, priorities and conditions contained in the European Partnership with Albania and repealing Decision 2004/519/EC

4. **Take action on the environmental hot-spots at Sharra solid waste landfill and the Patos-Marinez oil extraction area.**
5. Further develop and implement the national water and sanitation strategy and the rural strategy for water supply and sewerage and develop and start implementing a strategy for progressive alignment to the *acquis* in the area of water supply and sanitation.
6. Implement international conventions to which Albania is party in the field of nature protection.

Medium term

1. Continue efforts to address toxic hotspots.
2. **Reduce pollution produced by the Balsh refinery, including discharges into the Gjanica River, and take measures to tackle water pollution in general.**
3. Strengthen environmental monitoring and ensure sufficiently dissuasive sanctions against polluters.
4. Continue to implement regional and international environmental commitments.

The environmental priorities highlighted in the 2007 European Partnership are:

Short term:

1. Strengthen administrative capacity and coordination at national and local level.
2. Fully implement legislation on environmental impact assessment.
3. Adopt a strategy further to approximate environmental legislation with the *acquis* and implement existing legislation properly, especially as regards enforcement.
4. **Continue to address the environmental hot spots at the Sharra solid waste landfill and the Patos-Marinez oil extraction area.**
5. Further develop and implement the national water and sanitation strategy and the rural strategy for water supply and sewerage and develop and start implementing a strategy for progressive approximation to the *acquis* in the area of water supply and sanitation.
6. Implement international conventions to which Albania is party in the field of nature protection.

Medium term:

1. **Establish a full inventory of hot spots and continue efforts to address hot spots already identified.**
2. **Reduce pollution produced by the Balsh refinery, including discharges into the River Gjanica, and take measures to tackle water pollution in general.**
3. Strengthen environmental monitoring and ensure sufficiently dissuasive sanctions against polluters.
4. Continue to implement regional and international environmental commitments.

II. STRATEGY

2.1 Project Description

UNDP Country Programme Document (CPD) for 2006-2010, prepared in the framework of UN Development Assistance Framework for the same period, highlighted that environmental hotspots remain the biggest challenge with other related socio-economic factors posing immediate risks to human health and the environment. The CPD 2006-2010 committed that UNDP will assist the government in dealing with the 'pervasive problem of persistent organic pollutants (POPs)⁶ as well as environmental hotspots' as an integral part of Country Programme Outcome 2: "Policies developed and implemented that support the achievement of the Millennium Development Goals - MDGs."

Following the request made by the Prime Minister of Albania, the country was selected in January 2007 as one of the eight countries around the world to pilot the 'One UN'. Building on the existing UN Development Assistance Framework areas, the One UN Programme takes into account the contribution of the UN system to Albania's unique development challenges as an EU pre-accession country. The One UN Programme is guided by national priorities as outlined in the Government of Albania's draft National Strategy for Development and Integration (NSDI).

The Netherlands' development policy "Mutual interests, mutual responsibilities: Dutch development cooperation en route to 2015", adopted in 2003, reaffirmed sustainable poverty reduction as the main objective of Dutch development co-operation and the MDGs as the basic reference point. Complementary to this bilateral approach the Netherlands have also adopted a regional approach by supporting several countries on conflict management, agreements on border disputes and economic integration. Within the regional approach that cover Balkan countries (Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro and Serbia), the Netherlands has continuously assisted Albania to improve its governance, human security and environmental governance.

The National Strategy for Socio-Economic Development (NSSD), the 2006 National Plan for Legislation Approximation and other sectoral strategies and action plans such as the National Environmental Action Plan (NEAP) and the recently drafted National Environmental Strategy (NES) fully acknowledges the importance of addressing the environmental hotspots and proposed short, medium and long term actions to tackle these environmental hotspots. The NES also highlighted that the country will need to show considerable progress in environment over the coming decades to achieve accession to the European Union, even though Albania will not be fully compliant with the "heavy investment" elements of the European Union legislation during the accession period. The Government Programme for 2005-2009, therefore, considers rehabilitation of environmental "hotspots" caused by old and abandoned industries among the key priority areas in the environmental protection.

2.2 Overall objective

The overall objective of the proposed project is to accelerate the achievement of environmentally sustainable development in Albania (MDG-7) by integrating the principles of sustainable development into national and local policies and programmes, observing the commitments of the Albanian Government within the EU accession process.

⁶ The GEF/UNDP funded project on preparation of the National Implementation Plan for Reduction and Disposal of POPs ended in June 2007.

2.3 Specific objective

The specific objective of the proposed project is to support the Albanian Government to achieve its midterm objective related to the rehabilitation of polluted areas within basic safety standards by eliminating toxic materials.

Considering the importance to identify and develop feasibility studies for these environmental hotspots in defining the priority sites that need urgent consideration, the Dutch government and UN agencies in Albania will be assisting the environmental administration to conduct a comprehensive assessment that would cover all reported sites that have environmental and public health concerns.

The project proposes in a first stage, to identify, prioritise and assess the environmental hotspots throughout Albania, and as a second stage to focus on addressing the priority hotspots with detailed assessments. Capacity building activities will be carried out. Action plans for the sites rehabilitation will be the final product of the project.

The proposed project will be implemented as a follow up of the UNEP studies mentioned in the section above. It will represent a further step that will eventually lead to the clean up of the heavily polluted sites in Albania. As the previous studies before it, the current project proposal will attract various donors in this process.

The project will be implemented in close cooperation with the Ministry of Environment, Forests and Water Administration (MoEWA) and its Agency for Environment and Forestry⁷, (AEF) as well as with the support of the Public Health and Plant Protection Research Institutes. The Ministry of Economy, Trade and Energy will be another implementing partner as they are responsible for the rehabilitation and/or safe closure of the industrial related hotspots.

2.4 Specific activities

The project activities will start with an Inception Phase of 4 weeks. During this period the project will be made operational and all the related necessary arrangements will be done. At a minimum, the following will be undertaken:

- Establishment of the Project Board/Steering Committee;
- Clarification of the sourcing of key players: Project Manager, Project Finance and Administrative Assistant, Local Technical Expert, Local Expert for Awareness Raising, and initiation of their recruitment;
- Confirmation of the source of resources to carry out the assessment of hotspots, including the desk studies of existing documentation, identification of the comprehensive list of hotspots, the environmental assessments to be carried out in Task 1, and the prioritisation to be carried out in Task 2;
- Confirmation of the mechanism and resources to develop the web-based data base;
- Preparation of Terms of Reference for the above tasks and initiation of recruitment procedures;
- Confirmation in principle of the source of resources to carry out the EIAs on the selected priority sites, in Task 2 (ie UN staff, Local experts, International experts etc.);
- Preparation of an Inception Report which will be used as the baseline document for the project, against which progress will be assessed;
- Approval of the Inception Report by the Steering Committee within the first 8 weeks.

⁷ A Dutch bilateral project dedicated to strengthen the capacity of the Agency is currently on going. Complementarities with this will be considered. However, the Agency's laboratories will be used within the project (together with the Institutes' ones) and the possibility of having the future database set up within the Agency should be investigated.

Task 1: Environmental Assessments for the environmental hotspots

An environmental hotspot refers to environmental pollution and is defined by the combination hazard, risk and impact resulting in considerable threat to what should be protected. A site where land, water, air and other indicators exceed with a certain percentage the national/European environmental standards and represents considerable threat to human health, environmental health, economic development etc., is a hotspot compared to other sites of the same category.

Therefore, to determine the hotspots in a region and in a certain category of sites (industrial sites, mining sites etc.) it is necessary to identify hazards (contamination levels, toxicity analyses), risk (geotechnical analyses, contamination pathways etc.) and impact (land use, investment possibilities, population density etc.) for the identified problems.

The specific activities to be performed under this task are:

1. Supporting the development of a comprehensive inventory of environmental hotspots;
 - 1.1 Analyse the existing studies and reports to get familiar with the current situation and to avoid any overlaps;
 - 1.2 Identify the environmental hotspots that have a negative impact to environment and human health;
2. Developing sites analysis (environmental assessments) for the identified hotspots;

Data collection and analysis related to the identified sites and preparation of detailed environmental assessment report for the identified sites. There is a need for developing the baseline/current status of the sites and the associated initial risk assessment; these will serve as the basis for monitoring the other stages on the way to their rehabilitation.

The minimum required information from each site will be developed by the international consultant during the inception phase of the project. Subject to the nature of selected sites the required information will be adjusted accordingly, but will at least cover the following:

 - Toxicity of stocks and mine tailing
 - Level of building/infrastructure contamination
 - Level of soil contamination
 - Ground water contamination
 - Surface water contamination
 - Air quality
 - Level of contamination in vegetation, animals and food
 - Human health effects
3. Supporting the development of a web-based database enabling the informed decision making for all stakeholders, donors and local communities to address environmental hotspots in the country;
4. Building capacity within the relevant environmental authorities to allow them to perform similar future activities on their own;
 - 4.1 Provide training and necessary logistics for running, maintaining and updating the data base for the AEF and/or relevant department of the MoEFWA;
 - 4.2 Provide training and on the job training for the staff of the AEF and the MoEFWA to develop their capacity to identify new hotspots, to monitor the existing ones and to develop remediation action plans;
5. Raising awareness for hotspots remediation.
 - 5.1 Organise a workshop with donors to raise their interest on the project activities, issue a newsletter to update on project developments.

The expected results are:

1. Inventory of environmental hotspots produced;
2. Environmental assessment (site analysis) reports prepared for the identified sites;
3. Web-based database for environmental hotspots established, maintained and updated at the AEF;
4. Relevant staff of the MoEFWA and AEF trained to cope with similar activities; "train of the trainers" sessions are also delivered; specific equipment procured;

5. The workshop organised; Donors aware about the results; Newsletter published; Certain number of sites have raised the interest of potential donors for their remediation.

Important notice: Neither the number of the hotspots nor their nature and complexity are known at the stage of the project development. Therefore, the cost for their inventory and initial assessment can be only roughly approximated. However, the project proposes to tackle 10 environmental hotspots (the first priorities)⁸. Data collection, identification of hotspots and their analysis will be done in close cooperation with the local authorities, the Regional Environmental Agencies and environmental NGOs.

When performing the activities mentioned above the following steps should be considered:

Description of the site: A full description of the sites and the existing setting, using maps, sites plans, aerial photographs and other graphic aids and images as appropriate. This should include general layout, size, location, physical characteristics, biological environment and socio-cultural setting.

Description of the Environment: Assemble, evaluate and present data on the relevant characteristics of the study area. Information should include the following:

- Physical
 - Detailed description of the existing geology and hydrology. Special emphasis should be placed on storm water run-off, drainage patterns, effect on groundwater and availability of potable water. Any slope stability issues that could arise should be thoroughly explored;
 - Water quality of any existing wells, rivers, ponds and streams in the vicinity of the development;
 - Climatic conditions and air quality in the area of influence including particulate emissions from stationary or mobile sources, NO_x, SO_x, wind speed and direction, precipitation, relative humidity and ambient temperatures;
 - Obvious sources of pollution existing and extent of contamination.
- Biological
 - Detailed description of the flora and fauna (terrestrial and aquatic) of the area, with special emphasis on rare, endemic, protected or endangered species. Migratory species should also be considered. Generally, species dependence, niche specificity, community structure and diversity ought to be considered.
- Socio-economic & cultural
 - Present and projected population;
 - Present and proposed land use;
 - Planned development activities,
 - Community structure, employment, distribution of income, goods and services;
 - Public health and safety;
 - Cultural peculiarities, aspirations and attitudes;
 - Historical importance of the area should also be examined.

While this analysis is being conducted, it is expected that an assessment of public perception of the proposed actions to be conducted. This assessment may differ with community structure and may take multiple forms such as public meetings or questionnaires.

Based on the data collected clear identification of sources of contamination; specification and quantification of contaminants involved; routes of exposure and zone affected, associated risks and security factors should be provided and comments and recommendations should be included.

Related to the web-data base is important to have in view the following steps:

1. Infrastructure to support the database
 1. A web server
 2. Fast internet connection
 3. Security system (to prevent intruders of misusing it)

⁸ Please see the risk log, risk no 7.

2. Software. The software which will keep the database, some examples are: Oracle, Microsoft SQL, MYSQL. Since the MYSQL is for free we suggest going for this one.

3. Development of the database itself

1. Defining the fields of the database
2. Building the database
3. Testing and developing some basic reports

The total estimated cost of the establishment of the web database is 25,000 USD. This calculation is done assuming that the whole system is going to be built from the scratch. Currently the AEF does have neither web server, nor fast internet connection, while the Ministry does. However, under the EU funded StEMA project it is foreseen that the Ministry's system is to be expanded to the AEF as well. Therefore we have budgeted the activity presuming we start from the scratch and if in the meantime the system will be in place at the AEF we can redistribute the remaining funds accordingly (e.g for environmental assessment/EIA of the sites).

Task 2: Environmental Impact Assessment for priority hotspots and outlines for short-term emergency risk reduction intervention

Based on the initial assessment carried out under the project's Task 1 EIA exercises will be conducted for the high priority environmental hotspots envisaging their immediate remediation and further clean-up. The outline for short-term emergency risk reduction interventions will consider the Local Environmental Action Plans where they exist, as well as the interest of potential donors to invest in such a site.

The previous studies (focused on the three regions: Central Asia, the Caucasus and South Eastern Europe) considered for prioritisation purposes the environment, public health and safety and regional socio-political stability, in a trans-boundary and in local context. The key parameters considered include: the presence of transboundary environment and health risks; the potential to demonstrate innovative, local and cost-efficient risk reduction and management measures; requiring skills in important capacity needs areas such as regional and local level tools for early warning, civil protection and conflict resolution and emergency response.

The priority of environmental and health hazards and risks have been generally determined for Albania by three factors ranked in the following order:

1. Risks to the population
2. Risks to tourism
3. Risks to biodiversity

In the context of the current project the existing experience will be used where applicable, but new criteria for establishing the priorities need to be defined.

The specific activities to be performed under this task are:

1. Prioritizing the identified hotspots;
 - 1.1 Define prioritisation criteria (e.g. impact on human health, impact on environmental health, potential for socio-economic development etc.)
 - 1.2 Prioritise the hotspots identified under Task 1;
2. Perform EIAs for the priority sites' remediation and clean-up;
 - 2.1 Prepare ToRs for the EIA studies development;
 - 2.2 Carry out EIA studies for the selected environmental hotspots; these studies should highlight two different stages: the first one refers to immediate intervention and the second one should refer to the final clean-up of the respective site;
3. Prepare short term emergency intervention plans, including prevention intervention; Disseminate the outline for short-term emergency risk reduction intervention and EIA reports to key stakeholders and NGOs;
4. Present the sites at the donors' coordination meeting organised by the Government.

The expected results are:

1. Prioritisation criteria established; Priority list for the hotspots prepared and disseminated with the local authorities;
2. ToRs for EIA prepared; Consultant contracted; EIAs studies conducted in accordance with the national and/or international legislation; Results disseminated; Outline for short term emergency risk reduction ready;
3. Short term emergency intervention plans for priority sites prepared and disseminated to the local and national stakeholders;
4. A donor coordination meeting organised to present the analysed priority sites and the necessary measures for their remediation, including the cost assessments for the two stages of the remediation (the immediate intervention and the final clean-up).

Important notice: The exact number of the EIA to be carried out will be decided only after the results of Task 1 will be known. This exercise will be carried out in close cooperation with the relevant ministries and potential donors that are interested/committed to support the government in the remediation of environmental hotspots that need urgent intervention. Albania has certain capacities to deliver in relation with EIA, but where this capacity proves to be limited international expertise will be provided (at a minimum the ToRs for EIA will be prepared by an international consultant).

Specifically, the assessments will be focused on:

- clear identification of sources of contamination; specification and quantification of contaminants involved; routes of exposure and zones affected, and the associated risks, including hydro-geological and hydro-chemical analyses of the surface and underground waters emitted from the locations; geochemical analyses of the soil; analyses of the impact to the air quality; physical and chemical analyses;
- identification of available technologies (procedures) for closure, clean up and rehabilitation according to planned future land usage, including cost estimation for each and selection of optimal technology/ies through the diverse criteria analyses, including environmental impact assessment, as well as the new risks associated with remediation works;
- exploring the feasibility of cost-effective clean up, closure and rehabilitation measures in sites specific conditions;
- preparation of proposals for environmental remediation for short-term risk reduction;
- initial delineation of plans for the development of long-term remediation and environmental protection measures for the sites.

The assessment should incorporate baseline data collection (environmental site assessments, public hearings and interviews, database and literature review) to the level of extent which will be sufficient to define applicable closure, clean-up and rehabilitation measures, landscape models (maps) according to the (proposed) future land use, pilot scale tests of selected technologies in labs or real term conditions, basic plans drafting, costs analysis, implementation scheduling (action plans), benefits and monitoring performance plans. Assessment of risks and planning for accidents related to the site should be included that will help the stakeholders to understand why this is to be done and what the results can be. Recommendations should be made for the development of Emergency Response Plans to ensure that procedures are in place to handle any emergency. The Plans should be based on the assessment of risks and planning for accidents related to the site.

The basic requirements for the Environmental Impact Assessment are:

- Quantitative and qualitative information about the environment and ecological processes in the studied areas, including relevant information presented in previous environmental assessments if any and an overview of trends or uncertainties arising from that review;
- A description of any deficiencies or limitations in the existing environmental database, how these deficiencies and/or limitations were addressed, their impact on the analysis and any appropriate follow-up;
- Information about the human activities in the studied areas and the nature, size, location and duration of their potential interactions with the environment; e.g., land disturbance, discharges of

substances, changes to access status and any significant effect may have from the present and future activities;

- Relevant initiatives, to enable quantitative estimates of future conditions with the highest possible degree of certainty;
- Definition of the system employed to classify and evaluate the effects. The classification system will include qualitative and quantitative descriptions of the effects. The evaluation system will rank the consequences of the effects measured quantitatively against management objectives or baseline conditions, and described qualitatively with respect to the views of the proponent and stakeholders;
- Management plans to prevent, minimize or mitigate adverse effects and to monitor and respond to expected or unanticipated conditions, including any follow-up plans to verify the accuracy of predictions or determine the effectiveness of mitigation plans. Provide a record of all assumptions, confidence in data to support conclusions regarding reclamation and mitigation success;

The EIA will also tackle the cumulative environmental effects. It will:

- Assess and discuss the cumulative environmental effects that are likely to result from the project in combination with other existing, approved and planned projects in the region that could reasonably be considered to have a combined effect. Include industrial projects, as well as activities associated with land use, waters flow and infrastructure;
- Explain the approach and methods used to identify and assess cumulative impacts, including cooperative opportunities and initiatives undertaken to further the collective understanding of cumulative impacts. Provide a record of all assumptions, confidence in data and analysis to support conclusions. Propose measures to deal with resultant uncertainties;
- Provide a comprehensive summary of all proposed monitoring, research and other strategies or plans to minimize, mitigate and manage any potential adverse effects.

Task 3: Action plans for the remediation of environmental hotspots in Albania

The specific activities to be performed under this task are:

1. Prepare the Action Plans for hotspots remediation;
 - 1.1 Centralise the results of Tasks 1 and 2 in Action Plans for hotspots remediation;
 - 1.2 Include the Action Plans actions within the Local Strategic Development Plans;
2. Disseminate the Action Plans to relevant stakeholders and to the general public;
 - 2.1 Perform an awareness campaign for the general public to present to the measures proposed in the Action Plans;
 - 2.2 Perform an awareness campaign for the local authorities, NGOs and stakeholders to disseminate the Action Plans;
 - 2.3 Organise a workshop for the donors targeting fund raising for sites remediation.

The expected results are:

1. Action Plans for hotspots remediation prepared, agreed by the Government and included in the Local Strategic Development Plans;
2. Awareness campaigns prepared and delivered; Reports/action plans are available to the stakeholders and public both in electronic and hard versions (the project will prepare 100 copies);
3. Donor's workshop organised for fund raising.

For a suggested timetable of activities please consult Annex 1. For the budget please consult Annex 9.

3. Risks and assumptions

The main risks jeopardising the implementation of the current project are:

1. Lack of counterpart staff from the Albanian institutions;
2. Difficult direct communication within the local counterparts staff that may not always speak English,
3. The Albanian authorities will not assume ownership of the project;
4. High level of staff turnover;

5. Difficulty in collecting primary data;
6. The lack of full and open co-operation between key players;
7. Insufficient budget to properly assess the first 10 hotspots in the priority list

The assumptions made are:

1. The Governmental priorities will remain unchanged; The recommendations and measures proposed will be realistic and feasible;
2. The Government will adopt and implement the recommendations;
3. The personnel to be trained will be available on the periods scheduled for the training sessions, in accordance with the working programme, and they will continue to work afterwards with the Ministry;
4. Results of the other related projects will be obtained in due time;
5. Full and unconditional support from the regional and local authorities;
6. Sufficient understanding at national authority level of the project's objectives;
7. No institutional changes to affect proper implementation of the project;
8. Insufficient budget to properly assess the first 10 hotspots in the priority list.

Please consult Annex 10 for detailed Risks and Assumptions Logs.

III. RESULTS AND RESOURCES FRAMEWORK

<p>Intended Outcome as stated in the Country Programme Results and Resource Framework: 2. Policies developed and implemented that supports achievement of MDGs; The One UN Programme document states: 5.2.3 Risks reduced to human and environmental health resulting from remediation of hot spots following inventory and prioritization of sites.</p> <p>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets: The One UN Programme document states: Indicator: Improved living conditions in hotspots areas due to measurable reduction of air and water pollution, improvement of waste management and nature protection systems; Baseline: The Government has limited capacities to intervene in cleaning up the hotspots.</p> <p>Applicable MYFF Service Line: 3.1 Frameworks and strategies for sustainable development.</p> <p>Partnership Strategy: The project brings together the Dutch Government, the MoEFWA, the AEF, local authorities and NGOs, UNDP and UNEP.</p> <p>Project title and ID (ATLAS Award ID): 00059071 - Identification and prioritization of "environmental hot-spots" in Albania (00048787)</p>				
INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>Output</p> <p>Environmental hot-spots identified, prioritised and in-depth assessment for the first priorities performed</p> <p>Baseline: No comprehensive, prioritised hotspots inventory</p> <p>Indicators: An action plan for the identification, monitoring and the remediation of environmental hotspots is prepared</p>	<p>Inventory of environment hotspots produced; (y1)</p> <p>Environmental assessment (site analysis) reports prepared for the identified sites; (y1, y2)</p> <p>Web-based database for environmental hotspots established, maintained and updated at the AEF; (y2)</p> <p>Relevant staff of the MoEFWA and AEF trained to cope with similar activities; "train of the trainers" sessions are also delivered; specific equipment procured; (y1, y2)</p> <p>The workshop organised;</p>	<p>1. Environmental Assessments for the environmental hotspots</p> <p>Inception Phase</p> <p>Supporting the development of a comprehensive inventory of industrial sites and hotspots;</p> <p>Developing sites analysis (environmental assessments) for the identified hotspots;</p> <p>Supporting the development of a web-based database enabling the informed decision making for all stakeholders, donors and local communities to address environmental hotspots in the country;</p> <p>Building capacity within the relevant environmental authorities to allow them to perform similar future activities on their own;</p>	<p>UNDP - leading implementing partner; ensures project management; provides technical expertise for identification, prioritisation, assessment and recommendations for environmental assessment, EIA, remediation and action plans for hotspots; provides capacity building; support for donors coordination; acts as contracting and payment agency</p> <p>UNEP - provides technical expertise for environmental pollution and remediation, information collection; provides an extensive network of</p>	<p>27,760 USD, Int'l and local experts, UNDP/UNEP expertise; results of previous studies</p> <p>400,000 USD, Int'l and local experts, UNDP/UNEP expertise, MoE/AEF experts; results of previous studies</p> <p>25,000 USD, specialised company, AEF/MoE staff; UNDP/UNEP expertise</p> <p>20,000 USD, UNDP/UNEP experts; AEF/MoE staff</p> <p>5,000 USD, project unit staff;</p>

	<p>Donors aware about the results; A certain number of sites have identified potential donors for their remediation; (y2)</p> <p>Prioritisation criteria established; Priority list for the hotspots prepared and disseminated with the local authorities; (y1, y2)</p> <p>ToRs for EIA prepared; Consultant contracted; EIAs studies conducted in accordance with the national and/or international legislation; Results disseminated; Outline for short term emergency risk reduction ready; (y1, y2)</p> <p>Short term emergency intervention plans for priority sites prepared and disseminated to the local and national stakeholders; (y2)</p> <p>A donor coordination meeting organised to present the analysed priority sites and the necessary measures for their remediation, including the cost assessment for such a remediation. (y2)</p>	<p>Raising awareness for hotspots remediation.</p> <p>2. Environmental Impact Assessment for priority hotspots and outlines for short-term emergency risk reduction intervention</p> <p>Prioritizing the identified hotspots;</p> <p>Perform EIAs for the priority sites' remediation;</p> <p>Prepare short term emergency intervention plans; Disseminate the outline for short-term emergency risk reduction intervention and EIA reports to key stakeholders and NGOs;</p> <p>Present the sites at the donors' coordination meeting organised by the Government.</p> <p>3. Action plans for the remediation of environmental hotspots in Albania</p>	<p>environmental experts; provides capacity building, remediation planning, inputs in hotspots prioritisation and short term emergency intervention plans.</p> <p>MoE/FA – provides results of similar projects; makes staff available for projects' activities;; ensures/facilitates cooperation with other Ministries (e.g. of Economy) and local stakeholders, calls the donor coordination meeting.</p> <p>AEF - provides results of similar previous projects; makes staff available for projects' activities; makes available the space for the computers where the database will be installed, maintains and updates the database; provides on site support for data collection and sample analysis.</p>	<p>MoE/AEF staff</p> <p>4,900 USD, intl and local experts; UNDP/UNEP expertise; MoE/AEF experts</p> <p>410,000 USD, intl and local experts and companies, UNDP/UNEP experts, MoE/AEF staff</p> <p>67,000 USD, intl and local experts, UNDP/UNEP expertise, MoE/AEF staff</p>
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	<p>Action Plans for hotspots remediation prepared, approved by the Government and included in the Local strategic plans; (y2)</p> <p>Awareness campaigns prepared and delivered; Reports/action plans are available to the stakeholders and public both in electronic and hard versions (the project will prepare 100 copies); (y2)</p> <p>Donor's workshop organised for fund raising. (y2)</p>	<p>Prepare the Action Plans for hotspots remediation;</p> <p>Disseminate the Action Plans to relevant stakeholders and to the general public;</p>		<p>10,000 USD, intl and local experts, project staff</p> <p>20,000 USD, project staff, MoE/AEF staff</p>
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IV. ANNUAL WORK PLAN

Year: 2008

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Budget Description
<p>Output Environmental hot-spots identified, prioritised and in-depth assessment for the first priorities performed <i>Baseline:</i> No comprehensive, prioritised hotspots inventory <i>Indicators:</i> An action plan for the identification, monitoring and the remediation of environmental hotspots is prepared <i>Targets:</i> Albania has a comprehensive inventory of the hotspots and the information is disseminated to all stakeholders including donors to start the rehabilitation/clean up <i>Related CP outcome:</i> Outcome 2: Policies developed and</p>	<p>1. Environmental Assessments for the environmental hotspots Inception phase Supporting the development of a comprehensive inventory of environmental hotspots; Developing sites analysis (environmental assessments) for the identified hotspots; Supporting the development of a web-based database enabling the informed decision making for all stakeholders, donors and local communities to address environmental hotspots in the country; Building capacity within the relevant environmental authorities to allow them to perform similar future activities on their own; Raising awareness for hotspots remediation.</p>	X	X	X	X	UNDP	Grant provided by the Dutch Government	
		X	X	X	X			
		X	X	X	X			
		X	X	X	X			
		X	X	X	X			

<p>implemented that support the achievement of the Millennium Development Goals - MDGs</p> <p><i>Related One UN outcome: Outcome 5: Accelerated environmental sustainable development in Albania</i></p>	<p>2. Environmental Impact Assessment for priority hotspots and outlines for short-term emergency risk reduction intervention</p> <p>Prioritizing the identified hotspots;</p> <p>Perform EIAs for the priority sites' remediation;</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>UNDP</p>			
TOTAL									

V. MANAGEMENT ARRANGEMENTS

Ministry of Environment, Forestry and Water Administration as the responsible authority in charge with the environmental management and policy at national level will serve as the National Executing Agency for this project. The National Executing Agency will provide to this project full political support and will ensure a smooth coordination with the other governmental institutions and political decision makers.

The National Executing Agency will nominate the National Project Director who, on its behalf, will supervise and provide overall management support to the project. The National Project Director will be a decision maker within the MoEFWA, preferably working in the technical department. His/hers ToRs are presented in Annex 2.

The MoEFWA will provide the following:

1. Day-to-day counterpart for the project activities;
2. Results of other relevant projects in which it was involved;
3. Ensure and facilitate cooperation with the local stakeholders (i.e. Local authorities, NGOs, site owners etc);
4. Ensure and facilitate cooperation with other ministries, as requested by the project's activities;
5. Make available staff for training;
6. Ensure transfer of information and knowledge;
7. Provide the National Project Director;
8. Provide, by means of National Project Director, participation and contribution in the Steering Committee meetings;
9. Call the donors' coordination meeting;
10. Provide comments on the reports;
11. Consider all the recommendations done within the project.

The relevant technical department within the Ministry is the Pollution prevention Directorate, which currently has a staff of 5. In the coming weeks a new staff is about to be hired (the recruitment process is already started) and his/hers main duties will be waste and hotspots.

Agency for Environment and Forestry is the national body responsible for monitoring the state of environment in the country. By Decision of the Council of Ministers (579/23.08.2006) it is entrusted, among others, the responsibility for collection, elaboration and reporting of environmental data. As such the AEF will be one of the main beneficiaries of the project, along with the MoEFWA. It is envisaged that the Agency will be fully involved in the project implementation, especially in performing and ensuring the quality of the chemical analysis (mainly surface and ground water) in the sites together with the other institutes. AEF was created by restructuring the Institute of Environment and Institute of Forestry and Pasture therefore it benefits of experienced staff previously involved in the identification and evaluation of hotspots. It currently employs 47 staff. Annex 3 lists the hotspots projects in which the staff of the ex-Institute of Environment was involved.

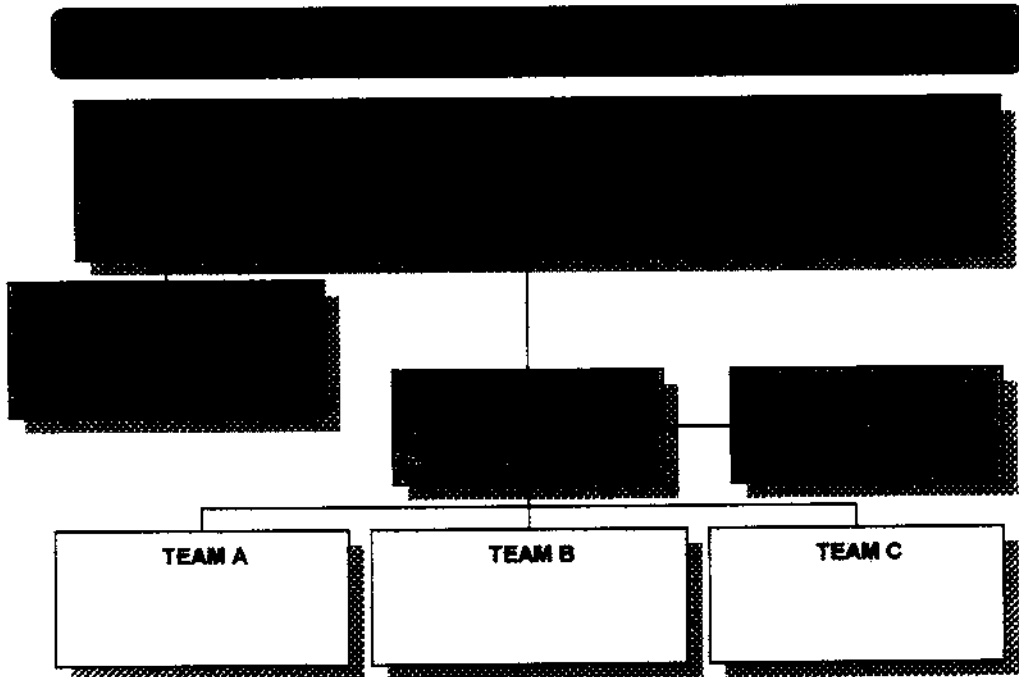
The AEF will provide the following:

1. Day-to-day counterpart for the project activities;
2. Results of other relevant projects in which it was involved;
3. Make available staff for training;
4. Make available room for equipment, host, run, maintain and update the web-database;
5. Ensure transfer of information and knowledge;
6. Support for data collection and site analysis;
7. Provide participation and contribution in the Steering Committee meetings;
8. Provide comments on the reports;
9. Consider all the recommendations done within the project.

UNDP Country Office in Albania will operate as the main interface at the national level with the government and targeted beneficiaries at local and central level. It will implement the project following

the National Execution (NEX) rules, with MoEFWA acting as National Executing Agency. National Execution is a co-operative operational arrangement whereby the recipient Government assumes full responsibility for the effective management and ownership of the project. UNDP Albania will use its well established project management unit that has successfully assisted the government in preparation of the National Implementation Plan for POPs in the country and in implementation the pilot demonstration of bioremediation technology in Patos Marinza oil field. This will also ensure effectiveness and efficiency in project implementation. The same project management unit is used by UNDP Albania to provide day-to-day management of the Albanian component of the regional programme for hotspots remediation financed by the Dutch Government. This will ensure an excellent coordination of related activities in the country. The draft ToRs for the Project Manager can be found in Annex 5 and the draft ToRs for the Administrative/Financial Assistant can be found in Annex 6. The project management unit will be staffed with a national technical expert who will assist/advise the national project manager on technical aspects, and with the national expert for awareness raising. The draft ToRs for the local technical expert are presented in Annex 7, while Annex 8 presents the draft ToRs for the local expert for awareness raising.

UNEP will provide technical guidance during the project implementation in the framework of the One UN Programme in Albania. Through its technical expertise it will ensure the quality of the environmental assessments and technical reports on environmental hot-spots. UNEP technical screening and provision of know-how will be based on its previous post conflict remediation work as well as the ongoing ENVSEC mining programme, which will also contribute to the replication and experience sharing within the sub-region, based on the "Mining for closure" guidelines approved by the Cluj Conference in 2005. Specific inputs from UNEP will include provision of international technical expertise that will provide technical guidance drawing upon UNEP in house knowledge and access to environmental know-how. The support of UNEP to the activities will be provided through UNEP Regional Office for Europe including its Vienna office and GRID Arendal, experienced in provision of environmental information, communications and capacity building services for information management and assessment. UNEP Vienna constitutes the inter-agency regional desk for the ENVSEC initiative for South Eastern Europe in UNEP. In this function, UNEP Vienna coordinates the implementation of the ENVSEC mining hotspots programme (including the preparation of the recent regional assessment). UNEP Vienna operationally supports UNEP activities in the Balkans and the substantive programming of the One UN programme in Albania. UNEP Vienna draws upon and will bring in the expertise of the most relevant UNEP divisions and units including DTIE (Division for Trade, Industry and Economics - Paris), DEPI (Division for Environmental Policy Implementation- Nairobi), ROE (Regional Office for Europe), DEWA (Division for Early Warning and Assessment - Geneva/Nairobi), Chemicals (Geneva), GRID Arendal etc. in a consistent manner.



MONITORING FRAMEWORK AND EVALUATION

Monitoring responsibilities and events: A detailed schedule of project reviews will be developed by the project management, in consultation with project implementation partners and stakeholder representatives. Such a schedule will include but will not be limited to:

Day to day monitoring of implementation progress will be the responsibility of the Project Manager, based on the project's Annual Workplan and its indicators. The Project Team will inform the UNDP-CO of any delays or difficulties faced during implementation so that the appropriate support or corrective measures can be adopted in a timely and remedial manner. The implementation of the activities will be performed in close cooperation with the MoEFWA and the AEF.

Periodic monitoring of implementation progress will be undertaken by the Steering Committee established for this purpose, under the coordination of UNDP-CO. The members of the Steering Committee will be the Project Manager, the National Project Director, UNDP-CO representative, representative of the technical department of the MoEFWA and the representative of the AEF and the representative of the donor. The Minister of Environment and/or his representative will attend the Steering Committee meetings. The Steering Committee will meet quarterly or more frequently as deemed necessary. This will allow parties to solve any problems pertaining to the project in a timely fashion to ensure smooth implementation of the project activities. The Steering Committee represents the decision body of the project.

Project Reporting

The following reports will be prepared:

- An Inception Report eight weeks after the start of the contract. It will include a detailed review of existing relevant information and suggested amendments to the initial work plan and activities.
- Brief Monthly Reports outlining activities in the previous month and presenting progress against the current project in bar chart format, including a chapter with "Issues of Concern" related to the smooth implementation of the present contract.
- Formal Quarterly Progress Reports describing activities and progress, identifying any constraints, and indicating progress in the various activities. The reports should include summaries of technical papers prepared. The reports should present activities in the forthcoming quarter, identifying any changes to the original project.
- A draft Final Report four weeks before the end of the contract period.
- A Final Report incorporating comments from the beneficiary, UNDP and the donor within four weeks of receiving the comments from all the entities above. This should describe the work done and the achievements of the project against its original objectives, clearly identifying any constraints that have limited the achievement of objectives. It should make recommendations for future developments.
- An Annual Review Report shall be prepared by the Project Manager and shared with the Steering Committee. As minimum requirement, the Annual Review Report shall cover the whole year with updated information for each element of the Quarterly Progress Reports as well as a summary of results achieved against pre-defined annual targets at the output level.
- An Annual Project Review. Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Steering Committee and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes. All the reports and other final products should be submitted in electronic format also.

The Programme Manager together with the Consultant will be responsible for the preparation and submission of the reports that form part of the monitoring process.

Evaluation: Interim and final evaluations will be conducted.

Auditing. The project will be subject to annual programme and financial auditing according to the established procedures set out in the Programming and Finance manuals. The Audit will be conducted by an independent commercial auditor.

Quality Management for Project Activity Results

OUTPUT: Environmental hot-spots identified, prioritised and in-depth assessment for the first priorities performed		
Activity Result 1	Environmental Assessments for the environmental hotspots	Start Date: Q1 y1 End Date: Q4 y2
Purpose	To have a clear overview of the current situation that will allow the prioritisation of the sites To have staff properly trained to ensure the sustainability of the activities after the project closure	
Description	Supporting the development of a comprehensive inventory of environmental hotspots; Developing sites analysis (environmental assessments) for the identified hotspots; Supporting the development of a web-based database enabling the informed decision making for all stakeholders, donors and local communities to address environmental hotspots in the country; Building capacity within the relevant environmental authorities to allow them to perform similar future activities on their own; Raising awareness for hotspots remediation.	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
By Q4 y1 the hotspots are identified		
By Q2 y2 the site analyses are completed		
By Q3 y2 web data base is fully operational		
By the end of the project the staff is properly trained		
Activity Result 2	Environmental Impact Assessment for priority hotspots and outlines for short-term emergency risk reduction intervention	Start Date: Q2 y1 End Date: Q4 y2
Purpose	To prioritize the identified hotspots To set the initial conditions for sites remediation	
Description	Prioritizing the identified hotspots; Perform EIAs for the priority sites' remediation; Prepare short term emergency intervention plans; Disseminate the outline for short-term emergency risk reduction intervention and EIA reports to key stakeholders and NGOs; Present the sites at the donors' coordination meeting organised by the Government.	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
By Q1 y2 the prioritisation is done		
By Q2 y2 the EIA process is conducted		

By the end of the project the short term emergency plans are prepared		
Activity Result 3	Action plans for the remediation of environmental hotspots in Albania	Start Date:Q3 y2 End Date: Q4 y2
Purpose	To have committed funds for hotspots remediation	
Description	Prepare the Action Plans for hotspots remediation; Disseminate the Action Plans to relevant stakeholders and to the general public;	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
By the end of the project action plans are ready		
By the end of the project to have donors expressing interest for remediation of 50% of the priority sites for which thorough assessments have been performed		

VI. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of (country) and UNDP, signed on (date).

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the implementing partner.

The executing agency shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the executing agency's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The executing agency agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

VII. ANNEXES

Annex 1 – Timetable of Activities

Annex 2 – List of known environmental hotspots causing environmental and human health problems

Annex 3 – List of hotspots projects involving staff of the current AEF (exInstitute of Environment)

Annex 4 – Draft ToRs for the National Project Director

Annex 5 – Draft ToRs for the Project Manager

Annex 6 – Draft ToRs for the Project Administrative/Financial Assistant

Annex 7 - Draft ToRs for the Local Technical Expert

Annex 8 – Draft ToRs for the Local Expert for Awareness Raising

Annex 9 – Budget

Annex 10 - Risks and Assumption logs

List of known environmental hotspots causing environmental and human health problems

No	Sites	Main pollutant	Current status Actions taken	Fund required if known	Current interventions and Funding Institutions
Sites currently addressed					
1	Chemical plant - Durrës	HCH Lindan	Cleaned up of storehouses. Rehabilitation of the site underway	Feasibility study+ clean up: 250,000 US\$ 550,000 US\$ Rehabilitation: 3,000,000 US\$	ICZM& Cleaning up Programme (WB, Netherlands)
2	Chloralkali and PVC Factory - Vlorë	Mercury	Feasibility study and pilot demonstration for cleaning up, of contaminated site	300.000 Euro (pre investment study & urban waste management)	TEC ICON (financed by UNEP-MAP) (No data on the bilateral funds from Czech)
3	Patos-Marize Oil Field	Oil spills	1. Pilot demonstration for bioremediation. 2. Environment. Action Plan for Wider Patos Marinza Area, Albania. Commence early 2007	1. 30,000 US\$ for pilot testing 2. 400,000 Euro	1. UNDP pilot demonstration programme 2. EU CARDS 2006
4	Oil Refinery - Ballsh	Oil spills	Rehabilitation of desalting units Construction of landfill for sludge of WWTP, and capacity building	0.9 mil. Euro (2002) 1.0 mil. Euro (2005)	EU CARDS
5	Waste Disposal Site - Sharra	Urban waste	Work is underway	6 mil. Euro loan 0.4 mil Euro grant	Italian government bilateral programme
6	Nitrate Fertilizer Plant - Fier	3 and 5 valent arsenic compounds	The first phase is completed	1 mil. Euro	PHARE
7	Copper Factory - Rubik	Toxic metals	pipeline	1.5 mil. Euro	CARDS (funds originally allocated for landfill of hazardous waste)

Sites not addressed					
8	Metallurgical Complex - Elbasan	Heavy metals and other hazardous chemicals	No actions	NA	
9	Phosphate Fertilizer Factory - Lac	Toxic metals	No actions	NA	
10	Alba film studio sh.a. in Tirana	Cyanides	No actions	NA	
11	Former state farm in Shen Vasili-Lukove, Sarande	Expired pesticides	No actions	NA	
12	Battery production factory - Berat	Highly toxic chemicals	No actions	NA	
13	Former Tractors factory - Tirana	Highly toxic chemicals	No actions	NA	
14	Storehouse of pesticides including in Lushnje	Expired pesticides	No actions	NA	
15	Dajti enterprise	Highly toxic chemicals	No actions	NA	
16	Storehouse in Bajza- Shkodër	Expired pesticides	Included in the regional project financed by the Dutch Government	NA	
17	Former Plastic Factory in Lushnja	1,700 tons of toxic chemicals	No actions	NA	
18	Copper mining, with 7 or more mining and copper ore concentrator operations located on both arms of the Mati-Fani river system - Rreshen	All tailings dumps containing significant concentrations of arsenic are located on or in the river(s)	No actions	NA	
19	Former Copper enrichment factory and mine - Kurbnesh	Tailings from copper concentrators dumped directly adjacent to, or in river beds	No actions	NA	
20	Rubik area	Copper tails, dumped adjacent to or in the Fani River	EC actions		
21	Reps area	Copper tails, dumped adjacent to or in the Fani River	No actions	NA	
22	Fushe Arrez copper mining and beneficiation complex	Arsenic contamination of surface and ground waters is an issue due to arsenopyrite deposits and the location of	No actions	NA	

		residue stockpile(s) near the bank of the Fani River			
23	Pogradec (the principal mines were at Prenjas, Guri i Kuq, and Bitinska)	Ferronickel crusher deposits (nickel-ferrous iron ore) dumped near Lake Ohrid	No actions	NA	
24	Rehove Copper and gold mining village	Copper mining waste dumped in a number of locations by a river Osumi	No actions	NA	
25	Kalimash/Kukes/Gjejan copper mining area including mines, concentrator(s) and a smelter	Ores contains arsenopyrite are generating significant pollution to waters on the middle Drini river	No actions	NA	
26	Burrel Ferrochrome Smelter		No actions	NA	
27	Chromite mines such as those at Bater, Bulquize, Kalimash and others	Solid waste from mining activities	No actions	NA	
28	Expired pesticides in Sanitary Centre - Lushnie	40 tonnes of pesticides	No actions		
29	Amortized tanks with liquid NH ₃ and copper ammonium in former nitrogen fertiliser in Fier	25 tonnes of liquid NH ₃	No actions		
30	Lindan and other hazardous chemicals within territory of Lushnja hospital	2 tonnes of lindan and 13 barrels with other hazardous chemicals in the territory of Lushnja hospital			
31	Expired pesticides in Rreshen storehouse	15 barrels and a number of bags			
32	Cyanides in Balez, Elbasan	30 tonnes of cyanides			
33	Hazardous chemicals at the Institute of Public Health	About 800 kg	No actions		

List of hotspots projects involving staff of the current AEF (ex Institute of Environment)

1	The Technological Project of the annihilation of the arsenical dips in the plant nitration waste plant, FIER (in cooperation with the Metallurgical Institute)
2	Monitoring of contaminated areas from activities of chemical industry
3	Study on the situation in the contaminated areas from chemical industry
4	Identification of catalysts used in the industrial area of Lac
5	Monitoring of the contamination in the air, in the surface water and the soil in the ex – copper factory, Lac
6	Enlivening the polluted soil with mercury in the ex-PVC-SODA factory, Vlore
7	Implementation of a pilot for the revitalization of the land contaminated with mercury in the ex-PVC-SODA factory, Vlore
8	Evaluation of the contamination in the area around the former chemicals store in Bisht Palle
9	Preparation of the manual for methods of sampling and analysis of contaminants for water monitoring
10	Assessment of the contaminated area of Ohrid Lake

Draft ToRs for the National Project Director

Project Title: Identification and prioritization of “environmental hotspots” in Albania

Duties and Responsibilities

The National Project Director (NPD), appointed by the Ministry of Environment, Forestry and Water Administration (MoEFWA), is a government representative, responsible for supporting implementation of the project. The NPD serves as the focal point on the part of the beneficiary and as such ensures effective communication between the government and other relevant national stakeholders/actors and monitors the progress towards expected outputs and strategic results under the project.

Specifically, the NPD's major responsibilities, in close collaboration with UNDP CO are:

- Undertakes project advocacy at the policy level (line ministries, government agencies and other public sector institutions, civil society, private sector and the donor community) to ensure national commitment and contribution to the project objectives;
- Undertakes policy level negotiations and other activities to facilitate effective and efficient project implementation and maximize its impact;
- Provides policy guidance to the PMU congruent with national policies, including for the selection of local consultancy, training and other specialist services;
- Ensures the coordination with the AEF and facilitates the contacts with the local authorities and NGOs;
- Advises on technical matters throughout the implementation of the project and participates actively in Steering Committee meetings;
- Participates in the drafting, finalization and approving the Project Annual and Quarterly Work Plans and budget, in close discussion with the UNDP, to maximize the leverage of the project resources in order to achieve the desired overall state of development and immediate objectives set out in the project document;
- Reviews jointly with the PMU success indicators and progress benchmarks against expected project outputs so that progress can be assessed, and review and clear Annual Project Progress and Final Report;
- Conducts regular monitoring sessions with UNDP and the PMU, including Annual Tripartite Review Meetings to measure progress made or achieved towards the project objectives, and comment on Project Review and Evaluation Reports;
- Reports regularly to the Project Steering Committee on the project progress, in conjunction with the PMU staff;
- Assesses on regular basis staff work performance in the PMU, including that of Project Manager, Administrative & Finance Assistant and other staff;
- Establishes close linkages with other UNDP and UN supported projects as well as other donors' or nationally funded projects/programmes in the same sector.

Draft ToRs for the Project Manager

Project Title: Identification and prioritization of “environmental hotspots” in Albania

Project Background – General

UNDP Country Programme Document (CPD) for 2006-2010, prepared in the framework of UN Development Assistance Framework for the same period, highlighted that environmental hotspots remain the biggest challenge with other related socio-economic factors posing immediate risks to human health and the environment. The CPD 2006-2010 committed that UNDP will assist the government in dealing with the ‘pervasive problem of persistent organic pollutants (POPs)⁹ as well as environmental hotspots’ as an integral part of Country Programme Outcome 2: “Policies developed and implemented that support the achievement of the Millennium Development Goals - MDGs.”

The National Strategy for Socio-Economic Development (NSSD), the 2006 National Plan for Legislation Approximation and other sectorial strategies and action plans such as the National Environmental Action Plan (NEAP) and the recently drafted National Environmental Strategy (NES) fully acknowledges the importance of addressing the environmental hotspots and proposed short, medium and long term actions to tackle these environmental hotspots. The NES also highlighted that the country will need to show considerable progress in environment over the coming decades to achieve accession to the European Union, even though Albania will not be fully compliant with the “heavy investment” elements of the European Union legislation during the accession period. The Government Programme for 2005-2009, therefore, considers rehabilitation of environmental “hotspots” caused by old and abandoned industries among the key priority areas in the environmental protection.

UNEP studies identified five ‘environmental hotspots’ that require urgent attention in order to halt dangerous risks to human health and the surrounding environment, another four that are also raising serious threats and eight mining and metal processing sites that should be considered as priority sites.

Moreover, an additional number of hot spots have been identified in the mean time by the Ministry of Environment, Forestry and Water Management based on the information and request for interventions received from the local governments as well as on the other donors’ programmes that focused on chemical management.

However, the country does not have yet a comprehensive and accurate inventory of all “environmental hotspots” including their prioritization based on the actual site-analysis. A detailed assessment of current situations and needed interventions are required for most of the sites that have not been addressed by any donor assistance projects.

Project objective

The objective of the proposed project is to support the Albanian Government to achieve its midterm objective related to the rehabilitation of polluted areas within basic safety standards by eliminating toxic materials.

⁹ The GEF/UNDP funded project on preparation of the National Implementation Plan for Reduction and Disposal of POPs ended in June 2007.

Duties and Responsibilities

A Project Manager will be recruited for the entire implementation period of the project. The Project Manager is responsible for the timely implementation of the work plan. The Project Manager will be responsible for general and financial administration, progress reporting, monitoring and the quality control of input from consultants and subcontractors providing assistance to the project.

The Project Manager, under the supervision of the UNPD, Cluster Manager will be responsible for achieving the outputs and, hence, objectives of the project, and ensuring the co-operation and support from the executing and implementing agent(s).

In general, the Project Manager is in charge with:

Overall project management:

- Manage the realization of project outputs through activities;
- Provide direction and guidance to project team(s)/ responsible party (ies);
- Liaise with the Project Board or its appointed Project Assurance roles to assure the overall direction and integrity of the project;
- Identify and obtain any support and advice required for the management, planning and control of the project;
- Responsible for project administration;
- Liaise with any suppliers;

Running a project

- Plan the activities of the project and monitor progress against the initial quality criteria.
- Mobilize goods and services to initiative activities, including drafting TORs and work specifications;
- Monitor events as determined in the Monitoring & Communication Plan, and update the plan as required;
- Manage requests for the provision of financial resources by UNDP, using advance of funds, direct payments, or reimbursement;
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- Manage and monitor the project risks as initially identified in the Project Brief appraised by the LPAC, submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the Project Risks Log;
- Be responsible for managing issues and requests for change by maintaining an Issues Log.
- Prepare the Project Quarterly Progress Report (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the Project Board and Project Assurance;
- Prepare the Annual review Report, and submit the report to the Project Board;
- Based on the review, prepare the AWP for the following year.

Closing a Project

- Prepare Final Project Review Reports to be submitted to the Project Board;
- Identify follow-on actions and submit them for consideration to the Project Board;
- Manage the transfer of project deliverables, documents, files, equipment and materials to national beneficiaries;

The Project Manager will be responsible for managing the implementation of the project, which includes personnel, subcontracts, training, equipment, administrative support and financial reporting keeping the UNPD Cluster Manager aware of all relevant factors which could impact on project implementation. The specific responsibilities of the Project Manager will be to:

1. Set up and manage the project office, including staff facilities and services, in accordance with the project work plan;
2. Prepare and update project work plans, and submit these to the UNPD Cluster Manager and DRR/P UNDP CO for clearance and ensure their implementation consistent with the provisions of the project document;

3. Ensure that all agreements with designated project implementing agencies are prepared, negotiated and signed;
4. With respect to external project implementing agencies:
 - a) ensure that they mobilize and deliver the inputs in accordance with their implementation agreement and contract, and
 - b) provide overall supervision and/or coordination of their work to ensure the production of the corresponding project outputs.
5. Act as a principal representative of the project during review meetings, evaluations and in discussions and, hence, be responsible for preparation of review and evaluation reports for the consideration of the UNPD Cluster Manager.
6. Ensure the timely mobilization and utilization of project personnel, subcontracts, training and equipment inputs, whether these are procured by the Executing Agent itself or by other implementing agents:
 - a) identify potential candidates, national and international, for posts under the project;
 - b) prepare the ToR for consultants, experts, support staff, in consultation with the implementing agent and/or subcontractors;
 - c) prepare training programmes (in consultation with the implementing agents) designed for staff, with particular emphasis on developing an overall training plan;
 - d) draw up specifications for the equipment required under the project; procure such equipment according to Government and UNDP rules and procedures governing such procurement.
7. Assume direct responsibility for managing the project budget on behalf of the UNPD Cluster Manager, ensuring that:
 - a) project funds are made available when needed, and are disbursed properly;
 - b) accounting records and supporting documents are kept;
 - c) required financial reports are prepared;
 - d) financial operations are transparent and financial procedures/regulations for NEX projects are applied; and
 - e) the project is ready to stand up to audit at any time.
8. Exercise overall technical and administrative oversight of the project, including supervision of national and international personnel assigned to the project;
9. Report regularly to and provide up-to-date on project progress and problems, if any.
10. Ensure timely preparation and submission of required reports, including technical, financial, and study tour/fellowship reports;
11. Perform others coordinating tasks as appropriate for the successful implementation of the project in accordance with the project document.

Responsibilities on project completion and follow-up

In order to ensure the efficient termination of project activities, the Project Manager will:

1. Prepare a draft Terminal Report, and submits a copy of this report to the UNPD Cluster Manager and designated Executing Agency's official for comments at least 12 weeks before the completion of the project;
2. Make a final check of all equipment purchased under the project through a physical inventory, indicating the condition of each equipment item and its location; discusses and agrees with the UNDP and the implementing agent(s) the mode of disposition of such equipment and follow up on the exchange of letters among the UNDP, Government and implementing agent(s) on the

agreed manner of disposition of project equipment; take action to implement the agreed disposition of equipment in consultation with the project parties.

3. Ensure all terminal arrangements relating to project personnel are completed at the final closure of the project.

Accountability

The Project Manager will work under the general guidance of and report to the UNPD Cluster Manager. The Project Manager is accountable to UNDP for the manner in which he/she discharges the assigned functions.

The Project Manager shall discharge his/her duties in line with the rules and procedures set forth in the UNDP National Execution Manual and other project management guidelines including, where applicable, the provisions of the agreements concluded with cost-sharing donors. The Project Manager acts as the Certifying Officer. As such, he/she is responsible for the actions taken in the course of his/her official duties. The Project Manager may be held personally responsible and financially liable for the consequences of actions taken in breach of the prevailing financial rules and regulations.

General qualifications

- Education: Post-graduate level (preferable academic background)
- Experience: At least 5 years work experience in the relevant area;
Demonstrated management experience and organizational capacity;
Previous experience/familiarity with UNDP (or other donors) is an asset.
- Skills: Good analytical skill
Good interpersonal and communication skills
Good computer skill
- Language: Fluent in English

Terms and Conditions for provision of the services

The incumbent will serve on a service contract of __ years duration, starting __. Location: _____

Draft ToRs for the Project Finance and Administrative Assistant

Project Title: Identification and prioritization of “environmental hotspots” in Albania

Project Background – General

UNDP Country Programme Document (CPD) for 2006-2010, prepared in the framework of UN Development Assistance Framework for the same period, highlighted that environmental hotspots remain the biggest challenge with other related socio-economic factors posing immediate risks to human health and the environment. The CPD 2006-2010 committed that UNDP will assist the government in dealing with the ‘pervasive problem of persistent organic pollutants (POPs)¹⁰ as well as environmental hotspots’ as an integral part of Country Programme Outcome 2: “Policies developed and implemented that support the achievement of the Millennium Development Goals - MDGs.”

The National Strategy for Socio-Economic Development (NSSED), the 2006 National Plan for Legislation Approximation and other sectorial strategies and action plans such as the National Environmental Action Plan (NEAP) and the recently drafted National Environmental Strategy (NES) fully acknowledges the importance of addressing the environmental hotspots and proposed short, medium and long term actions to tackle these environmental hotspots. The NES also highlighted that the country will need to show considerable progress in environment over the coming decades to achieve accession to the European Union, even though Albania will not be fully compliant with the “heavy investment” elements of the European Union legislation during the accession period. The Government Programme for 2005-2009, therefore, considers rehabilitation of environmental “hotspots” caused by old and abandoned industries among the key priority areas in the environmental protection.

UNEP studies identified five ‘environmental hotspots’ that require urgent attention in order to halt dangerous risks to human health and the surrounding environment, another four that are also raising serious threats and eight mining and metal processing sites that should be considered as priority sites.

Moreover, an additional number of hot spots have been identified in the mean time by the Ministry of Environment, Forestry and Water Management based on the information and request for interventions received from the local governments as well as on the other donors’ programmes that focused on chemical management.

However, the country does not have yet a comprehensive and accurate inventory of all “environmental hotspots” including their prioritization based on the actual site-analysis. A detailed assessment of current situations and needed interventions are required for most of the sites that have not been addressed by any donor assistance projects.

Project objective

The objective of the proposed project is to support the Albanian Government to achieve its midterm objective related to the rehabilitation of polluted areas within basic safety standards by eliminating toxic materials.

¹⁰ The GEF/UNDP funded project on preparation of the National Implementation Plan for Reduction and Disposal of POPs ended in June 2007.

Tasks, Duties and Responsibilities

Under the overall supervision of the Project Manager and, the assistant will cover the following project activities:

Finance

- Prepare Request for Payments and forward to CO in accordance with Atlas and ERP procedures;
- Reconciles Petty Cash ensuring all disbursements are in accordance with rules and procedures;
- Assist Project Management on project budget status;
- Keep links with Programme/Project Support Unit on procedural information;
- Assist in preparing quarterly and annual work plans and budgets, progress and financial reports to be submitted to UNDP, donors and the Government;
- Guide and assist the auditing process of the project as requested by UNDP CO rules and regulations;
- Be a buyer and general user in ATLAS functions;
- Follow up with Combined Delivery Reports, delivery and other Atlas financial reports;
- Prepare General Ledger Entry requests.

Human Resources

- Provide human resources services for recruitment, including preparation of Requests for Contract;
- Prepare relevant procurement procedures for consultant services;
- Supervise/coordinate the work of the cleaning lady;
- Monitor monthly attendance and leave applications;
- Deal with the travel agencies, visas procedure and travel authorizations;
- Prepare the new vendor form, or update the existing ones;
- Follow up with the Study Tours.

Procurement & Office Management

- Back-stop the work of the Project Manager;
- Assist in preparing bidding papers in accordance with UNDP requirements and UNDP user guide;
- Support other technical aspects of Project implementation and project Missions;
- Organize a filing system, maintains records and files in accordance with UNDP Albania filing policy;
- Assist with the organization of workshops, training events and meetings;
- Deal with the procedures for lease agreements, contracts for services and institutional contracts;
- Deal with Contract Assets and Procurement Committee submissions and Advisory Committee on Procurement submissions;
- Follow up with the project inventory in the Atlas system.

Draft ToRs for the Local Technical Expert

Project Title: Identification and prioritization of “environmental hotspots” in Albania

Background

Before 1990, industry accounted for the largest share of Albania's GDP (about 58%) using the country's rich chromites and copper deposits that are found in the north-central and northern parts of the country. Albania has also been subject to 25 years of oil and gas exploration in the south-western parts of the country.

The National Environmental Action Plan highlighted that the environmental situation around the closed industrial sites is a serious concern. The copper, chromium, iron-nickel and oil industries have produced several million tons of industrial wastes that were disposed without environmental and human health considerations. In addition a number of chemicals stored inside the production lines of closed chemical factories pose a serious problem requiring urgent measures for safe disposal of such chemicals.

UNEP studies identified five 'environmental hotspots' that require urgent attention in order to halt dangerous risks to human health and the surrounding environment, another four that are also raising serious threats and eight mining and metal processing sites that should be considered as priority sites.

Moreover, an additional number of hotspots have been identified in the mean time by the Ministry of Environment, Forestry and Water Management based on the information and request for interventions received from the local governments as well as on the other donors' programmes that focused on chemical management.

However, the country does not have yet a comprehensive and accurate inventory of all “environmental hotspots” including their prioritization based on the actual site-analysis. A detailed assessment of current situations and needed interventions are required for most of the sites that have not been addressed by any donor assistance projects.

Project objective

The objective of the proposed project is to support the Albanian Government to achieve its midterm objective related to the rehabilitation of polluted areas within basic safety standards by eliminating toxic materials.

Scope of the assignment

A Technical Expert will be recruited for the entire implementation period of the project, which is 2 years. The Technical Expert is responsible for the timely implementation of the work-plan as endorsed by the Project Director and the Project Steering Committee.

Duties and Responsibilities

The TE will lead the technical activities as described in the Project Document for identification and prioritization of “environmental hotspots” in Albania, and will work under the coordination of Project Manager executing the following project activities:

- Monitoring and reporting on the monthly basis to Project Manager for the activities of the project
- Assist the International Consultant during missions in Tirana
- Assist in the development of the criteria for hotspots prioritisation
- Assist the Agency of Environment and Forestry in the data collection, compilation of hotspots inventory and set up of the web-based database
- Cooperate with the expert for the activities related to public awareness
- Assist the relevant experts for preparation of environmental assessments and EIAs for the selected hotspots
- Organize the workshops and training activities
- Assist in the preparation of specific Action Plans for each hotspot
- Any other task requested by the Project Manager

Qualifications and experience

The selected expert must fulfil the following requirements:

- University degree in a relevant field, preferably in chemistry
- Minimum 3 years of professional experience in the area related with environmental management, preferably with waste management
- Good environmental legislative knowledge from the relevant fields
- Fluent in English
- Good communication and training skills
- Computer skills

Draft ToRs for the Local Expert for Awareness Raising

Project Title: Identification and prioritization of “environmental hotspots” in Albania

Background

Before 1990, industry accounted for the largest share of Albania's GDP (about 58%) using the country's rich chromites and copper deposits that are found in the north-central and northern parts of the country. Albania has also been subject to 25 years of oil and gas exploration in the south-western parts of the country.

The National Environmental Action Plan highlighted that the environmental situation around the closed industrial sites is a serious concern. The copper, chromium, iron-nickel and oil industries have produced several million tons of industrial wastes that were disposed without environmental and human health considerations. In addition a number of chemicals stored inside the production lines of closed chemical factories pose a serious problem requiring urgent measures for safe disposal of such chemicals.

UNEP studies identified five ‘environmental hotspots’ that require urgent attention in order to halt dangerous risks to human health and the surrounding environment, another four that are also raising serious threats and eight mining and metal processing sites that should be considered as priority sites.

Moreover, an additional number of hotspots have been identified in the mean time by the Ministry of Environment, Forestry and Water Management based on the information and request for interventions received from the local governments as well as on the other donors' programmes that focused on chemical management.

However, the country does not have yet a comprehensive and accurate inventory of all “environmental hotspots” including their prioritization based on the actual site-analysis. A detailed assessment of current situations and needed interventions are required for most of the sites that have not been addressed by any donor assistance projects.

Project objective

The objective of the proposed project is to support the Albanian Government to achieve its midterm objective related to the rehabilitation of polluted areas within basic safety standards by eliminating toxic materials.

Scope of the assignment

A Local Expert for Public Awareness will be recruited for the implementation of the Project, on a part time basis but having an input of at least 6 man/months.

The Local Expert is responsible for the timely implementation of the work-plan as endorsed by the Project Director and the Project Steering Committee.

Duties and Responsibilities

The Local Expert will lead the activities for public awareness for the project: Identification and prioritization of “environmental hotspots” in Albania, and will work under the coordination of Project Manager having the following responsibilities:

- Organize meetings/training sessions/workshops with local stakeholders, target groups and general public on human and environmental impact of hot-spots, the right for access to information and public participation in developing and implementing measures to address hotspot issues and in the process of decision making;
- Prepare and disseminate awareness materials for public awareness (e.g. leaflet, brochure, TV spots, video);
- Exchange relevant information with ongoing environmental projects;
- Closely co-operate with other local experts working under this project;
- Prepare and elaborate relevant part of the Action Plans on strategy for information exchange, education, communication and awareness raising, as identified during the meetings with stakeholders, target groups and training sessions/workshops;
- Reporting on regular basis to the Project Manager.

Qualifications and experience

- University degree in the relevant field
- Minimum 5 years of professional experience preferably with environmental NGOs
- Previous experience in conducting awareness campaigns
- Good environmental legislative knowledge from the relevant fields
- Fluent in English
- Good communication and training skills
- Computer skills

Budget (all costs in USD)

Task 1: Environmental Assessments for the environmental hotspots		Breakdown budget	Total budget/activity
Develop a comprehensive inventory of industrial sites and hotspots	Inception phase	7,500 = 150 x 50 days local expert 15,000 = 500 x 30 days international expert 1660 = 166 x 10 days per diem intl 1,600 intl travel 2,000 in country travel UNDP and UNEP experts	27,760
	Identify the environmental hotspots		
Develop sites analysis (environmental assessments) for the identified hotspots	Data collection and analysis related to the identified sites and preparation of detailed environmental assessment report, as described in section 1.3.	40,000 ¹¹ /site x 10 sites UNDP and UNEP experts International and local consultants/companies	400,000
Develop of a web-based database enabling the informed decision making for all stakeholders, donors and local communities to address environmental hotspots in the country	Develop web-based database for environmental hotspots and industrial sites that are causing environmental, human health and socio-economic development problems together with the AEF and/or relevant department of the MoEFWA	5,000 web server 5,000 fast internet connection and security system 15,000 development of the data base by a specialised company	25,000
Build capacity within the relevant environmental authorities to allow them to perform similar future activities on their own	Provide training and necessary logistics for running, maintaining and updating the data base Provide training and on the job training for the staff of the AEF and MoEFWA	15 persons (including from the regions) UNDP and UNEP experts	20,000
Raising awareness for hotspots remediation	Organise a workshop with donors to raise their interest on the project activities; issue newsletter	2,000 conference room rental and equipment 600 = 15 x 40 participants	5,000

¹¹ The amount of 40,000 USD/site has been approximated given the previous experience UNDP had with similar projects (e.g. feasibility study for rehabilitation and clean up of the mine sites in Lojane and Stanterg/Stari Trg and Artana/Novo Brdo); Also the same amount has been recommended by the UNEP experts.

		400 stationary 2,000 newsletter	
Task 2: Environmental Impact Assessment for priority hotspots and outlines for short-term emergency risk reduction intervention			
Prioritize the identified hotspots	Define prioritisation criteria Prioritise the hotspots identified	2,500 = 500 x 5 days intl expert 2,400 = 150 x 16 days local expert UNDP and UNEP experts	4,900
Perform EIAs for the priority sites remediation	Prepare ToRs for the EIA studies development Carry out EIA studies for the selected environmental hotspots	10,000 international consultancy company for ToRs 40,000 ¹² /site x 10 sites for international consultancy companies in consortia with local ones UNDP and UNEP experts	410,000
Prepare short term emergency intervention plans	Prepare outlines for short-term emergency risk reduction intervention based on EIA reports Disseminate the outline for short-term emergency risk reduction intervention and EIA reports to key stakeholders and NGOs Present the sites at the donors' coordination meeting organised by the Government	50,000 = 5,000 x 10 for emergency/prevention plans 4,000 publications 10,000 = 1,000 x 10 events on site to disseminate the results 2,000 conference room rental and equipment 600 = 15 x 40 participants UNDP and UNEP experts	67,000
Task 3: Action plan for the remediation of environmental hotspots in Albania			
Prepare the Action Plans for hotspots remediation	Centralise the results in Action Plans for hotspots remediation		10,000
Disseminate the Action Plans to relevant stakeholders and to the general public	Perform an awareness campaign for the general public to present to the measures proposed in the Action Plans Perform an awareness campaign for the local authorities, NGOs and stakeholders to disseminate the Action Plans Include the Action Plans actions within the Local Strategic Development		20,000

¹² The amount of 40,000 USD/site has been approximated given the previous experience UNDP had with similar projects (e.g. feasibility study for rehabilitation and clean up of the mine sites in Lojane and Stanterg/Stari Trg and Artana/Novo Brdo).

	Plans	
	Organise a workshop for the donors targeting fund raising for sites remediation	
Evaluation		65,000
Audit		10,000
PMU		150,000
Sub-total		1,214,660
GMS		85,026
TOTAL		1,299,686

RISK LOG

Project Title: Identification and prioritization of "environmental hotspots" in Albania		Award ID: 00048787	Date:
1	Lack of counterpart staff from the Albanian institutions	Preparatory stage	Organizational
		P = 5 I = 5	
		<p>There may be individuals within the target-groups who are not as experienced or as well trained as might be desirable. Likewise, there may be individuals, who are experienced and committed to the project but, due to an overloaded working programme, cannot be involved as appropriate. In order to reduce these risks, a needs assessment will be considered that would indicate the organizational gaps of the existing arrangements. Having established the gaps, the short-time effect of these gaps might have on the project duties will be determined. Subsequently, they will be discussed during the Steering Committee meetings, proposing short temporary revisions to the respective responsibilities of the team members. The training will be designed and promoted as beneficial to the trainees by developing their skills and helping to develop their careers (especially those participating in train-the-trainers sessions). Early planning of dates for training sessions and workshops will be ensured to allow maximum participation</p>	
		Project Manager National Project Director	Project Developer
			e.g. dead, reducing, increasing, no change
2	Difficult direct communication within the local counterparts staff	Preparatory stage	Operational
		P = 5 I = 2	
		<p>The project team will facilitate direct communication and translation will be provided at the workshops and training</p>	
		Project Manager	Project Developer

7	Insufficient budget to properly assess the first 10 hotspots in the priority list	Preparatory stage	Financial Organizational	P = 3 I = 3	<p>requires the MoEFWA to facilitate contacts between the project stakeholders, including key target groups, and other institutions and organisations in Albania. All the parties participating in the project are qualified and willing to complete it within the scheduled time and budget. In general, the project team will take a flexible approach to various tasks. The appointed experts will share their own experience based on the smooth and friendly cooperation and respecting the contract rules and national legislation.</p> <p>Neither the number of the hotspots nor their nature and complexity are known at the stage of the project development. Therefore, the cost for their inventory and initial assessment can be only roughly approximated. However, if after performing the sampling and the initial activities on site it will be obvious that the project budget cannot afford the assessment of first ten priorities as initially foreseen, the Steering Committee will convene and agree to reduce accordingly the number of the assessed sites.</p>	Project Manager National Project Director	Project Developer		
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ASSUMPTIONS LOG

Project Title: Identification and prioritization of "environmental hotspots" in Albania		Award ID: 00048787		Date:			
1	The Governmental priorities will remain unchanged	Preparatory stage	Strategic	One of the priority areas highlighted in the European Partnership is hotspots. Given the strong commitment of the Government towards the EU accession it is not likely that major changes will occur in the environmental policy developed at national level affecting the current project implementation.	Project Manager National Project Director	Project Developer	e.g. dead, reducing, increasing, no change
2	Government will adopt and implement the recommendations; The measures proposed will be realistic and feasible	Preparatory stage	Regulatory	Implementing recommendations is an <i>administrative exercise</i> and adequate time must be allowed for this. It will be the duty of the project team to ensure that documentation is to appropriate standard before it is submitted to authorities for approval. The implementation itself of the recommendations is anyhow beyond the project's scope of work. We also assume that effective co-operation channels will be established between the stakeholders, thus avoiding any bureaucratic circumstance which might delay the approval of different specific documents.	Project Manager National Project Director	Project Developer	
3	The personnel to be trained will be available on the periods scheduled for the training sessions, in accordance with the working programme, and they will continue to work afterwards with the Ministry	Preparatory stage	Organizational	A successful project demands well-qualified and committed staff. In this direction, it is assumed that the Ministry will make staff available and will accept the proposed personnel incentive tools (full review of staff capabilities and remuneration, permanent on- and off-the-job training, etc.). In the event that some of these assumptions cannot be fulfilled, some risks may occur, affecting the time, quality and costs of the project. Nevertheless any potential impacts on the project can be mitigated by using the experience of the	Project Manager National Project Director	Project Developer	

4	Results of the other related projects will be obtained in due time	Preparatory stage	Operational	project team. As the other related projects have been implemented by UNDP and UNEP it will be no difficulty to obtain their outputs.	Project Manager National Project Director	Project Developer	
5	Full and unconditional support from the regional and local authorities	Preparatory stage	Strategic	The local and regional authorities acting as Beneficiaries of this project understand the importance of this venture and will support the efforts of project staff towards a successful finalisation. We believe that they will most likely help in, rather than hinder certain activities to be developed (e.g. data collection, approval of various official requirements).	Project Manager National Project Director	Project Developer	
6	Sufficient understanding at national authority level of the project's objectives	Preparatory stage	Organizational	The national authority has a good knowledge regarding the requirements and needs of tackling the hotspots, and they will be committed to involve further the local and regional stakeholders.	Project Manager National Project Director	Project Developer	
7	No institutional changes to affect proper implementation of the project	Preparatory stage	Political	Except for a situation of Force Majeure, no important institutional changes will affect the structure of the main governmental authorities involved in the project. Two arguments uphold this statement: this new structure has just been set up and the next political elections will take place after the completion of the project.	Project Manager National Project Director	Project Developer	