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UNDP/GEF PROJECT ENTITLED “REDUCING ENVIRONMENTAL STRESS IN THE  
YELLOW SEA LARGE MARINE ECOSYSTEM”

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**STATEMENT OF WORK**

**“2008 Experience Exchange Programme with Other  
Large Marine Ecosystem Projects”**

**\*\*\*\*Deadline for proposal submission is 20<sup>th</sup> February 2008\*\*\*\***

**1. Background**

After 3 years of implementing the UNDP/GEF Yellow Sea Project, “Reducing Environmental Stress in the Yellow Sea Large Marine Ecosystem (YSLME),” the Regional Working Group–Pollution has deemed it necessary to expand its “Visiting Scientist Programme.” The original programme allowed exchange of scientists between China and Republic of Korea, and also contributed to capacity building, as the visiting scientist could learn new and different methods for conducting pollutant analysis in the Yellow Sea.

The new programme has now been expanded to allow a broader exchange of knowledge that encompasses more topics and allows more than one scientist to visit laboratories, research institutions, or other similar Global Environment Facility (GEF)-funded international projects outside the region to enhance their capacity for various analytical techniques and/or experience exchange on international project management and implementation. This section of the expanded programme will provide an opportunity for:

Scientists or project/natural resource managers to visit another GEF-funded LME project management office to exchange experiences, lessons learned, good management practices, and other relevant information on international project management.

The programme will allow the visiting team members to enhance their knowledge and capacity on international project management and implementation; meet with other project co-ordinators face-to-face; visit some project implementation sites. It is expected that information obtained from the visits will be applicable to the YSLME Project and also other projects implemented at national and regional level.

**The YSLME Project invites proposals for the activity. One team each from China and Republic of Korea will be eligible for the activity. The NWG Chairpersons and NPCs in each country should co-ordinate the application from their respective side.**

**2. Eligibility and Guidelines for Application**

- A. The visits should take place in 2008.
- B. All communications between the visitor and host will be conducted in English.
- C. One country may apply for only one team to visit.

- D. Proponents may be from any type of entity located in China or Republic of Korea, including government organisations, research/academic institutions, or private companies working in the relevant field.
- E. Proponents should be flexible with their visit schedule to co-ordinate with the schedule of the host.
- F. YSLME Project will provide USD 5,000 to each country to cover all the costs of the activity.
- G. Due to limited budget, co-financing resources are highly likely to be needed, and will be highly appreciated.
- H. YSLME Project will assist teams with contacting and co-ordinating the visit with the host office(s).
- I. **The deadline for proposal submission is 20<sup>th</sup> February 2008.** Late submissions will not be considered.

Qualifications:

The members of the visiting team should have the following qualifications:

- At least 8 years proven track record in the area of coastal and marine research, international relations, or environmental management.
- Experience in project or programme management for environmental projects.
- Demonstrated potential to continue in same line of work.
- Initiative to provide ideas and engage in discussions on marine issues and management of them.
- Good interpersonal skills and ability to work both as a team and individually.
- Working knowledge of English.

**3. Type of support provided**

Grants will be provided in the form of financial assistance of USD 5,000 per country to cover ALL expenses related to the visit.

**4. Format for proposals**

The proposal should include the following information:

- Cover sheet
- Brief summary of proposed activity
- Introduction
- Activity description
- Expected results
- Workplan
- *Curriculum vitae* of all team members
- Supporting documentation, e.g. letter of release from host institute, proof of personal medical insurance

The length of the proposal should be between 3-5 pages (A4 paper, 11 or 12-point font with 1" margins), excluding cover sheet, workplan, budget, *curriculum vitae*, and supporting documentation.

Further instructions for each section are described below.

**(a) Cover sheet (1 page)**

The cover page should list:

- Title of proposed activity
- Proponent's name, institutional affiliation, full contact details, including telephone number and e-mail address
- The date of proposal submission

**(b) Summary of proposed activity**

The summary should contain:

- Objectives of work to be undertaken
- Brief description of methodology (activities that you wish to be carried out)
- Brief description of expected results

**(c) Introduction**

This section should describe why experience exchange is needed, and the rationale for the visit.

**(d) Activity description**

This section should state:

- Objectives
- Proposed methodology
  - Activity design
  - Topics to discuss

**(e) Expected results**

The expected results should be described in line with the objectives of the activity, e.g. information that will be gathered, ways to improve current project management practices, or what can be applied to similar problems back home.

**(f) Workplan**

The workplan should list all major activities, and each activity's proposed implementation date and time span.

**(g) Curriculum vitae**

The *curriculum vitae* of all team members should be included. The *curriculum vitae* should highlight the applicant's professional as well as academic experiences and expertise relevant to the proposed work.

**(h) Supporting documentation**

Any supporting documentation should be included, such as the letters of support from institutions and/or governments, proof of medical/health/travel insurance<sup>1</sup>.

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<sup>1</sup> Proponents who are selected for the visit should arrange their own medical/health/travel insurance. The United Nations will not provide any kind of insurance whatsoever.

## 5. Deliverables and Deadlines

A final draft workplan and schedule of activity should be submitted at least two weeks before the start of travel. A written report summarising the activity, including achievements and outputs should be submitted within one month after the visit.

<u>Task</u>	<u>Deadline</u>
Provide workplan to PMO	At least 2 weeks before travel date
Visit to host LME Project	Before 20 <sup>th</sup> December 2008
Submit final report	within one month after the visit

## 6. Monitoring/Progress Control

The Project Management Office (PMO) will assume overall supervision and co-ordination of this task, together with the host labs. Programmatic guidance should be sought from the Project Manager, Mr. Yihang Jiang ([yihang@yslme.org](mailto:yihang@yslme.org)), copied to Ms. Connie Chiang ([connie@yslme.org](mailto:connie@yslme.org)) at the Yellow Sea PMO.

Each team is expected to submit a workplan at the onset of the activity, and a final report after the conclusion of the activity. All deliverables should be submitted to Ms. Connie Chiang, via e-mail.

## 7. Expected Outputs/Results

The final product should be a report following the suggested table of contents format listed below. Any other relevant information can also be included in the final report.

- I. Background of assignment
- II. Methods used to carry out assignment
- III. Results and achievements
- IV. Discussions and conclusions, including better management schemes applicable to YSLME Project and/or other projects in the region
- V. Persons / institutions visited