

## STATEMENT OF WORK

### Consultant to Prepare Regional Guidelines for Monitoring Changes in the Ecosystem

**\*\*\*\*Proposal submission deadline: 16 November 2007\*\*\*\***

#### 1. Background

Following the discussions and agreements from the UNDP/GEF Yellow Sea Project, "Reducing Environmental Stress in the Yellow Sea Large Marine Ecosystem (YSLME)" Regional Working Group for Ecosystem, one of the agreed activities of the Ecosystem Component is to **prepare regional guidelines for monitoring changes in the Yellow Sea ecosystem**. The guidelines will assist in proposing actions to be included in the Strategic Action Programme for the region.

The YSLME Project invites all interested institutions and individuals to submit a proposal for the above activity. If interested in taking on this activity, please submit a proposal to the Project Management Office (PMO), following the instructions mentioned below.

**Geographic Scope:** The Yellow Sea large Marine Ecosystem is defined in the Project Document as the body of water delineated at the south, by a line connecting the north bank of the mouth of the Chang Jiang (Yangtze River) to the south side of Cheju; at the east, by a line connecting Cheju Island to Jindo Island along the coast of the Republic of Korea; and to the north, a line connecting Dalian to Penglai (on the Shandong Peninsula). This latter line separates the Bohai Sea from the Yellow Sea and as a result is not included in this study.

#### 2. Description of Required Services

A consultant will be hired to carry out the main task of **preparing regional guidelines for monitoring changes in ecosystem status**. The report should contain:

- 1) A review and assessment of existing monitoring methods, and their pros and cons;
- 2) A list of variables and/or indicators that may be used to monitor and detect changes in ecosystem status;
- 3) Recommendations on new ecosystem monitoring methodologies;
- 4) Recommendations on inter-calibration of sampling and analysis methodologies; and
- 5) Recommendations on managing and sharing ecosystem monitoring data.

It is emphasised that the guidelines should address and apply to **regional** monitoring, not national.

The commissioned assignment should be carried out from **1<sup>st</sup> December 2007 through 31<sup>st</sup> March 2007**, and is expected to require approximately 80 person-days of work.

#### Qualifications:

The consultant selected to carry out this task should have the following qualifications:

- At least 15 years proven track record in the area of coastal and marine ecosystem management and/or research.

- Strong natural science background with knowledge of marine ecosystem monitoring, management, and policies.
- Familiarity with ecosystem data management.
- Familiarity with working in the region.
- Good interpersonal skills, and ability to liaise with governments, relevant research institutions, and relevant data centres in the region.
- Proficiency in English.

### **3. Monitoring/Progress Control**

The PMO will assume overall supervision and co-ordination of this task. 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.

The final report should be submitted via e-mail to the above-named persons.

### **4. Expected Outputs/Results**

The final product should be a report following the suggested table of contents listed below. Additional relevant information may also be included in the final report.

#### **SUGGESTED FINAL REPORT TABLE OF CONTENTS**

- I. Background of assignment
- II. Methods used to carry out assignment
- III. Review and assessment of existing monitoring methods
- IV. Indicators to monitor changes in ecosystem status
- V. Recommendations for new ecosystem monitoring methodologies
- VI. Recommendations on sampling and analysis methodologies
- VII. Recommendations on managing and sharing ecosystem monitoring data

### **5. Contents of the Proposal**

Interested parties should submit a detailed proposal to [info@yslme.org](mailto:info@yslme.org) before the deadline of **16<sup>th</sup> November 2007**.

The proposal should include:

1. Background of the need for such a guideline
2. Materials and methods to employ in completing the task
3. Expected results or contents of the guidelines
4. References cited
5. Budget breakdown in US Dollars - The budget breakdown should specify all the costs, as detailed as possible, expected to be incurred during the course of the work. Please provide information of unit cost and the number of units. The budget may include both personnel cost (i.e., salaries and wages) and non-personnel cost (e.g., purchase of equipments, supplies, travel). Any matching support should be listed, including financial and in-kind support.

6. Workplan, listing all major activities, including the preparation and submission of the progress and final report (see template below)
7. CV of lead proponent / contact person, and full contact details. If there are any collaborators, their brief CV (1 page per person) should be included.

**BREAKDOWN OF COSTS (USD)**

There may be travel costs associated with this task. Travel costs associated with the missions should be included in the fees below. Consultant will make its own travel arrangements unless otherwise agreed in advance with the PMO.

<u>Item</u>	<u>Unit Cost (USD)</u>	<u># of Units</u>	<u>Unit Description</u>	<u>Total Cost (USD)</u>
<b>TOTAL AMOUNT REQUESTED</b>				

-----

**WORKPLAN TEMPLATE**

Note: The workplan should list all major activities as detailed as possible, including the preparation and submission of the inception, interim, and final reports.

<b>Activity</b>	<b>Proposed Schedule (Month/Year)</b>