STATEMENT OF WORK

"Capacity Building & Expert Exchange Programme 2008 for Analysis of Nutrients"

******Deadline for proposal submission is 15th 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," the Regional Working Group–Pollution has deemed it necessary to expand its "Visiting Scientist Programme." The original programme allowed exchange of ideas between scientists in 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 and institutions outside the region to enhance their capacity for various analytical techniques. This section of the expanded programme will provide an opportunity for:

1. Experience exchange and capacity building on analysis of nutrients in sea water with Queensland Health Forensic and Scientific Services (formerly Queensland Health Scientific Services-QHSS), Australia (approximately one week)[1].

This programme will allow the visiting scientists to enhance their capacity on analytical skills for various chemical compounds, learn about good laboratory practices, meet with experts face-to-face and perform hands-on training, and acquire skills for nutrients analysis.

The YSLME Project invites interested, qualified individuals to submit a proposal for the activity.

2. Eligibility and Guidelines for Application

A. The visits should take place between February to 30th June 2008, preferably in June 2008.
B. All communications between the visitor and host will be conducted in English.
C. 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.
D. Proponents should be flexible with their visit schedule to co-ordinate with the

[1] Excludes travel time from Asia.

schedule of the host institute and visiting scientists from other countries.

E. **The deadline for proposal submission is 15th February 2008.** Late submissions will not be considered.

Qualifications:

The Visiting Scientist should have the following qualifications:

- At least 5 years proven track record in the area of Yellow Sea coastal and marine nutrients research.
- Demonstrated potential to continue in same line of work.
- Strong analytical laboratory skills.
- Initiative to provide ideas and engage in analytical methods discussions.
- Good interpersonal skills and ability to work both as a team and individually in a laboratory setting.
- Working knowledge in English.

3. Type of support provided

Grants will be provided in the form of financial assistance to cover least-cost economy round trip airfare, any required domestic travel, and a modest stipend to cover room and board and incidentals.

4. Format for proposals

The proposal should include the following information:

- Cover sheet
- Brief summary of proposed activity
- Introduction/problem statement
- Activity description
- Expected results
- Workplan
- Estimated budget
- *Curriculum vitae*
- 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
- Principal proponent's name, institutional affiliation, full contact details, including telephone number and e-mail address
- The names and affiliations of any collaborators
- 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/problem statement

This section should describe the current problems faced by the lab, why capacity building is needed for lab personnel, and the rationale for the visit.

(d) Activity description (see Annex I for proposed topics)

This section should state:

- Objectives
- Proposed methodology
  - Activity design
  - Field/laboratory methods to discuss
  - Facilities and/or equipments to use
  - Any kind of QA/QC or data analysis to be carried out

(e) Expected results

The expected results should be described in line with the objectives of the activity, e.g. types of new skills to learn, ways to improve current analytical/lab methods/practices, or introduction of better lab Standard Operating Procedures.

(f) Workplan

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

(g) Budget (Some cost estimates and a sample budget are provided in Annex II)

The budget breakdown should specify all the costs, as detailed as possible, incurred during the proposed activity implementation, providing the information of unit cost and the number of units. Any matching support should be listed, including financial and in-kind support.

Each applicant should budget costs as if s/he were the only participant. Upon final selection of participants, costs will be adjusted where they can be shared, e.g. accommodation, transport.

Please provide budget estimation in US Dollars.

(h) Curriculum vitae

The *curriculum vitae* of the principal proponent and any collaborator(s) (2 pages per person) should be included. The *curriculum vitae* should highlight the proponent's professional as well as academic experiences and expertise relevant to the proposed work.

(i) 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[2].

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.

Task	**Deadline**
Provide workplan to PMO and Supervising Scientist at host lab	At least 2 weeks before travel date
Visit to host lab	Any 1 -week period between 1st January to 30th June 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), copied to Ms. Connie Chiang (connie@yslme.org) at the Yellow Sea PMO.

The incumbent 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[3].

I. Background of assignment
II. Methods used to carry out assignment
III. Results and achievements
IV. Discussions and conclusions
V. Persons / institutions visited

[2] 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.
[3] Other documentation to facilitate financial reimbursement may be requested from the proponent.

ANNEX I - SUGGESTED TOPICS

- Sample collection & storage: (would require a field trip to collect samples and participants will collect their own samples)

Several scenarios would be used to demonstrate/test the reasons why specific protocols are used, e.g. QA/QC components will be built into the whole exercise and the participants would use their own results/data to develop repeatability, reproducibility, uncertainty, MDL, MRL, acceptance criteria. Use and management of Control Charts would necessarily follow.

It would be good if participants could bring examples of their own QA/QC and how they manage it.

- Development of Standard Operating Procedures (SOPs) using the data derived from the sampling exercise.

- Ammonia, TP and TN are areas that have been identified as an area that is desired to have increased knowledge. There will likely be hands-on experience with all of these techniques using appropriate QA/QC procedures analyzing the participant's own samples.

ANNEX II - ESTIMATED LOCAL COSTS
(in Australian Dollars)

Lab costs per participant are A$1,500 per week. This includes morning teas and lunches.

Cost of taxi from Brisbane airport to accommodation is approximately A$60 and takes about 30-40 minutes. The proposed accommodation is approximately 10 minutes walk to the lab.

The suggested accommodation place and rates.
Robertson Gardens is in a complex that has motel rooms and 1, 2 & 3 bedroom villas.

Motel Room	$112 per night (special Government Rate)	
One bedroom villas	$140 per night	$665 per week (7 nights)
Two bedroom villas	$160 per night	$770 per week (7 nights)
Three bedroom villas	$140 per night	$665 per week (7 nights)

Meals: Approximately A$10 for breakfast and A$25 for dinner.

Sample budget (US Dollars).

Item	**Unit Cost (USD)**	**# units**	**Total (USD)**	**Remarks**
Round trip airfare (XXXcity - Brisbane)	1,200	1 person	1,200	
Taxi: Brisbane airport to accommodation	54	2	108	2 trips
Etc.				
TOTAL			**1,308**	