



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

STATEMENT OF WORK

**“Capacity Building & Expert Exchange Programme 2008 for
Analysis of Metals or Organics”**

******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. The expanded programme will provide an opportunity for:

1. Experience exchange and capacity building on analysis of organics in sediment and biota, plus training on phytotoxin analysis at IAEA-MEL, Monaco (approximately 14 days)¹;
Or
2. Experience exchange and capacity building on analysis of metals in sediment and biota at IAEA-MEL, Monaco (approximately 14 days)².

These programmes 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, perform hands-on training, and acquire skills for phytotoxin analysis.

The YSLME Project invites interested, qualified individuals to submit a proposal for the activity. Each person is allowed to submit only 1 proposal, stating the programme for which s/he is applying.

2. Eligibility and Guidelines for Application

- A. The visits should take place between February to 30th June 2008, preferably in May 2008.

¹ Excludes travel time from Asia.

² Excludes travel time from Asia.

- B. All communications between the visitor and host will be conducted in English.
- C. One person may apply for only one 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 institute and visiting scientists from other countries.
- F. Successful applicants should note that they should take back their inter-comparison materials with them after the training. Each individual should make preparations for this.
- G. **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 pollution research, particularly in the areas of trace metals or organics.
- 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
- *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

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) 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.

(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 insurance³.

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 and Supervising Scientist at host lab	At least 2 weeks before travel date
Visit to host lab	Any 2-week period between 1 st March to 30 th 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 report⁴.

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

³ 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.

⁴ Other documentation to facilitate financial reimbursement may be requested from the proponent.