

## **Terms of reference for a consultant**

### **Scientific Support Branch Secretariats of the Basel, Rotterdam and Stockholm Conventions United Nations Environment Programme**

#### **Development of a scientific information resource tool for chemical risk assessment**

(Issue date: 01 October 2014)

Organization:	United Nations Environment Programme
Functional title:	Consultant
Duration:	5 months (estimated)
Location:	Geneva, Switzerland
Remuneration:	Commensurate with experience and assignment
Closing date:	1 November 2014

#### **Background**

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action.

The Scientific Support Branch (SSB) of UNEP's Secretariats of the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal, the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade and the Stockholm Convention on Persistent Organic Pollutants, in Geneva. The Branch is responsible for managing the scientific work of the Secretariat in accordance with the relevant mandates provided by the Conferences of the Parties to the three conventions

#### **Introduction**

The Conference of the Parties (COP) to the Rotterdam Convention, at its sixth meeting, requested the Secretariat to undertake activities as presented in the annex to document COP.6/16 to increase notifications of final regulatory action (FRA). It is established that the number of FRAs from developing countries is reduced when compared to developed countries. Emphasis in the past and based on how guidance is presented, the key message is for FRAs to be submitted with the intention of satisfying Annex I and Annex II criteria.

## **Objective**

The consultant will prepare an information resource tool that facilitates the DNAs accessing and sharing technical and scientific information relating to risk assessment and risk evaluation of chemicals for decision making on regulatory actions as appropriate by developing countries and countries with economies in transition leading to increased rate of notifications of FRAs under the Rotterdam Convention.

## **Responsibilities**

Under the overall supervision of the Scientific Support Branch Chief, and the direct supervision of the staff member assigned, the consultant will be requested to:

Undertake activities as necessary to develop and establish the following two components of the DNA-FRA tool:

- a. An information resource framework for DNAs with specific focus on providing various levels of scientifically sound information required to undertake risk assessments and/or evaluation on hazardous chemicals; containing, in a user-friendly format, access to information on related chemical properties, technical and scientific documents relating to risk and hazard assessments, risk evaluation reports carried out on Annex III chemicals, information from standing notifications of FRAs satisfying Annex I information requirements;
- b. A simple scoring tool for chemical impact assessment to facilitate initial review of chemicals by the DNAs for a final regulatory action.

In undertaking the above work, it is expected that the following specific tasks and responsibilities are carried out, among others:

- i. Prepare a preliminary draft outline of the framework and the scoring tool along with some sample data/information for review and further improvement through an expert consultation;
- ii. Undertake the outlay of the information in the tool in a user-friendly manner to enhance the experience and profitability of its use by DNAs;
- iii. Provide scientific support to the Secretariat in organizing and conducting the expert consultation meetings;
- iv. Populate the draft framework with information on notifications on FRAs of particular chemicals received by the Secretariat from a single PIC region that satisfies the information requirements of Annex I of the convention but that requires a second qualifying notification from another region for the chemical to be forwarded to the CRC for evaluation against Annex II criteria;
- v. Support the Secretariat in selection and undertaking of pilot testing of the draft framework and information resource package and the CIA in two different PIC regions with DNAs from at least two selected developing countries to examine the usefulness and completeness of the tool and the CIA in supporting decision-making for final regulatory action;
- vi. Prepare a user guide for the DNA-FRA tool
- vii. Finalize the draft framework and the CIA based on the inputs from the pilot tests;

- viii. Assist the Secretariat in sharing the above outputs at the Science Fair held during the seventh meeting of the Conference of the Parties to promote their use among DNAs and to gain further feedback on the parameters of the tool;

*Note:*

- Resource documentation for the tool may be sourced from the databanks of the WHO, universities, research institutions, IGOs, etc;
- A mapping of existing tools, databases and relevant initiatives should be included and regularly updated to improve the information available and to avoid confusion and overlap;
- The tool is not necessarily associated to any formal procedure under the convention, but it aims at enhancing the possibilities of cooperation and exchange of information by DNAs.

The tool will be made available through the BRS website, preferably within the planned webpage on mainstreaming science;

The consultant will work in close collaboration with the assigned staff member and participate in meetings as needed to get to the final deliverables.

The title rights, copyright, royalties and other rights of whatsoever nature in the materials resulting from the activities under these Terms of References shall be retained by UNEP/BRS. The consultant shall only use the UNEP/BRS name, logo and emblem in connection with the activities under the present Terms of References with the prior written consent of UNEP/BRS. In no event will authorization of the UNEP/BRS name, logo or emblem, or any abbreviation thereof, be granted for commercial purposes.

### **Deliverables**

#### *Final*

1. A framework with specific focus on providing various levels of scientifically sound information required to undertake risk assessments and/or evaluation on hazardous chemicals; the framework should contain, in a user-friendly format, access to information on related chemical properties, technical and scientific documents relating to risk and hazard assessments, risk evaluation reports carried out on Annex III chemicals, information from standing notifications of FRAs satisfying Annex I information requirements;
2. A simple scoring tool for chemical impact assessment (CIA) to facilitate initial screening of chemicals by the DNAs for further evaluation of possible regulatory actions;
3. The outputs of the above Items 1 and 2 (DNA-FRA tool) are successfully presented at the Science Fair of the seventh Conference of the Parties to the Rotterdam Convention.

#### *Intermediate*

1. A preliminary draft of the DNA-FRA tool and an interactive scoring tool for chemical impact assessment reviewed by an expert consultation
2. Pilot testing of the draft tools at two interactive DNA consultations at regional level.

The above list of tasks/deliverables is not exhaustive and can be modified subject to mutual agreement between the consultant and the employer.

### **Duration and fees**

The work is expected to cover a period of five months starting at the latest in November 2014. The total cost of the proposal should be presented by the applicant and it will be paid upon satisfactory delivery of the final products.

### **Qualifications:**

The consultant should have the following skills and knowledge:

- Provisions and implementation of the Rotterdam Convention;
- In-depth knowledge on the criteria for listing of chemicals under the Convention and on the review of notifications of FRAs undertaken by the Chemical Review Committee (CRC);
- The barriers of undertaking scientifically sound evaluation of risks for informed decision making in effective management of chemicals in developing countries, preferably with experience on working under such situations;
- Compiling and collating data and technical information at international level related to risk assessment;
- Developing guidance documents;
- Understanding of further developmental requirements and ability to accommodate such improvements in the outputs listed above;
- Good inter-personal and cross-cultural communication skills;

Working language is English.

### **Applications:**

Applicants should send a short cover letter summarizing how they meet the qualifications and a detailed description of the experience, including:

1. Portfolio containing previous work.
2. A work plan based on the details provided in this terms of reference.
3. A comprehensive budget table.

All applications should be sent via e-mail by 15 October 2014 to [gamini.manuweera@brameas.org](mailto:gamini.manuweera@brameas.org)

Only those who are selected will be contacted and a follow up interview to make final decision is feasible.