



**PROJECT DEVELOPMENT FACILITY
REQUEST FOR PDF BLOCK A FOR MSPS**



UNDP PROJECT INITIATION DOCUMENT

AGENCY'S PROJECT ID: 3564
GEFSEC PROJECT ID: n/k
COUNTRY: Uruguay
COUNTRY ELIGIBILITY: Eligible under paragraph 9b of the GEF Instrument. Uruguay signed the Stockholm Convention on 31 December 2003 and ratified the Stockholm Convention on 9th February 2004.
PROJECT TITLE: Development of a MSP for an Integrated Information System, identified as a priority area during the formulation of Uruguay's NIP
GEF AGENCY: UNDP
OTHER EXECUTING AGENCY (IES): Ministry of Housing, Land planning and the Environment, National Directorate of Environment (DINAMA).
DURATION: 6 months
GEF FOCAL AREA(S): POPs
GEF OPERATIONAL PROGRAM(S): 14
GEF STRATEGIC PRIORITY (IES): POPs-SP I
ESTIMATED STARTING DATE: July 2005

FINANCING PLAN (US\$)	
GEF PROJECT	
PDF A	50,000
Sub-Total GEF	50,000
CO-FINANCING	
GEF Agency	
National Contribution	
In Cash	
In Kind (GoE)	10,000
Others	
<i>Sub-Total Co-financing:</i>	10,000
<i>Total PDF Financing:</i>	60,000

RECORD OF ENDORSEMENT ON BEHALF OF THE GOVERNMENT:

Alicia Torres
National Director of Environment

Date: August 26, 2005

Luis Santos
Operational Focal Point Office

This proposal has been prepared in accordance with GEF policies and procedures and meets the standards of the GEF Project Review Criteria for PDF Block A approval.

UNDP-GEF Executive Coordinator
 Mr. Frank Pinto
 Date: October 13, 2005

Regional Coordinator
 Alejandro Ramirez-Pabon
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1. Global Significance + Problem Statement

Within the organic chemicals, the so-called persistent organic pollutants (POPs), present severe global risks to human health and the environment due to their toxicity, their persistence, their capacity of bioaccumulation and their capacity to be transported over long distances on air and water currents from the point in which they were used or emitted. These properties and particularly their free circulation due to the “grasshopper effect”¹, turn the presence of POPs into a global threat, for POPs can travel long distances and become widely dispersed in a matter of days or weeks on air currents, and more slowly in rivers and ocean currents.

This group includes some of the world's most harmful chemicals, notably highly toxic pesticides such as DDT; industrial chemicals such as PCB; and unintended by-products of industrial processes and incineration such as dioxins and furans. The situation in Uruguay is not different at all, since it has environmental liabilities already taken in to consideration for reduction.

During Stage II of the NIP, several surveys were carried out in Uruguay as a tool to fulfill the aims of the Stockholm Convention. Said surveys showed basic limitations in terms of substance management information at a national level. Management information in Uruguay is dispersed and is not used as a tool for integrated management, since its use is limited to the organisms which generate said information. Most of the information is unprocessed, which means that obtaining information on the life cycle of the substances in Uruguay would entail high costs and a long time for compilation and processing. Apart from these limitations, the present situation only relies on isolated controls for some stages of the substances’ life cycles. It is strategically important to achieve the interconnection of these controls.

Having accurate, reliable information which contributes to give a global vision and is presented in an adequate format is key, not only to make correct and timely decisions but also to inform the society and those who use the substances in question. (Art. 3, 6, 10)

Considering the accelerated evolution of the different scenarios and the evolution of the Stockholm Convention itself, it is essential that the actions taken attack the problems related to POPs with enough specificity, combined with other actions in this area, thus promoting synergies and rendering them applicable to chemicals management.

This shows the need to generate an *integrated information system* that concentrates the information related to substance management, especially POPs in Uruguay and which can also be used as a basis for control actions at both, regional and global levels, minimizing the risks these substances entail.

Furthermore, during the preparation of the National Implementation Plan (NIP) it was found that the interest groups (users, communities, industries, NGOs, union groups, etc.) have no real knowledge about POPs, their uses, effects and substitution alternatives. This is exactly where the *Training and Awareness-Raising Strategy* comes in as a fundamental element to reach the public,

¹ POPs, when released into the environment, can travel by air and water far from their origins. This typically consists of a number of “hops”, each consisting of three stages: (i) evaporation, (ii) transport in the atmosphere and (iii) condensation at lower temperatures—the so-called “grasshopper effect”.

acting as a two-way link between the management and the public. Informing and raising awareness among the population about the risks and the problems that arise along the substances' life cycle is crucial for them to change their behavior and attitudes when choosing, using, commercializing and disposing of products; to become responsible consumers and to actively participate in the discussion and decision-making processes. It is fundamental to raise awareness and to inform the population in order to ensure the sustainability of the actions and to allow the aims of the Stockholm Convention to be achieved.

2. Project Linkage to National Priorities, Action Plan and Programmes and CP/GCF/RCF, CCA and UNDAF situation analysis²

Uruguay signed the Stockholm Convention on May 23, 2001. Uruguay followed with ratification of the Convention on 9 Feb 2004. The Integrated Information System proposed in the project contemplates the national priorities regarding environmental management. As it arises from Article 7 of Law 17,283, “information is a source of environmental management” and having accurate, reliable information which contributes to give a global vision and which is presented in an adequate format is a key factor for adequate environmental management. This is why a point is made on the need to create an Integrated Information System that concentrates all the information related to the substances that are imported, used, generated and disposed of in Uruguay, including all products, wastes and agents that might contain them. Said system should also be open to articulations with other dimensions of environmental management information.

Likewise, the above also responds to the needs identified during the preparation of the NIP for Uruguay. The second stage of the preparation of the Plan, which corresponds to the update of a national substance profile and the collection of inventories for each one of the areas covered by the Stockholm Convention, has already come to an end. The information-collecting process showed that the same is dispersed, that it has substantial gaps and it is very frequently not up-to-date, as it arises from the inventories. Thus, the creation of an integrated information system constitutes a priority for permanent data updating and to facilitate the follow-up of the operations, thus providing a more solid basis for control and decision-making. Such a system would be a substantial contribution for the sustainable fulfillment of the Stockholm Convention and for the rationalization of resources.

3. Stakeholders and Beneficiaries involved in Project

The main stakeholders generate the information for decision-making and control:

Organism	Competency area	Function
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² CP – Country Programme; GCF – Global Cooperation Framework; RCF – Regional Cooperation Framework; CCA – Common Country Assessment; UNDAF – United Nations Development Assessment Framework.

Organism	Competency area	Function
MVOTMA/DINAMA: Ministry of Housing, Land planning and the Environment/National Directorate of Environment	Environment, coordinator and subsidiary in chemical substances	Environment, Management of the integrated information system.
MSP: Ministry of Public Health	Human Health	To incorporate the information generated by the epidemiological surveillance programmes.
MEF/DNA: Ministry of Economy and Finance/National Customs Direction	Trans –frontier operations with chemical substances.	To collect information about trans-frontier operations.
MGAP: Ministry of Livestock, Agriculture and Fisheries	Agricultural and forestation sector.	To collect information about the registration, use, application and storage of agricultural substances.
MIEM: Ministry of Industry, Energy and Mining	Not defined within the present framework.	To collect information about industrial activities that use or generate POPs or similar substances.
MTSS: Ministry of Labor and Social Security	Workers' and working environment health and safety.	To collect information about exposure to POPs and other substances at work, detection of other points to be dealt with regarding occupational users.
MTOP: Ministry of Transport and Public Works	Transportation of hazardous goods.	To collect information about the transportation of POPs and other hazardous goods.
MI/DNB: Ministry of the Interior / National Fire Brigade	Chemical Contingencies / Warehouse approval	To collect registers and information about stakeholders and infrastructure related to the use of POPs and other substances, in terms of infrastructural safety and contingency plans in case of accident.

The Beneficiaries of the system shall be:

- Those organisms of the Executive Power competent in substance control;
- Different sectors of economic activity (Industry, Agriculture, Trade, etc);
- University, research and technology transfer institutions;
- Consumers, workers, unions, interest groups, NGOs and the society as a whole;
- Health institutions and personnel and contingency-response organisms;
- International agencies and conventions in Uruguay.

The processed information shall be used as input to identify priorities and to outline and strengthen the education and awareness-raising strategy to cooperate with each interest group according to their needs and priorities.

Finally, the project shall be beneficial for the global environment and for the community, since it shall strengthen the national capacities to fulfill the Stockholm Convention.

4. Rationale for GEF Involvement and Fit with GEF Operational Programmes and Strategic Priorities

The present proposal is classified within Strategic Priority I: Targeted (Foundational) Capacity Building. In addition to facilitating awareness-raising among the different stakeholders involved in the implementation of the Stockholm Convention, the POP Integrated Information System will allow the organizations leading the process to have a system to effectively manage, use and disseminate the information on POPs for decision-making processes. Counting on an adequate system to manage information will also allow Uruguay to participate effectively in the exchange of information with other Parties of the Convention.

The Integrated Information System will also fulfill the eligibility criteria stated in the Operational Programme #14 established by GEF for POPs as this project is classified as capacity-building.

The Integrated Information System will be an institutional mechanism for the integrated management of POPs as it will allow, on the one hand, access to quality data not existing at present, and on the other hand and even more importantly, it will allow the government to undertake the coordinated control in a single national strategy which shall benefit from the specialized contribution of each institution.

In addition, information cross-checking through the Integrated Information System will enhance the Government's capacity to monitor and enforce compliance with regulatory controls.

Furthermore, integrating the efforts of all the different relevant institutions shall strengthen human and institutional capacity to address the threats posed by POPs, including capacity to generate and share information both effectively and in due time.

The Training and Awareness-Raising Strategy included in this proposal is also an eligible capacity-building activity stated in the OP 14 ("Developing and implementing public awareness /information / environmental education programs") and will be implemented pursuant to Article 10 of the Stockholm Convention.

5. Expected Goal, Objectives and Outcomes of Final Project and Relevance for outcomes of CPD³ and UNDAF

General Goals

To install the National Integrated Substance Information System in Uruguay, based on free software, in order to promote, harmonize and articulate inter-institutional participation in substance management and for it to be used as a source of information for the stakeholders involved and the society as a whole.

³ CPD – Country Programme Document

Specific Goals

- To make information more easily available and more accessible at a national level;
- To improve the existing data systems and the information-analysis capacity;
- To improve the quality of the information used;
- To research, adapt and introduce management methodologies that allow for the assessment of environmental conflicts arising from POPs and other substances;
- To study possible mechanisms to generate and update information, including environmental and human monitoring programmes;
- To develop mechanisms to georeference information in order to be able to associate the presence of pollutants in the environment and their effects on human health and the environment;
- To implement adequate procedures and techniques to identify and access data sources to support control;
- To unify data generation and collection criteria in order to achieve comparable and compatible levels of detail;
- To rationalize and optimize the resources assigned to substance management;
- To achieve the involvement of the competent organisms and the participation of the groups of social stakeholders involved;
- To strengthen the participation of the organized civil society through the information system;
- To give support to the formal education sector for environmental education regarding substances;
- To inform and train the direct users of these substances.

Activities and Products

Macroactivity	Product
<i>Agreements and Negotiation</i>	Agreements for information accessibility, access levels, processing and publication.
<i>Extensive collection of data generated at present from the management</i>	Inventory of generated data and characteristics of the information .
<i>Conceptual design</i>	Logical scheme (conceptual) of the information system.
<i>System architecture</i>	Programming the mechanisms of information collection, processing and availability.
<i>Testing</i>	Launching the pilot experience.
<i>Launching</i>	Totally operative system. Training the users of the system
<i>Proposal and community involvement diagnosis</i>	Diagnosis of the problems related to citizen involvement and elaboration of proposals for action plans.
<i>Implementation of an awareness-raising system</i>	Improvement of the community's sensitivity regarding the risks chemical substances entail.
<i>Training and awareness-raising strategy</i>	Training groups of direct substance users.

6. Description of Preparatory Inception Stage

In the course of the formulation of the Project the *Agreements and Negotiation* and *Extensive collection of the data generated by the management* stages shall be developed. The institutions participating in the Integrated Information System shall be those participating in the NIP National Committee among others. Advances have been made in the contacts. A consensus has been reached between the institutions regarding the fact that the unavailability of the information is an obstacle for the management of POPs and other substances.

The following activities shall be carried out during the project preparation stage:

- Hiring ***two national consultants and four assistants*** to work together with and who shall be receive guidance by the **Project Coordinating Unit NIP- DINAMA** on the following subjects:
 - Initial characterization of the information managed by each of the organisms involved in order to monitor their needs aiming at achieving adequate information management. This includes: identification of the technicians who handle the information, identification of the kind of information handled, information registration means, information quality, frequency of the updates, filing system, relevance and priority of the information for each of the organizations;
 - Achievement of work agreements with the organisms involved in the integrated information system;
 - Establishment of a work plan which includes the aims, the expected outcomes, the activities to achieve said aims, the people responsible for each one of the organisms and the schedule (contents of the table in Section 5), in coordination with the organisms;
- Formulation of the MSP based on the results of the points above, which shall be carried out by an ***international consultant***.

6.1. Expected Outcomes and Completion Date of PDF A project

The outcome of this PDF A will be a GEF MSP (Medium-Size Project) proposal for an Integrated Information System for POPs. The formulation of these proposals is expected to be completed before December 20th, 2005.

6.2. Total Cost of PDF A (including co-financing amounts and sources)

The preparation of the Project is expected to cost US\$ 50,000. In addition US\$ 10,000 will be provided in kind by the Government of Uruguay through the provision of personnel and other organizational support.

7. Total Workplan and Budget

Award ID: n/a (proposal)							
Project Title: Preparation of a MSP for an Information System on POPs in Uruguay							
GEF Outcome/Atlas Activity	Responsible Party	Source of Funds	Atlas Code	ERP/ATLAS Budget Description/Input	Amount (USD) Year 1	Amount (USD) Year 2	Total (USD)
OUTCOME 1: Preparation of a MSP (Medium Size Project) proposal for an Integrated POP Information and Control System.	DINAMA	GEF	71200	International Consultants	20,000	0	20,000
		GEF	71300	Local Consultants	23,000	0	23,000
		GEF	74500	Miscellaneous	7,000	0	7,000
				GEF	50,000	0	50,000

In addition to the above budget, “in-kind services” supporting the project formulation process, including availability of government premises, logistical arrangements, and sundries in the amount of \$10,000 can be expected to be provided by the Government of Uruguay.

8. Management Arrangements

8.1 Roles and Responsibilities of the Parties, including financial and administrative modalities

UNDP shall function as the GEF Implementing Agency, it will arrange for the necessary international expertise and will be responsible for the preparation of the project document. It shall also arrange for the validation of any pertinent past data and provide specifications for the collection of any additional data.

The Uruguayan Government shall execute the project through the Department of Hazardous Substances at DINAMA (National Directorate of Environment), which has been the body in charge of the Coordination of the National Implementation Plan. The Hazardous Substances Department will continue to work on the implementation and monitoring of the NIP. Regarding this particular project, it shall assist the international expert and assist in the selection and guidance of the local experts.

8.2 Information on Applicant Institution

The applicant is DINAMA

8.2.1 Mandate (capacity assessment) and sources of income

The Executive Power, through the **Ministry of Housing, Use of the Land and the Environment (MVOTMA)**, is the exclusive body in charge of the State's integrated environmental management. The MVOTMA was created by Law N° 16,112, dated May 30th, 1990, and exercises its environmental obligations through the **National Directorate for the Environment (DINAMA)**, which acts as a specialized executive unit.

The most important legal disposition to these effects is the **General Act for the Protection of the Environment (Ley General de Protección del Ambiente) or LGPA** (Law N° 17,283, dated November 28th, 2000), which establishes that the duties of the State and of the public entities in general are to foster an environmentally sustainable development model. In that sense, the national environmental policy must be based on the principles established in Article 6 of LGPA, especially the principles of prevention, precaution, transectoriality, participation and international cooperation.

DINAMA is responsible for the formulation, execution, supervision and evaluation of the national plans for the protection of the environment as well as for proposing and putting the national policies in that area into practice. Thus, it specializes in fostering environmental awareness, environmental control of public and private activities and the relationship with international organisms.

Article 20 of LGPA sets forth the relevance attached to the appropriate environmental management of chemical substances in the national legislation, especially of those considered toxic or hazardous; MVOTMA's function being to determine the conditions necessary for the protection of the environment at all stages of their use and management.

Notwithstanding, other organisms with sectorial aims can, in coordination with MVOTMA, enforce their own regulations to ensure adequate levels of environmental protection against the adverse effects derived from normal use, from accidents or from the waste that may be derived from these chemical substances.

Likewise, MVOTMA can elaborate provisions and enforce all necessary measures to regulate the generation, collection, transportation, storage, commercialization, treatment and final disposal of waste.

DINAMA's source of income is Uruguay's National Budget.

9. Mandatory Annexes

Annex 1: TOR for key staff

- 1.1 National Expert(s)
- 1.2 National Expert(s) - Junior
- 1.3 National Expert(s) - IT
- 1.4 International Expert

Annex 2: Government GEF Operational Focal Point Endorsement Letter
(to be collected)

SIGNATURE PAGE

Country: Uruguay

UNDAF Outcome(s)/Indicator(s):
(Link to UNDAF outcome., If no UNDAF, leave blank)

Social and Environmental Sustainability

Expected Outcome(s)/Indicator (s):

Increased capacity to better comply with country-level requirements emanating from global environmental treaties, conventions and agreements as ratified by Uruguay such as the Stockholm Convention and Rio Declaration

(CP outcomes linked to the SRF/MYFF goal and service line)

Expected Output(s)/Indicator(s):

Increased capacity and better coordination to access global facilities such as the GEF

(CP outcomes linked to the SRF/MYFF goal and service line)

Implementing partner:
(designated institution/Executing agency)

Government of Uruguay

Other Partners:
(formerly implementing agencies)

Programme Period: _____
Programme Component: _____
Project Title: _____
Project ID: _____
Project Duration: _____
Management Arrangement: _____

Budget	_____ 60,000 _____
Allocated resources:	_____
• Government	_____ 10,000 _____
• Regular	_____
• Other:	_____
○ Donor	_____ 50,000 _____
○ Donor	_____
○ Donor	_____
• In kind contributions	_____

Agreed by (Government): _____
Agreed by (Implementing partner/Executing agency): _____
Agreed by (UNDP): _____

ANNEX-1.1

INTEGRATED INFORMATION SYSTEM - TERMS OF REFERENCE FOR NATIONAL EXPERTS: Chemicals Management -

Duration: 01 August – 30 December 2005

Remuneration: to be determined (USD 1.000/ month)

Background:

Uruguay is currently in the process of preparing its National Implementation Plan (NIP) for persistent organic pollutants (POPs). Several surveys were carried out during Stage II of the NIP, as a tool to fulfill the aims of the Stockholm Convention. Said studies revealed basic limitations regarding substance management information at a national level. They also showed the need to generate an *integrated information system* to centralize the information about substance management in Uruguay and to act as support for control actions. It is essential that the actions taken deal with the problems posed by POPs with enough specificity and that, at the same time they join other actions in this same field, thus promoting synergies and being applicable in substance management. The preparation of the project shall require national and international expertise in order to collect the necessary information and documentation as well as to prepare the project document.

The terms of reference will define the duties and responsibilities of the National Expert.

Duties and Responsibilities:

The National Expert will work in close coordination with NIP's Project Coordination Unit (PCU) - DINAMA and will closely follow their directions, in the collection of the necessary data, especially the field data, to prepare the project. They shall report to NIP-PCU-DINAMA

The duties of the National Expert will be:

- Planning and developing the characterization of the information handled by each one of the organisms involved, aiming at having an inventory with the information available and the needs of each one of said organisms, that would allow for an adequate management of the information. This includes: identifying the responsible technicians, characterizing the information handled (kind, aim, source, kind of register), registering media and modes, availability, reliability, frequency of the updates, filing system, relevance and priority for each one of the organizations.
- Working in close coordination with UNDP, the DINAMA and the International Expert in any tasks related to the formulation of the project.

Specific duties will include:

I. Collecting information from each one of the organizations, including the:

- Development of a data-collecting strategy;
- Identification of aims and expected results, methodologies and assumptions, assigning the people in charge and setting terms for each task during the collection stage;
- Elaboration of a work plan that includes:
 - The identification of the different systems in the institutions that handle information about chemical substances at any stage in their life cycle;
 - The design, validation and protocolisation of tools for field collection in each of the institutions (forms, interviews, polls, etc.) which ensure the meaningfulness and the reliability of the information collected;
- registering information-recording means;
- reliability of the information;
- frequency of the updates;
- filing system;

II. Analysis, and systematization of the information collected:

- Proposal of different data-processing mechanisms;
- Determination of the key information that is or should be generated;
- Determination of the basic general characteristics of the collected data;
- Purpose of the information;
- Relevance and priority of the information for each one of the organizations as well as the general-interest information;
- Problems and difficulties of each one of the systems within the different organisms;

III. Proposal of model/s to build the Information System to improve information management, considering:

- Which contents should be included;
- Procedures to ensure the minimum levels of generation necessary for chemical substance management and sustainability mechanisms:
 - Procedures for the incorporation of information into the system, including harmonization, formats and supports and frequency of the updates;
 - Procedures to access the information in the Integrated Information System, including agreements for a gradual access;

• Other duties

- Working in close coordination with DINAMA-NIP PCU (Project Coordination Unit), UNDP and the International Expert in any other related activities, upon request;

Qualifications and Requirements:

- Graduate degree in chemistry or chemical engineering; and/or
- Significant experience in management of chemical substances;
- Significant experience or education in Environmental Management;
- Experience in projects related to environmental management and management of chemical substances;
- Knowledge of the functioning of public institutions;
- Fluent use of computing tools;
- Proficiency in the use of the English language is desirable but not mandatory.

ANNEX-1.2

INTEGRATED INFORMATION SYSTEM - TERMS OF REFERENCE FOR NATIONAL EXPERTS Junior-

Duration: 01 November 2005 – 30 April 2006

Remuneration: to be determined (USD 400/ month)

Background:

Uruguay is currently in the process of preparing its National Implementation Plan (NIP) for persistent organic pollutants (POPs). Several surveys were carried out during Stage II of the NIP, as a tool to fulfill the aims of the Stockholm Convention. Said studies revealed basic limitations regarding substance management information at a national level. They also showed the need to generate an *integrated information system* to centralize the information about substance management in Uruguay and to act as support for control actions. It is essential that the actions taken deal with the problems posed by POPs with enough specificity and that, at the same time they join other actions in this same field, thus promoting synergies and being applicable in substance management. The preparation of the project shall require national and international expertise in order to collect the necessary information and documentation as well as to prepare the project document.

The terms of reference will define the duties and responsibilities of the *four Junior - National Experts*.

Duties and Responsibilities:

The National Expert will work in close coordination with NIP's Project Coordination Unit (PCU) - DINAMA and will closely follow their directive, in the collection of the necessary data, especially the field data, to prepare the project. They shall report to NIP-PCU-DINAMA

- Collecting data and cooperating in the systematization of the same aiming at the characterization of the information handled by each one of the organisms involved, in order to have an inventory of the existing information and of the needs of each organism so as to achieve an adequate management of the information. This includes: identification of the responsible technicians, the characterization of the information handled (kind, aim, source, kind of register), registration media and modes, availability, reliability, frequency of the updates, filing system, relevance and priority for each one of the organizations.
- Working in close coordination with UNDP, the DINAMA and the International expert in any tasks related to the formulation of the project.

Specific duties shall include:

- Collecting information from each one of the organizations, including the:
 - Identification of the different data-information systems in the different organisms;

- Identification of the people responsible for the management (handling, administrating, generating, registering, etc.) of the information;
 - Identification, register, characterization of the kind and registration mode of the information-data handled;
 - Determination of the key information that is or should be generated;
 - Purpose of the information and addressees;
 - Reliability of the information;
 - Filing system, update mechanisms and frequency;
 - Relevance and priority of the information for each organization;
 - Identification of general interest information;
 - Identification of weaknesses and needs in terms of information management.
- Cooperating with the national experts in the design of the Integrated Information System
 - Other duties
 - Assist DINAMA-NIP PCU, UNDP and the International Expert in any other related activities, upon request.

Qualifications and Requirements:

- Graduate degree in chemistry or chemical engineering, agronomy, toxicology, filing or computing;
 - Knowledge of the functioning of public institutions;
 - Proficiency in the use of the English language is desirable but not mandatory
- Previous experience in environmental management projects, chemical substances or information management will be valued.

**INTEGRATED INFORMATION SYSTEM
- TERMS OF REFERENCE FOR NATIONAL EXPERTS : IT-**

Duration: 01 November– 30 April 2006

Remuneration: to be determined

Background:

Uruguay is currently in the process of preparing its National Implementation Plan (NIP) for persistent organic pollutants (POPs). Several surveys were carried out during Stage II of the NIP, as a tool to fulfill the aims of the Stockholm Convention. Said studies revealed basic limitations regarding substance management information at a national level. They also showed the need to generate an *integrated information system* to centralize the information about substance management in Uruguay and to act as support for control actions. It is essential that the actions taken deal with the problems posed by POPs with enough specificity and that, at the same time they join other actions in this same field, thus promoting synergies and being applicable in substance management. The preparation of the project shall require national and international expertise in order to collect the necessary information and documentation as well as to prepare the project document.

The terms of reference will define the duties and responsibilities of the **IT- National Expert**.

Duties and Responsibilities:

The National Expert will work in close coordination with NIP's Project Coordination Unit (PCU) - DINAMA and will closely follow their directive, in the collection of the necessary data, especially the field data, to prepare the project. They shall report to NIP-PCU-DINAMA

The duties of the IT- National Expert will be to:

- Verify existing data formats.
- Analyse the existing information systems, compatibility...

- Assist DINAMA and the International expert in any other tasks related to the project formulation

Specific duties will include:

- Data Verification
 - inventorying the software, hardware and human resources in use in the different organisations;
 - Verify data collection procedures and analysis methods;
 - Identify weaknesses and necessities prioritized according to each organization's vision;
 - Propose, if needed, action for improvement/completion of the data/system;

- Analysis
 - Describe data format harmonization methods
 - Hardware necessary for the development of the formulation stage;
 - Propose software free possibilities;
 - Submit information/proposals to the international expert
- Information
 - convey any proposals for the improvement of the existing procedures
- Other duties
 - assist DINAMA, UNDP and the national and International Expert in any other related activities upon request.

Qualifications and Requirements:

- Graduate degree in IT;
- Experience with **Free software**
- Significant experience in the Data Base Programming;
- Proficiency in the use of the English language is desirable but not mandatory

ANNEX-1.5

INTEGRATED INFORMATION SYSTEM - TERMS OF REFERENCE FOR AN INTERNATIONAL EXPERT -

Duration: 01 November 2005 – 30 April 2006 for a maximum of 15 working days

Remuneration: to be determined (US\$ 600/day budgeted)

Background:

Uruguay is currently in the process of preparing its National Implementation Plan (NIP) for persistent organic pollutants (POPs). Several surveys were carried out during Stage II of the NIP, as a tool to fulfill the aims of the Stockholm Convention. Said studies revealed basic limitations regarding substance management information at a national level. They also showed the need to generate an *integrated information system* to centralize the information about substance management in Uruguay and to act as support for control actions. It is essential that the actions taken deal with the problems posed by POPs with enough specificity and that, at the same time they join other actions in this same field, thus promoting synergies and being applicable in substance management. The preparation of the project shall require national and international expertise in order to collect the necessary information and documentation as well as to prepare the project document.

The terms of reference will define the duties and responsibilities of the *International Expert*.

Duties and Responsibilities:

The International Expert will work in close coordination with NIP's Project Coordination Unit (PCU) - DINAMA and will closely follow their directives, in the collection of the necessary data, especially the field data, to prepare the project. They shall report to NIP-PCU-DINAMA

Their duties will be to:

- Prepare project documents
- Conduct all related costing
- Assist UNDP, DINAMA – NIP PCU in any other tasks related to the project formulation, upon request
- Coordinate, mobilize and confirm project co-financing.

Specific duties will include:

- ProDoc Preparation guidelines
 - preparing draft project documents following applicable UNDP/GEF
 - routing drafts through the stakeholders for comments
- Costing
 - collecting cost information on each step of the information system
 - collecting cost information within the institution
 - costing other project elements

- Other duties - assisting NIP-PCU-DINAMA and UNDP in any other related activities upon request

Qualifications and Requirements:

- Graduate degree in chemistry, chemical engineering or similar discipline with a solid background in information systems;
- Solid knowledge of the Stockholm Convention and its requirements
- Knowledge of UNDP and GEF policies and procedures, particularly in the POPs focal area;
- Experience with UNDP-GEF project preparation;
- Excellent communication and information technology skills;
- Proficiency in the English language, preferably as mother tongue. Working knowledge of written and spoken Spanish is required.