

**REPORT of the SECOND  
EXTRAORDINARY MEETING**

**of the PRESPA PARK**

**CO-ORDINATION COMMITTEE**

<b>Agenda.....</b>	<b>1</b>
<b>Summary Minutes.....</b>	<b>2</b>
<b>Conclusions.....</b>	<b>8</b>
<b>Annex I - Redrafted financial report for the year 2002 and budget for the year 2003.....</b>	<b>9</b>
<b>Annex II – Redrafted Terms of Reference for the PDF B project personnel.....</b>	<b>18</b>
<b>Annex III –Terms of Reference for the PDF B project consultancy services (not redrafted).....</b>	<b>32</b>
<b>Annex IV - List of participants.....</b>	<b>42</b>

## **Second Extraordinary Meeting of the Prespa Park Co-ordination Committee**

**Aghios Germanos, 29 March 2003**

**Hosted by the Municipality of Prespa**

---

At the invitation of Mr. Metodija Dimovski, Head of European Integration Department of the Ministry of Environment and Physical Planning of the FYR of Macedonia, representative of the Ministry to the Prespa Park Co-ordination Committee (CC), the CC held its second extraordinary meeting at the SPP offices, in Aghios Germanos, Greece on 29 March 2003.

Nine out of the ten members (or alternate members) of the CC from the three countries involved and from Ramsar/ MedWet, as well as the two representatives of UNDP and a limited number of observers from the three countries, attended the meeting (see the complete list of participants in Annex IV). Mr. Aleko Miho of PPNEA was absent.

The meeting was opened by the Mayor of Prespa, Mr. Lazaros Nalpantidis, and chaired by Mr. Metodija Dimovski.

### **Agenda**

---

#### **1. Opening session:**

- 1.1. Welcome address by the Mayor of Prespa, Mr. Lazaros Nalpantidis  
Welcoming by Mr. Metodija Dimovski, Chairman  
Presentation of the working agenda by the Chairman and approval
- 1.2. Approval of the redrafted financial report 2002 and budget 2003

#### **2. Implementation arrangements for the Prespa Park PDF B project**

- 2.1. Presentation of proposed arrangements by the UNDP/ KfW representatives
- 2.2. Positions of national delegations
- 2.3-2.4. Discussion

#### **3. Any other business**

#### **4. Closure of the meeting**

- 4.1 Adoption of decisions, recommendations and conclusions of the meeting
- 4.2 Date and place of the next regular meeting
- 4.3 Closing remarks

## Summary Minutes

---

The acting Chairman, Mr. Metodija Dimovski (Ministry of Environment, FYR of Macedonia), opened the meeting stating its purpose, i.e. to discuss the Terms of Reference (ToRs) for PDF B personnel and organize a scheme of implementation. Besides that, two other items were also left pending since the Oteshevo meeting, namely the financial report for 2002 and the budget for 2003, which were redrafted by the Secretariat and need the approval of the Committee. The proposed agenda was accepted with no remarks.

The floor then passed to the Mayor of the Greek Prespa, Mr. Lazaros Nalpantidis, host of the meeting, who started by welcoming everybody. He then spoke about the beautiful but deserted area of Prespa, the difficult years of the Greek civil war, and the immigration in post-war Prespa. He continued by talking about the two lakes that divide and at the same time unite people and talked about today's Prespa, the Prespa of effort, creation, reconstruction and development. He then suggested that, being at a multi-cultural crossroads, the Prespa Park could constitute a base for peace, co-operation and development, a springboard for joint action and development. He referred to the Prime Ministerial Declaration that kicked off an era of peace, friendship and co-operation between the three countries and suggested that the work of the Co-ordination Committee should be pursued with more speed and impetus. More specifically, he proposed that based on the Strategic Action Plan for the sustainable development of the Prespa Park already elaborated, the three countries proceed with a common management plan for the area under the control of a tripartite management authority; promote organic production; conference/scientific tourism; cultural and sport events; rehabilitation of forests; and the promotion of the common cultural heritage through the operation of an office of Byzantine monuments, seated in Aghios Germanos.

The Chairman then introduced Mr. Kiril Nasteski, the State Secretary of the Ministry of Environment of the FYR of Macedonia, who has been NPD (National Project Director) of previous GEF projects. The latter expressed his government's support for the activities, not only of the PDF B project, but also for those planned in the future and mentioned by Mr. Nalpantidis.

Following this, the Chairman asked the Secretariat to present the financial report for the year 2002 and the budget for the year 2003, which were redrafted as instructed by the CC at the Oteshevo meeting. Mrs. Vivi Roumeliotou (Secretariat-SPP) explained the introductory paragraphs of the relevant document, which referred to the breakdown of costs, the distinction between cash and in-kind contribution, and the separation between core expenditure and other/parallel activities. She said that in-kind contribution of the Ministries could be added. On the parallel activities, she added that apart from GTZ micro-projects, other activities could be included as well, since that was an open section that could be complemented as long as donors provided relative information. Mr. Dimovski on that point reconfirmed the intention of the Ministry of Environment of the FYR of Macedonia to allocate €20,000 for Prespa Park activities, and asked the Secretariat to reflect this in the documents in the future. He then concluded that the CC had adopted the budget.

Passing to the next agenda item, the Chairman asked the UNDP-Skopje representatives, Mses. Anita Kodzoman and Vesna Dzutevska Bisheva, to present/introduce the proposals by the two donor agencies, UNDP and KfW. Ms. Kodzoman firstly said that the ToRs sent to the CC by UNDP-Skopje had been agreed with UNDP-Albania and KfW and that they were open to minor changes that would not depart from what has been agreed in the past. On the proposed structure, she said that the CC would still serve as the main political body, monitor implementation of PDF B activities and receive reports from the management structure of the project. The new addition was that the Committee's Secretariat would support the PIUs (Project Implementation Units), e.g. the Communication Officer, who is a part of the CC Secretariat, would be expected to work together with the Social Facilitator of the PDF B

project. On the MedWet's role, she commented that it is an *ex officio* member of the CC, as an independent organization, and the CC should determine what would be the exact supporting role that MedWet should play during the PDF B.

The NPD (National Project Director), she continued, nominated by each Government, is usually a high official of the Ministry of Environment and responsible for successful implementation of the project and accountable for the use of funds. He/ she selects the IPM (International Project Manager) together with the donors and is connected with the PIU in his/her country. He is the overall co-ordinator of the national effort.

The IPM leads implementation of this projects and co-ordination between the three countries; he/ she should be an independent international manager that would ensure that the PIUs work according to plan and that the Consultant Team delivers what is expected of it. With regard to necessary qualifications for the post, by reference to relevant MedWet proposals, she suggested that the CC should clarify what kind of expertise should be required, that the familiarity with the region should refer to the wider area of the Balkans and not just Prespa and that knowledge of some national languages besides English should be considered an advantage. The IPM would be selected by the NPDs and the donors, following standard UNDP procedures, and he would be expected to co-operate with the NPCs (National Project Coordinators) and report to the CC and the donors.

The NPCs who are responsible for operational management of the project and day-to-day work, as well as management of funds, would be selected by the NPDs and the donors. The role of Social Facilitators is to develop a community outreach programme in each country to involve all interested stakeholders; they would work with the NPCs, the Prespa Park Communication Officer, the CC Secretariat and the Consultant Team.

The latter, which would be headed by a Team Leader, responsible for achieving the outcomes included in the relevant TORs, would be selected through international advertisement, following standard procedure, and would work with the PIUs and report to the Prespa Park CC through the IPM. She insisted that the Consultant Team includes at least 20% national experts and said it was up to the Committee to accept the proposal by MedWet to raise that to 40% according to national capabilities.

She then proceeded with some other comments regarding MedWet proposals: The most important points raised were that the expertise of MedWet should be put in full use; on the proposal that the project Steering Committee consisting solely by the NPDs and the donors, she said that that would not be acceptable, since there is already the CC representing a wider spectrum of stakeholders; nor would she agree with the idea that from the CC only MedWet should be included in a Steering Committee together with the NPDs and the donors. Ms. Kodzoman concluded by saying that the CC should remain the main decision-making "body", that the role of MedWet should be decided by the CC, and stressed the need for adequate NGO representation.

The Chairman then gave the floor to the national representatives, expecting to hear a common position by each national delegation. Mr. Zamir Dedej (Ministry of Environment, Albania) made the general remark that the Ministries should select the project staff; on the IPM and the Consultant Team, he remarked that according to his experience, there is need for people with experience in the area, as opposed to just familiarity with GEF procedures. Mr. Spyros Plessas (Ministry of Environment, Greece) made an initial statement to the effect that the Greek delegation had reached a common position. Dr. Dimko Toskovski (Mayor of Resen) presented the position of the Municipality of Resen. He argued that it should be clear who is superior to whom and then presented an implementation structure with the Prespa Park CC on the top level, the NPDs on the second level, with the IPM on their side, and the PIU on the third level. Referring to Mr. Nalpantidis speech, he said that the two Municipalities had agreed to develop personal contacts and relations, and to start co-operation promoting joint cultural and sports activities. He also pointed out the need for a new border pass in the Prespa basin between Greece and the FYR of Macedonia. Mr. Dimovski said that the

position expressed by the Municipality of Resen is commonly agreed with the Ministry but it has not been possible to have prior consultations on this issue with the NGO sector as well. Finally, Mr. Thymio Papayannis (MedWet) referred to the River Neretva collaboration between Croatia and Bosnia-Herzegovina, which is currently being developed using the Prespa Park as a model. He continued by saying that the MedWet has just an advisory and not a decisive role in the Prespa Park process, and concluded by stressing the need to strengthen the CC and most importantly improve its efficiency.

After a short break, the Chairman asked the CC members to go through each point in the TORs one by one and mainly focus on duties and responsibilities and on reporting, taking into account the approved PDF request document that has been submitted. Mr. Dedej asked whether the NPDs would be two or three, and whether Greece should have the same structure with the other two countries. Mr. Dimovski said that this is a three-party co-operation and he reminded that, although Greece is not a beneficiary country, it would participate equally in the project with its own funds. He furthermore argued that it would be wise to have the same or similar structure, since that could prove useful at a later time. Mr. Plessas agreed with Mr. Dimovski.

On duties and responsibilities of the NPD, Mr. Dedej noted that workplans should be prepared by the NPC, and not by the NPD, and that the latter should only supervise. Mr. Dimovski expressed the opinion that it is not the role of the NPD to supervise the PIU, but rather this should be the task of the IPM and presented the alternative implementation organogramme to explain his position; Mr. Papayannis concurred with this opinion. Mr. Dedej, however, was of the opinion that the NPDs and the NPCs are normally in everyday contact and constant collaboration - which is sometimes more efficient than what the IPM can deliver - and that should be properly reflected in the TORs. After some discussion, the CC concluded that the sixth dash of the NPD's duties and responsibilities TORs should read "Facilitates the work of the NPC" and the NPD TORs were accepted with that amendment.

On the NPC TORs, Mr. Dedej suggested that "the National Project Director" on line 8 of the 'scope of the assignment' paragraph with "the Ministry" as the body selecting the respective NPC but after some discussion this proposal was dropped. In the same sentence, after a relevant proposal by Mrs. Pandora Nikuseva (MAP) and some discussion, it was further decided that "a panel consisting of UNDP, KfW, the NPD and the national NGO and local authority representatives at the CC will jointly select the NPC" (specific wording left to UNDP).

Furthermore, on the NPC's "Qualifications and Skills" section, Ms. Kodzoman conveyed Mr. Malkaj's (UNDP-Tirana) editing comment to add "respectively" in the language requirements. On the second dash of the "Duties and Responsibilities", Mr. Papayannis added "Prepares and submits through the IPM to..." On the sixth dash, Mr. Dimovski added "available through the IPM to the PPCC, UNDP, KfW and stakeholders...". On the eighth dash, Mr. Papayannis asked for more clarifications and eventually the point was rephrased to "Prepares the Terms of Reference for short-term consultants and experts...", meaning other than the consultant firm. After extensive discussion of Mr. Dedej's concerns that the IPM should not be entrusted with all the crucial work since in practice such an arrangement does not really work effectively and the work is actually done by the national project officers, the phrase "as requested by the IPM" replaced the last part of the last dash. Regarding "Qualifications and Skills", after some discussion on the specific field of studies required for the position, it was agreed to leave the first bullet unaltered and rephrase the second bullet to the effect that "Minimum of 5 years of working experience in the field of environment and sustainable development relevant to the project area" is required, as proposed by the Chairman. Finally, Mr. Plessas proposed to change the bracket in the final bullet point to "Albanian, Greek or other EU, citizenship."

On the Duties and Responsibilities of the Social Facilitator, it was agreed to leave out the fourth dash, and to omit reference to the NPD in the last dash, as proposed by Mr. Dimovski. Mrs. Roumeliotou suggested a new bullet on “Qualifications and Skills”, reading “Demonstrated knowledge, links and experience with regard to the project region and its people”, which reflected the CC’s will to recruit people from the region. On this point, Mr. Papayannis made the amendment “...will be an asset”. Ms. Bisheva added “...Greek or other EU...” on the last point. On Mrs. Roumeliotou’s question who would do the selection, the CC agreed that the same panel for the selection of the NPC would also select the Social Facilitator. Mr. Dedej commented on the university degree requirement that it should rather be “...in the fields related to communications or environment will be an asset.” Dr. Toskovski asked for clarifications about the provision of necessary equipment for the project offices that will be located with the local authorities in Resen, Lemos and Korcha. Mr. Pandi Andoni intervened and said that the PIU should better be in Liqenas, in the Prespa area, rather than in Korcha. The Chairman noted that the initial suggestion of the CC was to have the PIUs in the Prespa area, but he left that for later discussion among the Albanian delegation and stated the following conclusion: “The CC strongly suggests that the PIUs be located in the Prespa Park area”.

On the IPM TORs, Mr. Papayannis proposed this officer be jointly selected by the bodies mentioned in the TORs together with the CC. Mr. Dedej replied that this practically would be difficult, while Mr. Dimovski reminded that that position would be advertised internationally. Mr. Plessas suggested having a panel of three persons from the CC, one per sector and per country, similar to the CC sub-group for the selection of the GTZ micro-projects. Mr. Papayannis maintained that, since the IPM would be expected to supervise the project, he should have been endorsed to do so by the CC, and therefore he should be selected by the CC itself. The Chairman, finally, suggested to add the phrase “...which will be endorsed by the PPCC” at the end of the third sentence of the “Scope of the Assignment” of the IPM and that was agreed.

On the “Duties and Responsibilities”, second dash, the rewording proposed by Mr. Papayannis and the Chairman was “The IPM has the full responsibility for directing and managing the consultancy contract, and guides the work of the...” At that point, Ms. Kodzoman said that the contract would be between UNDP/ KfW and the consultancy firm, and that she was not sure whether the KfW would accept that change. The Chairman asked UNDP to further consider that point with KfW. Mr. Dedej and Ms. Kodzoman both maintained that the governments and the donors would have the final word. On the last dash, Mr. Papayannis noticed that there was no reference to the CC at all. Furthermore, although in the Scope of the Assignment it is stated that the IPM reports to the CC, UNDP and KfW, Mr. Dedej asked for more clarifications, namely the way and time of reporting. The Chairman said that, according to the Oteshevo meeting, there would be extraordinary CC meetings, plus a project inception meeting. Moreover, he proposed monthly and quarterly reports, as practiced in the EU projects, namely a brief report on a monthly basis, and a more comprehensive report every quarter, addressed formally to the CC Chairman.

On the “Qualifications and Skills”, Mr. Dedej noted that the IPM should be fluent in oral and written English, that knowledge of another language of the region should be an asset, and that computer skills should be required. The Chairman suggested to copy the respective points from the ToR of the NPC. Mr. Dedej further proposed that the person should be related to the Prespa area, or at least the Balkans. The Chairman expressed his concern that that would narrow the selection and Ms. Kodzoman finally gave a compromise solution by accepting Mr. Dedej’s proposal, with the amendment “...as an asset.”

On the CC TORs, the Chairman commented that the document presented merely the CC’s general Terms of Reference, as opposed to defining the Duties and Responsibilities specifically for the PDF B project. Mr. Dedej proposed to split the “Duties and Responsibilities” into two sections, one titled “General responsibilities” and the other “Specific responsibilities”. Ms. Roumeliotou observed that the presented ToRs could assign

to the CC tasks that should normally be expected to be carried out by the consultant, e.g. to gather information, or to identify possible funding sources. She added that these tasks, including appropriate reporting, should be definitely undertaken by the consultant. The Chairman then asked the UNDP to draft in short notice something reflecting these needs. The Chairman suggested to add a section entitled "specific duties", as Mr. Dedej had proposed, but Ms. Kodzoman said that there ought not be such a division. The Chairman repeated that what was described in the ToRs of the previous positions should be reflected in the ToR of the CC.

On the ToRs of the Secretariat, Mr. Dimovski noted that the third dash of "Duties and Responsibilities" does not accurately reflect the relationship between the Secretariat and the Communication Officer and he and Mr. Plessas proposed to take the TORs out altogether since the Secretariat is just a subsidiary organ of the CC and the TORs of the Committee suffice. Mrs. Roumeliotou commented that it was the first time that ToR for the Secretariat appeared in the PDF B documents. Mr. Dedej remonstrated that the ToR were needed, otherwise the Secretariat as a body would be inexistent for PDF purposes. After a long discussion on the role and rights of the Secretariat in the Prespa Park process, Ms. Bisheva raised the point that the ToR should clarify not only what the Secretariat is supposed to do, but also what the others expect from it. It was finally agreed that the ToR for the Secretariat could remain but should be redrafted to include all the relevant TORs agreed by the CC.

The Chairman then asked the UNDP to redraft the overall ToRs in order to show the line of communication and the line of subordination. Ms. Kodzoman agreed, but she said that she could not change the organogramme. At this point Mr. Dedej expressed his strong support for the UNDP chart and argued that it should show lines of communication and not of reporting. Mrs. Malakou (SPP) took the floor and commented that the presented chart was only a communication structure and not an implementation structure, and said that it had to be either redrafted, or deleted. Mr. Plessas proposed to use the chart that had been submitted with the PDF B request in December 2002 but the UNDP representatives said that they were not in the position to do that. The Chairman concluded the discussion asking for the chart to be updated in order to reflect the ToR agreed in the meeting both in terms of communication and of reporting.

On the "Qualifications" of the Consultancy Services ToR, Mr. Dedej said that a percentage of 20% for national consultants would be too low, and proposed to raise it to 40%. This position was later supported by Mr. Papayannis as well, on behalf of MedWet. The Chairman said that even 40% would not be enough, and said that in similar projects up to 60% of man-months had been assigned to local staff. Ms. Kodzoman said that as the firm was expected to subcontract, it was up to them to evaluate the CV's of the candidates, and moreover, the evaluation criteria would also be endorsed by the NPDs. Ms. Bisheva added that the market would solve those problems. The Chairman, however, asked for the precise number of months and people that should be engaged in the project. At that point, Mrs. Malakou reminded that in the submitted PDF B request there was a timeplan, and asked if that was to be followed but the UNDP replied that this was up to the firm to judge.

On the "Expected Outputs", Ms. Malakou went on to comment that the presented ToR only referred to them as "rough indicators". She also noted that the objectives of the submitted PDF B were not being followed - e.g. the project site boundary definition and the identification of co-financing sources were absent. Ms. Kodzoman replied that the project is very complex, but, nevertheless, the final output would be the project brief and the outputs could not be further specified. Mrs. Malakou repeated that the two documents were entirely different, and that the CC had worked for two years to produce the original PDF B document, that was submitted to the GEF. The Chairman followed up on that point and said that the proposed ToR produce only one document, whereas the original PDF B request would require the production of a dozen documents. He then asked the UNDP to further work on the TORs, including the person-months issue, so that any offer could be evaluated. Ms. Kodzoman replied that they have a combination of price and technical criteria for the

evaluation. Mr. Dedej said that he was not worried about the evaluation of the project, but, agreeing with Mrs. Malakou, he said that the submitted PDF B document had indeed more points, and that they would have to be included, or else an explanation be given. The Chairman then asked the UNDP to redraft the document on the basis of the originally submitted PDF B request and then the Committee would reach final decision on that issue.

The Chairman then summed up the day's discussion as follows: The proposed Terms of Reference did not reflect appropriately the submitted PDF B document. The UNDP is, therefore, asked to redraft their proposals, to improve the content, and, most importantly, to reflect the points of the submitted PDF B document. In 14 days, i.e. by mid-April, the UNDP are expected to submit the redrafted documents to the Chairman of the CC, who will distribute it to the CC members through the Secretariat. The CC members themselves, will not use more than two weeks for consultations. During the first week, the first round of communication will take place, including copying the document to everyone by e-mail, and summarising by the Chairman. The second week will be used only for getting formal agreement. By the end of April there should be final endorsement.

The Chairman then presented several conclusions to be adopted at the second extraordinary meeting of the Prespa Park Co-ordination Committee (see next section).

In connection with the next regular meeting of the CC, the Chairman asked Ms. Kodzoman if the UNDP could provide financial support, and she replied that the UNDP Regional Co-ordinator, Mr. Nick Remple, should be consulted on that.

The Chairman furthermore reminded the Committee that one more extraordinary meeting would be needed and he suggested that it should be held at the end of the 2<sup>nd</sup> month after the PDF project starts, possibly in Korcha or Liqenas in Albania. Mr. Dedej said that there was a possibility that this meeting could be funded by the Albanian Government, but that he would have to confirm that when the project starts.

Finally, the Chairman thanked the Municipality of Prespa for its warm hospitality and financial support provided for the CC meeting, he expressed the hope that this example will be followed by the other Municipalities of the region, he thanked the UNDP representatives for their valuable contribution and declared the meeting closed.

## Conclusions

---

1. The CC has adopted the financial report for year 2002 and the budget for year 2003 with the appropriate addendum regarding the contribution of the Government of the FYR of Macedonia.
2. The overall TORs for the PDF project staff have to be redrafted in order to reflect today's discussion, and this must also include the organisational scheme of the project implementation. The UNDP must contact the Secretariat in order to acquire the full minutes of the current meeting.
3. The Committee advises the three Ministries to consider the possibility of appointing the NPDs as soon as possible, so that, as soon as clearance is obtained from the GEF, the CC will be in position to launch the advertisement for the selection of the consultants and the staff.
4. The Committee requests the three Ministries together with the Municipalities to identify the appropriate project offices, which must be available at the beginning of the project. The CC strongly suggests that the project offices hosting the PIUs be located in the Prespa Park area.
5. The Committee decided to hold its next (fifth) regular meeting on 14-15 November 2003, in the Prespa area in Greece.
6. An extraordinary meeting of the Prespa Park Co-ordination Committee will be held at the end of the second month after commencement of the PDF project, possibly in Albania.
7. Finally, the CC expressed its gratitude to the UNDP representatives and to all participants for their valuable contribution, and to the Municipality of Prespa for its generous support for this meeting and its warm hospitality, hoping that this example will be followed by other Municipalities of the region.

## **Prespa Park Financial Report - 2002**

---

According to the instructions given by the Prespa Park Co-ordination Committee, the financial report for 2002 prepared by the Secretariat was redrafted with the valuable assistance of the MedWet Co-ordinator, Mr. Spyros Kouvelis, with a view at reflecting more accurately the actual financial requirements of the Prespa Park process for the year 2002, as well as the respective support provided by several stakeholders and donors.

To this effect, the expenditure part of the report is divided into two sections, namely I. Core Activities that refer to the basic institutional functioning of the Prespa Park process, and more specifically to CC meetings and the basic work of its Secretariat – constant elements of each annual workplan, and II. Non-core activities that refer to specific actions implemented in 2002, and, more specifically, Communication Plan activities and SAP consultations.

The expenditure is further broken down into foreseen costs, actual funding in cash and contribution in kind. The distinction between support in cash and in kind serves to depict more accurately the nature of the actual contribution of each party. Thus, the SPP appears as contributing cash since it has effectively done fund-raising for the Prespa Park process and has secured WWF Greece funds, while the other two NGOs appear as contributing in kind to the process, since they either use volunteer work or offer part of their own resources to the Prespa Park raised for other purposes/ projects etc.

Finally, further breakdown of costs has been added with regard to several activities, such as the CC meetings and the SAP consultations.

REPORT OF THE SECOND EXTRAORDINARY MEETING OF THE PRESPA PARK CO-ORDINATION COMMITTEE-  
ANNEX É

(in euro)

Expenditure	Foreseen cost	Funding in cash		Contribution in Kind	
				Donor	Donor
<b>I. CORE ACTIVITIES</b>					
<b>I.A. Co-ordination Committee meetings</b>					
3rd regular meeting (Albania)					
Travel & Accommodation		2,391			
Interpretation		700			
Events & Other costs		3,159			
	12,000	6,250	KfW		
4th regular meeting (FYR of Macedonia)	15,000	n. realised			
Extraordinary CC meeting (Resen)	7,500	n. realised			
<b>SUBTOTAL I.A</b>	<b>34,500</b>	<b>6,250</b>			
<b>I.B. Secretariat</b>					
<b>I.B1. Secretariat Remuneration</b>					
SPP	11,300	12,325	WWF GR		
PPNEA	6,000			2,000	PPNEA
MAP	6,000			6,000	MAP
<i>Subtotal I.B1</i>	23,300	12,325		8,000	
<b>I.B2. Administration &amp; Office costs</b>					
SPP	9,500	11,600	WWF GR		
PPNEA	6,000			4,000	PPNEA
MAP	6,000			6,960	MAP
<i>Subtotal I.B2</i>	21,500	11,600		10,960	
<b>I.B3. Travel</b>					
SPP	3,500	4,000	WWF GR		
PPNEA	2,500			2,500	PPNEA
MAP	2,500			2,500	MAP
<i>Subtotal I.B3</i>	8,500	4,000		5,000	
<b>SUBTOTAL I.B</b>	<b>53,300</b>	<b>27,925</b>		<b>23,960</b>	
<b>TOTAL I</b>	<b>87,800</b>	<b>34,175</b>		<b>23,960</b>	

REPORT OF THE SECOND EXTRAORDINARY MEETING OF THE PRESPA PARK CO-ORDINATION COMMITTEE-  
ANNEX É

	Foreseen cost	Funding in cash		Contribution in kind	
				Donor	Donor
<b>II. NON-CORE ACTIVITIES in the 2002 WORKPLAN</b>					
<b>II.A. Communication Plan</b>					
Factsheet	1,700	1,548	MoE, FYR Macedonia		
Newsletter	8,500				
WWD 2002 event	4,000	3,800	GTZ		
Logo	4,200				
Communication Officer	36,500	170 <sup>(1)</sup>	GTZ		
Overheads	10,300				
Contingency	7,400				
<b>SUBTOTAL II.A</b>	<b>72,600</b>	<b>5,518</b>			
<b>II.B SAP consultations</b>					
Albania		8,000	GTZ		
FYR of Macedonia		8,000	GTZ		
<b>SUBTOTAL II.B</b>		<b>16,000</b>			
<b>TOTAL II</b>	<b>72,600</b>	<b>21,518</b>			
<b>GRAND TOTAL EXPENDITURE</b>					
	<b>160,400</b>	<b>55,693</b>		<b>23,960</b>	

Income	Foreseen income	Funding in cash	Contribution in kind	
<b>I. Albania</b>				
Ministry of Environment	4,000			
<b>II. FYR of Macedonia</b>				
Ministry of Environment	25,000	1,548		
<b>III. Greece</b>				
Ministry of Environment				
<b>IV. NGOs</b>				
WWF Greece	24,300	27,925		
PPNEA	6,000			8,500
MAP	6,000			15,460
<b>V. Development Agencies</b>				
GTZ	72,300	19,970		
KfW	10,000	6,250		
<b>GRAND TOTAL INCOME</b>	<b>147,600</b>	<b>55,693</b>		<b>23,960</b>

<sup>(1)</sup> The only activity funded in 2002 with regard to the Communication Officer was the press announcement for the job vacancy.

## **Prespa Park Budget - 2003**

---

According to the instructions given by the Prespa Park Co-ordination Committee, the 2003 budget prepared by the Secretariat was redrafted with the valuable assistance of the MedWet Co-ordinator, Mr. Spyros Kouvelis, with a view at reflecting more accurately the foreseen financial requirements of the Prespa Park process for the year 2003, as well as the respective commitments made by several stakeholders and donors.

To this effect, the budget was broken down in two parts; Part A corresponds to the 2003 workplan endorsed by the CC at its current meeting and addresses expenditure needed for its implementation and relevant commitments, whereas Part B relates to parallel activities in the Prespa Park area, such as GTZ micro-projects. Other projects funded by a variety of institutions could also be included in Part B, e.g. KfW bilateral assistance in Albania and the FYR of Macedonia, provided that the relevant donors supply the required data. It should also be noted that, for reasons of operational clarity, the GTZ contribution to the area has been broken down in Parts A and B into funding for the implementation of the CC workplan as such and funding for a series of other micro-projects implemented by various NGOs and other actors in the Prespa Park area.

Part A is in turn divided into two sections, namely I. Core Activities that refer to the basic institutional functioning of the Prespa Park process, and more specifically to CC meetings and the basic work of its Secretariat – constant elements of each annual workplan, and II. Non-core activities that refer to specific actions due to be implemented in 2003, and more specifically, Communication Plan activities, the Mayors' working meeting, actions for the organisation of fire-fighting co-operation and the PDF B activities. Note that the Communication Officer is presented as an integral part of the CC Secretariat, while the specific tasks she will carry out this year are presented as non-core activities because they will be implemented as an annual project with GTZ funding.

The expenditure of Part A is further broken down into secured funding in cash, (secured) contribution in kind and unsecured funds. The distinction between support in cash and in kind serves to depict more accurately the nature of the actual contribution of each party. Thus, the SPP appears as contributing cash since it has effectively done fund-raising for the Prespa Park process and has secured Ministry of Foreign Affairs and WWF Greece funds, while the other two NGOs appear as contributing in kind to the process, since they either use volunteer work or offer part of their own resources raised for other purposes/ projects etc. to the Prespa Park. Moreover, cost of activities with no financial resources committed as yet appear under the column Unsecured Funds and represent the current deficit of the CC.

Finally, further breakdown of costs has been added with regard to several activities, such as the CC meetings, the Mayors' working meeting and the fire-fighting co-operation activity.

(in euro)

<b>Part A: Implementation of 2003 Workplan</b>					
Expenditure	Secured Funding (cash)		Contribution in Kind		Unsecured funds
		Donor		Donor	
<b>I. CORE ACTIVITIES</b>					
<u>I.A. Co-ordination Committee meetings</u>					
4th regular meeting (Oteshevo)					
Travel & Accommodation	4,600				
Interpretation	1,470				
Events & Other costs	1,930				
	8,000	Greek MFA			
5th regular meeting (Greece)					
Travel & Accommodation					4,000
Interpretation					6,000
Events & Other costs					2,300
					12,300
2nd extraordinary meeting (Ag.Germanos)					
Travel & Accommodation	3,000				
Interpretation	1,500				
Events & Other costs	1,500				
	6,000	Municipality of Prespa			
<b>SUBTOTAL I.A</b>	<b>14,000</b>				<b>12,300</b>
<u>I.B. Secretariat</u>					
I.B1. Secretariat Remuneration					
SPP	12,325	Greek MFA/WWF GR			
PPNEA			6,250	PPNEA	
MAP			6,250	MAP	
Communication officer	14,000	GTZ			
<i>Subtotal I.B1</i>	<i>26,325</i>		<i>12,500</i>		
I.B2. Administration & Office costs					
SPP	20,500	Greek MFA/WWF GR			
PPNEA			6,250	PPNEA	
MAP			6,250	MAP	
<i>Subtotal I.B2</i>	<i>20,500</i>		<i>12,500</i>		
I.B3. Travel					
SPP	3,000	Greek MFA/WWF GR			
PPNEA			2,600	PPNEA	
MAP			2,600	MAP	

REPORT OF THE SECOND EXTRAORDINARY MEETING OF THE PRESPA PARK CO-ORDINATION COMMITTEE-  
ANNEX É

Communication Officer <sup>(1)</sup>	13,500	GTZ			
<i>Subtotal I.B3</i>	16,500		5,200		
<b>SUBTOTAL I.B</b>	<b>63,325</b>		<b>30,200</b>		
<b>TOTAL I</b>	<b>77,325</b>		<b>30,200</b>		<b>12,300</b>
<b>II. NON-CORE ACTIVITIES IN THE WORKPLAN</b>					
	<b>Secured Funding (cash)</b>	<b>Contribution in kind</b>	<b>Unsecured funds</b>		
	<b>Donor</b>	<b>Donor</b>			
<b>II.A. Communication Plan</b>					
Newsletter	4,500				
Logo	4,200				
Overheads	6,300				
Contingency	4,400				
<b>SUBTOTAL II.A</b>	<b>19,400</b>	<b>GTZ</b>			
<b>II.B Prespa Mayors' working meeting</b>					
Travel & Accommodation	3,500				
Interpretation	2,000				
Other costs	2,000				
<b>SUBTOTAL II.B</b>	<b>7,500</b>	<b>Greek MFA</b>			
<b>II.C Transboundary co-operation in fire-fighting</b>					
Consultancy	4,000				
Working meeting:					
Travel & Accommodation	3,000				
Interpretation	2,000				
Other costs	500				
<b>SUBTOTAL II.C</b>	<b>9,500</b>	<b>Greek MFA</b>			
<b>II.D PDF B activities</b>					
					909,700 <sup>(2)</sup>
<b>SUBTOTAL II.D</b>					<b>909,700</b>
<b>TOTAL II</b>	<b>36,400</b>		<b>0</b>		<b>909,700</b>
<b>GRAND TOTAL Part A EXPENDITURE</b>	<b>113,725</b>		<b>30,200</b>		<b>922,000</b>

<sup>(1)</sup> Including per diem and accommodation

<sup>(2)</sup> Conversion rate 1\$ = 1.1€, as defined in the PDF B request document

REPORT OF THE SECOND EXTRAORDINARY MEETING OF THE PRESPA PARK CO-ORDINATION COMMITTEE-  
ANNEX É

Income	Funding in cash	Contribution in Kind
<b>I. Albania</b>		
Ministry of Environment		
<b>II. FYR of Macedonia</b>		
Ministry of Environment	20,000 <sup>1</sup>	
<b>III. Greece</b>		
Ministry of Environment		
Ministry of Foreign Affairs/ WWF Greece	60,825	
Municipality of Prespa	6,000	
<b>IV. NGOs</b>		
WWF Greece	see above	
PPNEA		15,100
MAP		15,100
<b>V. Development Agencies</b>		
UNDP		
GTZ	46,900	
KfW		
<b>GRAND TOTAL Part A INCOME</b>	<b>133,725</b>	<b>30,200</b>

<sup>1</sup> Activities to be supported by this fund are to be determined later.

**Part B: Parallel Activities in the Prespa Park Region**

Expenditure	Secured funding (cash)		Contribution in kind		
		Donor		Donor	
<b>I. GTZ Micro Projects within Lake Prespa region<sup>2</sup></b>					
1. Promotion of sustainable development - medicinal plants	11,150	GTZ	1,300	ALBAFLOR - Korcha	
2. Forest Ecosystem Rehabilitation	23,550	GTZ	1,930	Center for Sustainable Development of Prespa	
3. Capacity-building of the women NGOs and economic improvement	13,314	GTZ	2,750	Refleksione Pogradec	
4. Reconstruction of the fishing and touristic boat in Gollomboc, Prespa	2,300	GTZ	1,200	Fishing Association Zaveri-Prespa	
5. Sustainable solid waste management in Prespa	26,180	GTZ	10,120	Civil Environmental Forum Skopje	
6. Screening for cervical cancer in the rural areas of Lake Prespa	29,940	GTZ	3,300	GP and Gynaecological Surgery "Zaharievski" Ohrid	
7. Grafting our future onto the old roots	25,523	GTZ	4,545	ALCOOP Ohrid	
8. Featuring the Local Self-Government institutional framework	21,350 <sup>3</sup>		3,600	CIBC - Kozani	
9. Joint activities umbrella - supporting economic cross border cooperation	30,000 <sup>3</sup>		3,600	CIBC - Kozani	
10. Joint vision for sustainable development of Prespa	11,980 <sup>3</sup>		0	REC - Skopje	
11. 50 Authors 50 Works Exhibition	3,360 <sup>3</sup>		0	Municipality of Resen	
12. House renovation <sup>4</sup>	40,000 <sup>3</sup>		0	Municipality of Resen	
13. Agrotourism in Prespa Lakes - FYR of Macedonia	22,260 <sup>3</sup>		0	Women Cooperative, Ag.Germanos, Greece	
<b>TOTAL I.</b>	<b>260,907</b>		<b>32,345</b>		
<b>II. Other...</b>					
<b>GRAND TOTAL Part B EXPENDITURE</b>	<b>260,907</b>		<b>32,345</b>		

Income	Funding in cash	Contribution in kind
<b>I. Development Agencies</b>		
GTZ	260,907	
<b>II. NGOs</b>		
ALBAFLOR – Korcha		1,300

<sup>2</sup> Apart from 2003 projects, the section also includes ongoing projects that started in the year 2002.

<sup>3</sup> Ongoing project since 2002; shown is only funding to be disbursed within 2003.

<sup>4</sup> Restoration of 20 houses in the villages Dolno Dupeni, Pretor and Stenje, FYR of Macedonia. GTZ contribution covers cost of materials; owners cover labour costs (not specified).

REPORT OF THE SECOND EXTRAORDINARY MEETING OF THE PRESPA PARK CO-ORDINATION COMMITTEE-  
ANNEX É

Center for Sustainable Development of Prespa		1,930
Civil Environmental Forum Skopje		10,120
Refleksione Pogradec		2,750
ALCOOP Ohrid		4,545
Center for Inter-Balkan Cooperation (CIBC-Kozani)		7,200
<b>III. Other actors</b>		
GP and Gynaecological Surgery "Zaharievski" Ohrid		3,300
Fishing Association Zaveri-Prespa		1,200
<b>GRAND TOTAL</b>	<b>260,907</b>	<b>32,345</b>

## **Terms of Reference of the PDF B Project Personnel redrafted by UNDP according to the instructions given at the second extraordinary meeting of the Prespa Park Co-ordination Committee**

---

### **Terms of Reference National Project Director (NPD)**

#### **Background**

The Prespa Park region, situated in the Balkan Peninsula and encompassing parts of Albania, FYR of Macedonia and Greece, is a high altitude basin that includes the interlinked Macro Prespa and Micro Prespa Lakes and their surrounding mountains. It is considered to be an ecosystem of global significance and has been identified as one of Europe's 24 major trans-boundary "ecological bricks". The entire Prespa region hosts unique biotopes that are important from both a European and global conservation perspective. The lakes and wetlands are important over wintering, breeding and feeding sites for numerous species of birds. The flora is composed of over 1,500 species, of which 19 are endemic. The aquatic ecosystems are also rich in endemic species and the avifauna is highly diverse, and includes the world's largest breeding colony of the globally vulnerable Dalmatian pelican and the endangered Pygmy cormorant. The lake area also hosts mammals, such as bear, wolf and lynx, that are endangered in Europe. In addition, the lake region is considered to be of great cultural and historical importance.

The unique values of this ecosystem, however, are being progressively eroded because of either changes in or intensification of specific human activities including unsustainable patterns of exploitation of natural resources, and inappropriate land-use practices that result in progressive soil and water contamination, loss of forest cover, erosion and wildlife loss. Prolonged drought and tectonic activity over the past two decades have also contributed to a several meter decrease in the water level in the lakes. Since the Prespa Lakes region extends across national boundaries, it is also subject to different, uncoordinated and even conflicting management regimes and policies, which further exacerbate the threats to the ecosystem as a whole, and make unilateral and piecemeal response measures ineffective. Thus, the development and implementation of a regional, integrated approach to the region's conservation and management is of paramount importance.

The governments of the three countries have recognized the importance of conserving the region's biodiversity through the establishment of five protected areas and a stated commitment to the development of a tripartite cooperative approach to its management as expressed through the Prime Ministerial Declaration on the creation of the Trans-boundary Prespa Park and the environmental protection and sustainable development of the Prespa Lakes and their surroundings, signed the 2<sup>nd</sup> of February 2000. In order to facilitate the park's establishment, the Prespa Park Co-ordination Committee (PPCC) was created. The PPCC's inclusion of national and local governments and NGOs from the three countries ensures the required broad support of all stakeholders in the project, and the active and direct participation of the local population. The Ramsar/ MedWet played significant role in bringing together the three countries, and therefore the representative of the MedWet participates fully in the work of the Committee, as an *ex officio* observer, without the right to vote. MedWet provides expert knowledge, experience and advice to the members of the PPCC.

One important achievement of the PPCC is the elaboration of the "Strategic Action Plan" (SAP) for the Prespa Park, which was compiled by virtue of intensive collaboration among the stakeholders. The SAP is expected to serve as guiding framework document for activities aiming at the future advancement of the Prespa Park.

The requested PDF Block B phase of one-year duration is necessary in order to undertake or complete essential baseline studies addressing scientific, technical and socio-economic aspects of the full-sized project. The main outputs of this phase are the GEF Project Brief and the Project Document.

### **Scope of the assignment**

Each National Project Director will assume the overall responsibility for the successful execution and implementation of the project in his or her country, i.e. accountability of the use of funds and achieving the overall outcomes and objectives. Each National Executing Agency will appoint the respective National Project Director.

The three National Project Directors will facilitate the implementation of PDF B by ensuring the compliance with national frameworks. They will liaison very closely among themselves in order to insure collaboration and coordination of activities of the participating countries in regards to the implementation of the PDF B, and preparation of the GEF Project Brief and the Project Document.

The National Project Directors will not be paid by the Project.

### **Duties and Responsibilities**

- Serves as a focal point for coordination of the project with the Government, UNDP, KfW, PPCC and other partners;
- Ensures that all Government inputs committed to the project are made available, in a timely fashion;
- Ensures that national legislation, rules and procedures are fully met in the course of project implementation;
- Monitors the implementation by contractors, consultants, etc, and ensures conformance to project objectives;
- Participates in the selection of the National Project Coordinator and the International Project Manager;
- Facilitates the work of the National Project Coordinator;
- Ensures that required project work plans are prepared, updated, cleared and forwarded to UNDP Country Office and KfW;
- Ensures that national work plans are coordinated with the work plans of the other participating countries;
- Ensures that regular overall project reports and requests are submitted to UNDP and KfW
- Represents the National Executing Agency at project meetings;
- Leads efforts to build partnerships for the support of outcomes indicated in the project document;
- Provides overall leadership and supports resource mobilization efforts for implementation of a full size project;
- Provides information and promotes close cooperation with UNDP/KfW, MedWet and other involved partners.

## Terms of Reference National Project Coordinator

### Background

The Prespa Park region, situated in the Balkan Peninsula and encompassing parts of Albania, FYR of Macedonia and Greece, is a high altitude basin that includes the interlinked Macro Prespa and Micro Prespa Lakes and their surrounding mountains. It is considered to be an ecosystem of global significance and has been identified as one of Europe's 24 major trans-boundary "ecological bricks". The entire Prespa region hosts unique biotopes that are important from both a European and global conservation perspective. The lakes and wetlands are important over wintering, breeding and feeding sites for numerous species of birds. The flora is composed of over 1,500 species, of which 19 are endemic. The aquatic ecosystems are also rich in endemic species and the avifauna is highly diverse, and includes the world's largest breeding colony of the globally vulnerable Dalmatian pelican and the endangered Pygmy cormorant. The lake area also hosts mammals, such as bears, wolf and lynx, that are endangered in Europe. In addition, the lake region is considered to be of great cultural and historical importance.

The unique values of this ecosystem, however, are being progressively eroded because of either changes in or intensification of specific human activities including unsustainable patterns of exploitation of natural resources, and inappropriate land-use practices that result in progressive soil and water contamination, loss of forest cover, erosion and wildlife loss. Prolonged drought and tectonic activity over the past two decades have also contributed to a several meter decrease in the water level in the lakes. Since the Prespa Lakes region extends across national boundaries, it is also subject to different, uncoordinated and even conflicting management regimes and policies, which further exacerbate the threats to the ecosystem as a whole, and make unilateral and piecemeal response measures ineffective. Thus, the development and implementation of a regional, integrated approach to the region's conservation and management is of paramount importance.

The governments of the three countries have recognized the importance of conserving the region's biodiversity through the establishment of five protected areas and a stated commitment to the development of a tripartite cooperative approach to its management as expressed through the Prime Ministerial Declaration on the creation of the Trans-boundary Prespa Park and the environmental protection and sustainable development of the Prespa Lakes and their surroundings, signed the 2<sup>nd</sup> of February 2000. In order to facilitate the park's establishment, the Prespa Park Co-ordination Committee (PPCC) was created. The PPCC's inclusion of national and local governments and NGOs from the three countries ensures the required broad support of all stakeholders in the project, and the active and direct participation of the local population. The Ramsar /MedWet played significant role in bringing together the three countries, and therefore the representative of the MedWet participates fully in the work of the Committee, as an *ex officio* observer, without the right to vote. MedWet provides expert knowledge, experience and advice to the members of the PPCC.

One important achievement of the PPCC is the elaboration of the "Strategic Action Plan" (SAP) for the Prespa Park, which was compiled by virtue of intensive collaboration among the stakeholders. The SAP is expected to serve as guiding framework document for activities aiming at the future advancement of the Prespa Park.

The requested PDF Block B phase of one-year duration is necessary in order to undertake or complete essential baseline studies addressing scientific, technical and socio-economic aspects of the full-sized project. The main outputs of this phase are the GEF Project Brief and the Project Document.

## **Scope of the assignment**

Each National Project Coordinator is responsible for operational management of the project in his/her country in consistency with the project document and accepted policies and procedures. She/He handles the day-to-day work and is accountable to the executing agency for the planning, management, quality, timeliness and effectiveness of the activities carried out, as well as for the use of funds. The NPC will ensure the regular monitoring and feedback from activities already under implementation. The Panel consisting of UNDP, KfW, the National Project Director, representative of the local government in the PPCC, representative of the NGOs in the PPCC, will jointly select the respective National Project Coordinator. The National Project Coordinators report to the International Project Manager.

## **Duties and Responsibilities**

- Prepares and updates detailed project work plan and budget under the guidance of the NPD;
- Prepares and submits through the International Project Manager to UNDP, KfW, NPD, and PPCC regular overall project progress and financial reports;
- Ensures that funds are made available when needed by taking proactive steps and prerequisites for release of funds;
- Ensures that appropriate accounting records are kept;
- Ensures effective communication and adequate information flow with the relevant authorities, institutions and government departments in close collaboration with the National Project Director;
- Ensures that information is available to the PPCC, UNDP, KfW and the Consulting Team, about all Government, private and public sector activities, which impact implementation of the project, through the International Project Manager;
- Fosters, establishes and maintains links with other related national and international programs and projects;
- Prepares the Terms of Reference for the additionally hired short terms consultants and experts (with TORs beyond the scope of the TORs of the Consulting Team), and ensures their timely hiring;
- Supports the work of consultants and experts and oversee compliance with agreed work plan;
- Organizes and coordinates the procurement of services and goods under the project;
- Manages the project resources e.g. vehicles, office equipment, furniture and stationery procured under the project;
- Ensures that the Consulting Team has access to needed project resources, in timely fashion;
- Supervises the project staff and consultants assigned to project;
- Manages the Project finance and oversee overall resource allocation;
- Participate in the training organized for the PIU, PPCC and Secretariat;
- Participate at the joint meetings of the PIUs;
- Supports preparation of the GEF Project Brief and the Project Document;
- Undertakes any other actions related to the Project as requested by the International Project Manager.

## **Qualifications and Skills**

- University degree in the fields relevant to the project; Advanced degree is an asset;
- Minimum of 5 years of working experience in the field of environment and sustainable development;

- Demonstrated ability in managing projects, and in liaising and cooperating with all project stakeholders including government officials, scientific institutions, NGOs and private sector;
- Familiarity with Government and International Organizations operations and structure;
- Fluent written and oral communication in Macedonian/Albanian/ Greek/ respectively, and in English
- Strong communications and interpersonal skills
- Excellent computer knowledge (MS Office, Internet)
- Macedonian/Albanian/ Greek (EU)/ citizenship

### **Terms and Conditions for provision of the services**

The incumbent will serve on a service contract of 12 months duration, starting June 2003.

Location: Project Implementation Unit

The National Project Coordinator reports to the International Project Manager and liaises closely with the NPD, UNDP and KfW staff, and the MedWet.

## Terms of Reference Social Facilitator

### Background

The Prespa Park region, situated in the Balkan Peninsula and encompassing parts of Albania, FYR of Macedonia and Greece, is a high altitude basin that includes the interlinked Macro Prespa and Micro Prespa Lakes and their surrounding mountains. It is considered to be an ecosystem of global significance and has been identified as one of Europe's 24 major trans-boundary "ecological bricks". The entire Prespa region hosts unique biotopes that are important from both a European and global conservation perspective. The lakes and wetlands are important over wintering, breeding and feeding sites for numerous species of birds. The flora is composed of over 1,500 species, of which 19 are endemic. The aquatic ecosystems are also rich in endemic species and the avifauna is highly diverse, and includes the world's largest breeding colony of the globally vulnerable Dalmatian pelican and the endangered Pygmy cormorant. The lake area also hosts mammals, such as bear, wolf and lynx, that are endangered in Europe. In addition, the lake region is considered to be of great cultural and historical importance.

The unique values of this ecosystem, however, are being progressively eroded because of either changes in or intensification of specific human activities including unsustainable patterns of exploitation of natural resources, and inappropriate land-use practices that result in progressive soil and water contamination, loss of forest cover, erosion and wildlife loss. Prolonged drought and tectonic activity over the past two decades have also contributed to a several meter decrease in the water level in the lakes. Since the Prespa Lakes region extends across national boundaries, it is also subject to different, uncoordinated and even conflicting management regimes and policies, which further exacerbate the threats to the ecosystem as a whole, and make unilateral and piecemeal response measures ineffective. Thus, the development and implementation of a regional, integrated approach to the region's conservation and management is of paramount importance.

The governments of the three countries have recognized the importance of conserving the region's biodiversity through the establishment of five protected areas and a stated commitment to the development of a tripartite cooperative approach to its management as expressed through the Prime Ministerial Declaration on the creation of the Trans-boundary Prespa Park and the environmental protection and sustainable development of the Prespa Lakes and their surroundings, signed the 2<sup>nd</sup> of February 2000. In order to facilitate the park's establishment, the Prespa Park Co-ordination Committee (PPCC) was created. The PPCC's inclusion of national and local governments and NGOs from the three countries ensures the required broad support of all stakeholders in the project, and the active and direct participation of the local population. The Ramsar /MedWet played significant role in bringing together the three countries, and therefore the representative of the MedWet participates fully in the work of the Committee, as an *ex officio* observer, without the right to vote. MedWet provides expert knowledge, experience and advice to the members of the PPCC.

One important achievement of the PPCC is the elaboration of the "Strategic Action Plan" (SAP) for the Prespa Park, which was compiled by virtue of intensive collaboration among the stakeholders. The SAP is expected to serve as guiding framework document for activities aiming at the future advancement of the Prespa Park.

The requested PDF Block B phase of one-year duration is necessary in order to undertake or complete essential baseline studies addressing scientific, technical and socio-economic aspects of the full-sized project. The main outputs of this phase are the GEF Project Brief and the Project Document.

### **Scope of the assignment**

The Social Facilitators are responsible to develop community outreach programmes in each country and to ensure close and ongoing contact with all stakeholders at the local level. The Social Facilitators will work closely with the National Project Coordinators, the Communications Officer and the Secretariat.

The Panel consisting of UNDP, KfW, the National Project Director, representative of the local government in the PPCC, representative of the NGOs in the PPCC, will jointly select the respective Social Facilitator.

### **Duties and Responsibilities**

- Prepares and implements community outreach programmes and capacity building activities for local stakeholders;
- Carries out regular consultations regarding the project and natural resources management and sustainable development issues in the Prespa Lakes with the local population and other stakeholders;
- Establishes appropriate community participatory mechanisms in the implementation of the PDF B and in preparation of a Project Brief;
- Ensures that information/concerns from the local stakeholders are conveyed to the NPD, PPCC, UNDP and KfW;
- Provides all relevant information to the Consulting Team;
- Informs local population on the PDF B progress and accomplishments;
- Assumes overall responsibility for the proper handling of logistics related to all project workshops and events;
- Participates in the training organized for the PIU, PPCC and Secretariat;
- Participates at the joint meetings of the PIUs;
- Undertakes any other actions related to the Project as requested by the National Project Coordinator.

### **Qualifications and Skills**

- University degree in the fields related to communications and environment;
- Minimum of 3 years of working experience in communications related fields;
- Demonstrated ability in liaising and cooperating with all project stakeholders including government officials, scientific institutions, NGOs and private sector;
- Fluent written and oral communication in Macedonian/Albanian/Greek/ respectively, and in English;
- Exceptional communications and interpersonal skills;
- Excellent computer knowledge (MS Office, Internet);
- Macedonian/Albanian/Greek (EU)/ citizenship respectively.

### **Terms and Conditions for provision of the services**

The incumbent will serve on a service contract of 12 months duration, starting June 2003.

Location: Project Implementation Unit (Resen, Korca, Lemos)

The Social Facilitator reports to the respective National Project Coordinator.

## Terms of Reference Prespa Park Co-ordination Committee

### Background

The Prespa Park region, situated in the Balkan Peninsula and encompassing parts of Albania, FYR of Macedonia and Greece, is a high altitude basin that includes the interlinked Macro Prespa and Micro Prespa Lakes and their surrounding mountains. It is considered to be an ecosystem of global significance and has been identified as one of Europe's 24 major trans-boundary "ecological bricks". The entire Prespa region hosts unique biotopes that are important from both a European and global conservation perspective. The lakes and wetlands are important over wintering, breeding and feeding sites for numerous species of birds. The flora is composed of over 1,500 species, of which 19 are endemic. The aquatic ecosystems are also rich in endemic species and the avifauna is highly diverse, and includes the world's largest breeding colony of the globally vulnerable Dalmatian pelican and the endangered Pygmy cormorant. The lake area also hosts mammals, such as bear, wolf and lynx, that are endangered in Europe. In addition, the lake region is considered to be of great cultural and historical importance.

The unique values of this ecosystem, however, are being progressively eroded because of either changes in or intensification of specific human activities including unsustainable patterns of exploitation of natural resources, and inappropriate land-use practices that result in progressive soil and water contamination, loss of forest cover, erosion and wildlife loss. Prolonged drought and tectonic activity over the past two decades have also contributed to a several meter decrease in the water level in the lakes. Since the Prespa Lakes region extends across national boundaries, it is also subject to different, uncoordinated and even conflicting management regimes and policies, which further exacerbate the threats to the ecosystem as a whole, and make unilateral and piecemeal response measures ineffective. Thus, the development and implementation of a regional, integrated approach to the region's conservation and management is of paramount importance.

The governments of the three countries have recognized the importance of conserving the region's biodiversity through the establishment of five protected areas and a stated commitment to the development of a tripartite cooperative approach to its management as expressed through the Prime Ministerial Declaration on the creation of the Trans-boundary Prespa Park and the environmental protection and sustainable development of the Prespa Lakes and their surroundings, signed the 2<sup>nd</sup> of February 2000. In order to facilitate the park's establishment, the Prespa Park Co-ordination Committee (PPCC) was created. The PPCC's inclusion of national and local governments and NGOs from the three countries ensures the required broad support of all stakeholders in the project, and the active and direct participation of the local population. The Ramsar /MedWet played significant role in bringing together the three countries, and therefore the representative of the MedWet participates fully in the work of the Committee, as an *ex officio* observer, without the right to vote. MedWet provides expert knowledge, experience and advice to the members of the PPCC.

One important achievement of the PPCC is the elaboration of the "Strategic Action Plan" (SAP) for the Prespa Park, which was compiled by virtue of intensive collaboration among the stakeholders. The SAP is expected to serve as guiding framework document for activities aiming at the future advancement of the Prespa Park.

The requested PDF Block B phase of one-year duration is necessary in order to undertake or complete essential baseline studies addressing scientific, technical and socio-economic aspects of the full-sized project. The main outputs of this phase are the GEF Project Brief and the Project Document.

## Scope of the assignment

The Prespa Park Coordination Committee (PPCC) serves as the main political and institutional body ensuring cooperation and coordination among the three countries and concerned stakeholders in the establishment of the trilateral Prespa Park, the protection of its ecosystem, and the sustainable development of the region. The PPCC will also serve as a coordinating body for the implementation of the PDF B and preparation of the GEF Project Brief. Their respective government authorities have appointed PPCC members formally. The representative of the Convention on Wetlands-MedWet is an *ex officio* observer and advisor on the meetings of the Committee.

## Duties and Responsibilities

### I

- Obtains political consensus and support at the national and local level for the implementation of the activities of the PDF B and preparation of the Project Brief;
- Monitors the implementation of the PDF B and preparation of the Project Brief;
- Supports preparation of the GEF Project Brief and the Project Document;
- Identifies and proposes possible funding sources at a national, European and international level for all of implementation of the Full Size Project.
- Ensures that PDF B builds on the Strategic Action Plan and forms an integral part of the Plan;

### II

- Ensures that information concerning development plans and other planned actions, policies and programmes with a possible effect on the Prespa Park are made available promptly to all three sides;
- Ensures public access to all information related to the Prespa Park and supports establishment of participatory mechanisms for public participation in decision-making in issues related to Prespa Park;
- Prepares an inventory of all activities and projects being carried out in the Prespa region that may have a direct or indirect effect on the natural or socio-economic status of the Prespa Park;
- Monitors and co-ordinates the development and implementation of the Strategic Action Plan for the Sustainable Development of the Prespa Park;
- Monitors and co-ordinates the implementation of specific actions/ projects based on the framework programme for the Strategic Action Plan;
- Identifies and proposes to the relevant governments and other interested parties next steps and necessary actions according to the Strategic Action Plan;
- Evaluates the results of ongoing actions according to the objectives of the Strategic Action Plan, and disseminate the results widely;
- Informs the governmental authorities concerned on the implementation of the Strategic Action Plan so that proposed actions are reinforced by the appropriate political decisions;

## Terms of reference Secretariat

### Background

The Prespa Park region, situated in the Balkan Peninsula and encompassing parts of Albania, FYR of Macedonia and Greece, is a high altitude basin that includes the interlinked Macro Prespa and Micro Prespa Lakes and their surrounding mountains. It is considered to be an ecosystem of global significance and has been identified as one of Europe's 24 major trans-boundary "ecological bricks". The entire Prespa region hosts unique biotopes that are important from both a European and global conservation perspective. The lakes and wetlands are important over wintering, breeding and feeding sites for numerous species of birds. The flora is composed of over 1,500 species, of which 19 are endemic. The aquatic ecosystems are also rich in endemic species and the avifauna is highly diverse, and includes the world's largest breeding colony of the globally vulnerable Dalmatian pelican and the endangered Pygmy cormorant. The lake area also hosts mammals, such as bear, wolf and lynx, that are endangered in Europe. In addition, the lake region is considered to be of great cultural and historical importance.

The unique values of this ecosystem, however, are being progressively eroded because of either changes in or intensification of specific human activities including unsustainable patterns of exploitation of natural resources, and inappropriate land-use practices that result in progressive soil and water contamination, loss of forest cover, erosion and wildlife loss. Prolonged drought and tectonic activity over the past two decades have also contributed to a several meter decrease in the water level in the lakes. Since the Prespa Lakes region extends across national boundaries, it is also subject to different, uncoordinated and even conflicting management regimes and policies, which further exacerbate the threats to the ecosystem as a whole, and make unilateral and piecemeal response measures ineffective. Thus, the development and implementation of a regional, integrated approach to the region's conservation and management is of paramount importance.

The governments of the three countries have recognized the importance of conserving the region's biodiversity through the establishment of five protected areas and a stated commitment to the development of a tripartite cooperative approach to its management as expressed through the Prime Ministerial Declaration on the creation of the Trans-boundary Prespa Park and the environmental protection and sustainable development of the Prespa Lakes and their surroundings, signed the 2<sup>nd</sup> of February 2000. In order to facilitate the park's establishment, the Prespa Park Co-ordination Committee (PPCC) was created. The PPCC's inclusion of national and local governments and NGOs from the three countries ensures the required broad support of all stakeholders in the project, and the active and direct participation of the local population. The Ramsar /MedWet played significant role in bringing together the three countries, and therefore the representative of the MedWet participates fully in the work of the Committee, as an *ex officio* observer, without the right to vote. MedWet provides expert knowledge, experience and advice to the members of the PPCC.

One important achievement of the PPCC is the elaboration of the "Strategic Action Plan" (SAP) for the Prespa Park, which was compiled by virtue of intensive collaboration among the stakeholders. The SAP is expected to serve as guiding framework document for activities aiming at the future advancement of the Prespa Park.

The requested PDF Block B phase of one-year duration is necessary in order to undertake or complete essential baseline studies addressing scientific, technical and socio-economic aspects of the full-sized project. The main outputs of this phase are the GEF Project Brief and the Project Document.

### **Scope of the assignment**

The Secretariat is the main administrative body, which supports the work of the Prespa Park Coordination Committee, and works under the guidance of the latter's Chairperson of the PPCC.

The Secretariat consists of three persons belonging to the non-governmental organizations members of the PPCC, in the three countries respectively. The Secretariat might have additional supporting staff, as required (i.e. a Communication Officer). Its seat is located at the SPP offices in Aghios Germanos (Greece).

### **Roles and Responsibilities**

- Prepares a yearly PPCC work plan and annual reports, to be approved at the last regular PPCC meeting of the previous year;
- Prepares issue-related work plans;
- Provides technical and secretarial support to the local community representatives to the PPCC;
- Follows the progress of joint projects and reports accordingly to the PPCC;
- Provides assistance with regard to consultations on policy and other relevant matters between stakeholders;
- Promotes dialogue on the problems and perspectives of the region at the local level;
- Compiles information and establishes a database on various initiatives in the region aimed at avoiding duplication of efforts and creating synergy, as well as promoting sustainable development;
- Provides logistical support in preparation of the PPCC meetings;
- Prepares the agenda of each PPCC meeting, as well as working documents required, under the supervision of the Chairperson;
- Circulates documents to the members of the PPCC;
- Prepares and keeps minutes of the PPCC meetings;
- Provides appropriate support to the PIUs in the implementation of the PDF B and in the preparation of the Project Document, under the guidance of the PPCC Chairperson;
- Serves as a liaison with the NGO community in the Prespa Park region in regards to the implementation of the PDF B and preparation of the Project Document;
- Performs any other duty related to the PDF B activities assigned to it by the PPCC

## Terms of Reference International Project Manager

### Background

The Prespa Park region, situated in the Balkan Peninsula and encompassing parts of Albania, FYR of Macedonia and Greece, is a high altitude basin that includes the interlinked Macro Prespa and Micro Prespa Lakes and their surrounding mountains. It is considered to be an ecosystem of global significance and has been identified as one of Europe's 24 major trans-boundary "ecological bricks". The entire Prespa region hosts unique biotopes that are important from both a European and global conservation perspective. The lakes and wetlands are important over wintering, breeding and feeding sites for numerous species of birds. The flora is composed of over 1,500 species, of which 19 are endemic. The aquatic ecosystems are also rich in endemic species and the avifauna is highly diverse, and includes the world's largest breeding colony of the globally vulnerable Dalmatian pelican and the endangered Pygmy cormorant. The lake area also hosts mammals, such as bear, wolf and lynx, that are endangered in Europe. In addition, the lake region is considered to be of great cultural and historical importance.

The unique values of this ecosystem, however, are being progressively eroded because of either changes in or intensification of specific human activities including unsustainable patterns of exploitation of natural resources, and inappropriate land-use practices that result in progressive soil and water contamination, loss of forest cover, erosion and wildlife loss. Prolonged drought and tectonic activity over the past two decades have also contributed to a several meter decrease in the water level in the lakes. Since the Prespa Lakes region extends across national boundaries, it is also subject to different, uncoordinated and even conflicting management regimes and policies, which further exacerbate the threats to the ecosystem as a whole, and make unilateral and piecemeal response measures ineffective. Thus, the development and implementation of a regional, integrated approach to the region's conservation and management is of paramount importance.

The governments of the three countries have recognized the importance of conserving the region's biodiversity through the establishment of five protected areas and a stated commitment to the development of a tripartite cooperative approach to its management as expressed through the Prime Ministerial Declaration on the creation of the Trans-boundary Prespa Park and the environmental protection and sustainable development of the Prespa Lakes and their surroundings, signed the 2<sup>nd</sup> of February 2000. In order to facilitate the park's establishment, the Prespa Park Co-ordination Committee (PPCC) was created. The PPCC's inclusion of national and local governments and NGOs from the three countries ensures the required broad support of all stakeholders in the project, and the active and direct participation of the local population. The Ramsar /MedWet played significant role in bringing together the three countries, and therefore the representative of the MedWet participates fully in the work of the Committee, as an *ex officio* observer, without the right to vote. MedWet provides expert knowledge, experience and advice to the members of the PPCC.

One important achievement of the PPCC is the elaboration of the "Strategic Action Plan" (SAP) for the Prespa Park, which was compiled by virtue of intensive collaboration among the stakeholders. The SAP is expected to serve as guiding framework document for activities aiming at the future advancement of the Prespa Park.

The requested PDF Block B phase of one-year duration is necessary in order to undertake or complete essential baseline studies addressing scientific, technical and socio-economic aspects of the full-sized project. The main outputs of this phase are the GEF Project Brief and the Project Document.

### **Scope of the assignment**

The International Project Manager (IPM) coordinates the implementation of the PDF B phase of the project. The IPM ensures that the technical inputs provided by the Consulting Team are understood and accepted by all stakeholders, that co-financing partners are involved and committed to the upcoming full-scale project, and that any negotiations among the stakeholders are organized in an impartial manner.

UNDP/KfW and the National Project Directors will jointly select the International Project Manager. The PPCC will endorse the selection of the International Project Manager. The IPM cooperates closely with the National Project Coordinators.

### **Roles and Responsibilities**

- Oversees and coordinates the work in the three participating countries in the Project.
- Guides the work of consultants and experts and oversee compliance with agreed work plan;
- Identifies training needs of the project personnel, members of the PPCC and the Secretariat, and based on that prepares the corresponding training programme;
- Ensures that work plans of the PIU are coordinated, and ensures regular flow and exchange of information between the country implementation units;
- Monitors progress, participate in field visits, consult beneficiaries and assess potential opportunities and risks, including lessons learned from experience;
- Ensures achievement of the PDF B objectives;
- Identifies and mobilises co-financing resources in coordination with the National Project Directors and the PPCC;
- Supports formulation of the GEF Project Brief and the Project Document based on participation/consultation and contracted inputs in iterative process;
- Liaises closely with UNDP/KfW, the PPCC/MedWet

### **Qualifications and Skills**

- University degree in the fields relevant to the project; Advanced degree is an asset;
- Minimum of 8 years of working experience in the areas relevant to the project;
- Demonstrated ability in managing trans-boundary projects, and in liaising and cooperating with all project stakeholders;
- Knowledge of the region; Clearly demonstrated involvement in activities relevant to the region is an asset.
- Fluent written and oral communication in English language. Knowledge of other languages in the Prespa region will be an asset;
- Strong communications and interpersonal skills

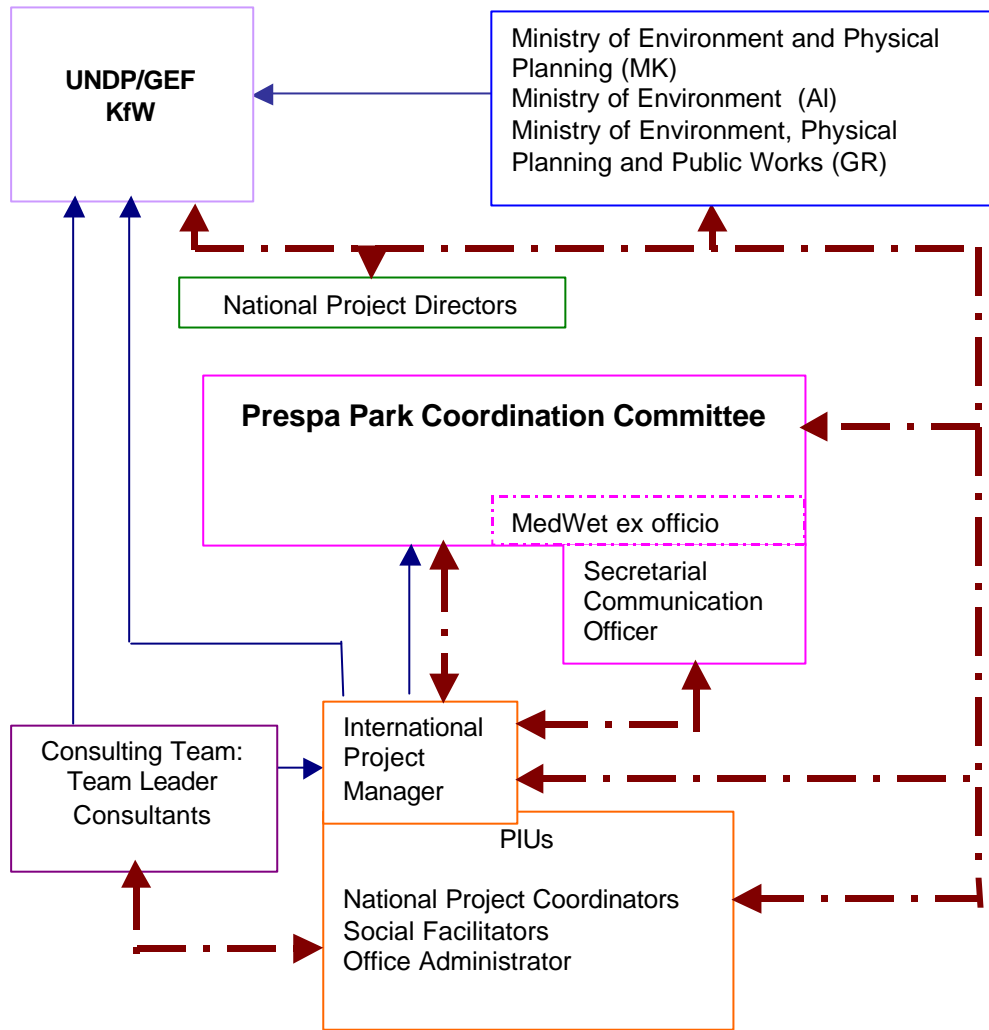
### **Terms and Conditions for provision of the services**

The incumbent will serve on a service contract of 12 months duration, starting June 2003.

Location: Project Implementation Unit in Resen (Macedonia), with close links with PIU offices in Albania and Greece.

The International Project Manager reports to UNDP, KfW and the Prespa Park Coordination Committee.

**PROPOSED PRESPA PARK PDF B IMPLEMENTATION STRUCTURE**



———— Reporting  
 - . - . - . Communication

**Terms of Reference for the Consultancy Services of the PDF B Project (not redrafted)**

---

**Trans-Boundary Prespa Park Project**

**CONSULTANCY SERVICES**  
**for**  
**PROJECT PREPARATION & DEVELOPMENT**  
**Terms of Reference**

## List of Acronyms

BSPSM	Bird Study and Protection Society of Macedonia
EA	Executing Agency
EU	European Union
FYR of Macedonia	Former Yugoslav Republic of Macedonia
GEF	Global Environment Facility
GoA	Government of Albania
GoG	Government of Greece
GoFYROM	Government of the Former Yugoslav Republic of Macedonia
IPM	International Project Manager
KfW	Kreditanstalt für Wiederaufbau
MAP	Macedonian Alliance for Prespa
MEPP	Ministry of Environment and Physical Planning (in the FYR of Macedonia)
MoE	Ministry of Environment
MP	Management Plan
NGO	Non-Governmental Organization
NP	National Park
NPC	National Project Coordinator
NPD	National Project Director
OP	Operational Program (of GEF)
PA	Protected Area
PDF	Project Development Facility (of GEF)
PPCC	Prespa Park Co-ordination Committee
PPNEA	Preservation and Protection of Natural Environment in Albania
PSU	Project Support Unit
SAP	Strategic Action Plan (of PPCC for Prespa catchment)
SPP	Society for the Protection of Prespa
ToR	Terms of Reference
UNDP	United Nations Development Programme

## **1. INTRODUCTION**

The Prespa Park region, situated in the Balkan Peninsula and encompassing parts of Albania, FYR of Macedonia and Greece, is a high altitude basin that includes the interlinked Greater Prespa and Lesser Prespa Lakes and their surrounding mountains. It is considered to be an ecosystem of global significance and has been identified as one of Europe's major transboundary "ecological bricks". The entire Prespa region hosts unique habitats that are important from both a European and global conservation perspective. The lakes and wetlands are important wintering, breeding and feeding sites for numerous species of birds. The flora is composed of over 1,500 species, of which 19 are endemic<sup>5</sup>. The aquatic ecosystems are also rich in endemic species and the avifauna is highly diverse, and includes, among others, the world's largest breeding colony of the globally vulnerable Dalmatian pelican. The lake area also hosts mammals, such as the bear, wolf and lynx, that are endangered in Europe. In addition, the lake region is considered to be of great cultural and historical importance. A more detailed description of the area's features (geomorphology, ecology, conservation areas) is attached as Annex 1.

<sup>5</sup> IUCN, Red Data Book, 1982, referred to in Concept Paper.

The governments of the three countries have recognised the importance of conserving the region's biodiversity through the establishment of five protected areas and a stated commitment to the development of a tripartite cooperative approach to its management as expressed through the Prime Ministerial Declaration on the creation of the Transboundary Prespa Park and the environmental protection and sustainable development of the Prespa Lakes and their surroundings, signed the 2<sup>nd</sup> of February 2000. In order to facilitate the park's establishment, the Prespa Park Co-ordination Committee (PPCC) was created. The PPCC's inclusion of national and local governments and NGOs from the three countries ensures the required broad support of all stakeholders in the project, and the active and direct participation of the local population. One important achievement of the PPCC is the elaboration of the "Strategic Action Plan" (SAP) for the Prespa Park, which was compiled by virtue of intensive collaboration among the stakeholders. The SAP is expected to serve as guiding framework document for activities aiming at the future advancement of the Prespa Park.

## **2. PROJECT RATIONALE**

The unique values of the Prespa ecosystem are being progressively eroded because of either changes in or intensification of specific human activities including unsustainable patterns of exploitation of natural resources, and inappropriate land-use practices that result in progressive soil and water contamination, loss of forest cover, erosion and wildlife loss. Prolonged drought and tectonic activity over the past two decades have also contributed to a severe decrease in the lakes' water level. Since the Prespa Lakes region extends across national boundaries, it is also subject to different, uncoordinated and even conflicting management regimes, which exacerbate the threats to the ecosystem as a whole, and make unilateral and piecemeal response measures ineffective. Thus, the development and implementation of a regional scale and integrated approach to the region's conservation and management is of paramount importance.

The overall objective of the project is to promote integrated ecosystem management of the Trans-boundary Prespa Park region with the participation of all stakeholders, and by enhancing cooperation among the three participating countries. The proposed project is fully in line with the intention of the three national governments to conserve the region's biodiversity and provide for its sustainable development as evidenced through the Prime Ministerial Declaration. Design and scope of the envisaged project are to be elaborated under these Terms of Reference (ToR). In general, the project is expected to significantly promote preservation of the valuable ecosystems in the Prespa basin, whilst ensuring the optimisation of ecological, economic and social benefits. By virtue of institutional support as well as physical investment measures, an integrated approach to the conservation and sustainable use of the Trans-boundary Prespa Park's natural resources is to be pursued. One aspect of particular importance is to strengthen the institutional capacity of national, regional and local authorities, with particular emphasis on trans-boundary, inter-sectoral and participatory approaches to land-use planning, rural development, water management, and natural resource utilization. In so doing, it will encourage synergy between efforts aimed at the conservation of the region's globally significant biodiversity and important ecosystem functions, and strengthen the capacity to conserve, sustainable use, and effectively manage international water bodies on an ecosystem basis. The project will also strengthen the management capacity of existing protected areas in the region. It is expected that a multitude of interventions will be carried out under the project umbrella.

In support of the envisaged project, bilateral commitments by the German Government – with funding through "Kreditanstalt für Wiederaufbau" (KfW) – could be secured, with € 2.56 million committed for activities on the Albanian side and € 1.53 million on the Macedonian side of the Prespa basin. Furthermore, it is foreseen to obtain funding from the "Global Environmental Facility" (GEF) with UNDP as implementing agency. To that end, a so-called

“Concept Paper” has been submitted to and accepted by the GEF in August 2001; furthermore a request for support from GEF’s “Project Development Facility/ Category ‘B’” (PDF B) for preparatory activities and studies has been approved by GEF. The amount of funds to be eventually released from GEF for the final project proper (subsequently referred to as “full project”) will largely depend on the results and findings of the preparatory/study activities outlined below. Those will be funded out of the PDF B as well as of a designated bilateral study fund administered by KfW.

### **3. EXPECTED OUTPUTS**

GENERAL: The results outlined below describe the desired outcomes in particular fields of intervention considered essential to the Prespa Park process. The “points of attention” listed under each of the results are only to be understood as rough indication and can by no means be considered complete or comprehensive. Rather, it is the bidders’ task to adequately elaborate on those as well as related aspects and to structure (and modify, if deemed necessary) the pertinent approach according to own professional judgement and analysis. In that respect, substantiated and justified comments and (better still) suggestions for improvements on the list of results and their sub-points are welcomed. Particular care should be given to designing practical and result-oriented approaches, which lend themselves to smooth and effective implementation subsequently, i.e. during the “full project”. Furthermore, and for the sake of securing local “ownership” (and thus sustainability) of the proposed activities, it is encouraged to pursue – as much as possible and viable – approaches focussing on maximum transfer of responsibility to respective local levels.

Specifically, the assignment is to result in the following outputs:

- GEF Project Brief. The Brief must have:
  - A clear logical framework (project planning matrix) along with an incremental cost analysis matrix;
  - A fully defined baseline (i.e. current management strategies and programmes ongoing conservation and management efforts) and incremental cost analysis;
  - Quantified budgets for the lifetime of project: protected area management programmes, species management, trans-border collaboration, development-related activities in communities etc.;
  - A project institutional framework/implementation mechanism, including the programme for monitoring and evaluation, stakeholder participation, and gender equality;
  - A fully defined sustainable development baseline;
  - Clear definition of the global environmental benefits associated with the project;
  - Cost estimates for the baseline, sustainable development baseline, and incremental costs;
  - Completed, comprehensive incremental cost analysis matrix and
  - Recommendations for a long-term funding mechanism.
- Draft Project Document.

In addition, the following is expected to be produced:

1. A 2-3 page summary of the findings on each results covering the relevant aspects (if appropriate, summaries in “bullet” style, visualisations etc. can be applied)
2. A completed threats/root causes matrix, as applicable, specific to each result
3. A completed log frame specific to the subject of each result (the log frame will present in a table: the identified project outputs; indicators to be used in monitoring

the attainment of the outputs; means of verification for each of the indicators; and assumptions and risks);

4. A table that will indicate specific and concrete activities to be undertaken during the timeline of the project to achieve each of the specified project outputs. For each activity, it will be indicated when the activity is to commence, the duration of the activity, and the necessary budgetary requirements for undertaking the activity;
5. A summary description of all baseline activities, programmes, projects etc. relevant to the subject of the specific result, and a summary of existing baseline funding levels of these identified initiatives.

**Result 1: Trans-boundary co-ordination mechanisms for Prespa Park are strengthened**

*with particular attention to:*

- Analysis of co-ordination requirements for development of the Prespa Park (taking into particular account the SAP document) in comparison to the PPCC's mandate and functions
- Assessment and weighing (respective advantages/disadvantages) of options for the future legal status of PPCC
- Identification of institutions, groups etc. (if any) relevant to or affected by the Prespa Park process, but not yet involved in current consultation arrangements – proposals on practical mechanisms for their future involvement, by nature and degree
- Analysis of PPCC's organisational structure/set-up vs. (re-)defined mandate and objectives, proposal for adjustment/modification (if required)
- Propose and discuss terms of reference/mandate of PPCC specifically for the future development and implementation of the "full project"
- Identification and prioritisation of institutional support measures to PPCC and/or other involved groups/institutions
- Proposal of clearly defined (quality/quantity/time) milestones/indicators to measure achievements under this result
- Assessment and ranking of related risks and bottlenecks – potential implications

**Result 2: Workable organisational arrangements are agreed upon and designed for ecologically sustainable trans-boundary management of the Prespa lakes as international waters**

*with particular attention to:*

- Definition and agreement between all involved stakeholders on the management purposes as well as key issues requiring trans-boundary co-ordination/ management of the Prespa lakes (based on relevant outcomes of hydro-geological assessment – cf. result 5)
- Analysis of current institutional responsibilities (esp. with trans-boundary importance) as well as existing co-ordination mechanisms (if any) and their effectiveness
- Assessment and weighing (respective advantages/disadvantages) of options for conceptual and institutional approaches towards future trans-boundary water management of the Prespa lakes
- Assessment of potential interfaces with PPCC
- Following consultation with relevant stakeholders, proposal for practical and effective approach towards trans-boundary water mgt., development of co-ordination mechanisms

- Proposal of clearly defined (quality/quantity/time) milestones/indicators to measure achievements under this result
- Assessment and ranking of related risks and constraints – potential implications

**Result 3:      Relevant legal and regulatory framework at national level is analysed, with proposal for remedial action agreed upon**

*with particular attention to:*

- Identification of existing legal, regulatory and policy framework (strengths as well as gaps and deficiencies) relevant to the Prespa Park process
- Analysis of compatibility/conflicts with the objectives of the Prespa Park (esp. concerning regional biodiversity conservation, an integrated management approach and collaborative actions among all stakeholders), assessment of implications
- Prioritisation of needs/assessment of options for adjustment/modification in the respective legal/regulatory frameworks
- Proposal of sequenced plan of action for addressing the identified constraints
- Proposal of clearly defined (quality/quantity/time) milestones/indicators to measure achievements under this result
- Assessment of related risks and bottlenecks – potential implications

**Result 4:      Analysis of threats to the Prespa region’s bio-diversity conducted and remedial action agreed upon among stakeholders**

*with particular attention to:*

- Review, update and (where and if required) complement of available information on recent bio-diversity trends
- Analysis and (as applicable) complement of existing information on terrestrial as well as aquatic habitats/ecosystems of particular importance in terms of the region’s bio-diversity; assessment of their factual degree of and need for protection
- Subsequent identification of additional zones (if any) requiring/”deserving” status as designated conservation area – with particular attention to trans-boundary areas
- Assessment and ranking of threats to the region’s bio-diversity – by local, regional and trans-boundary “origin”
- Analysis of presently relevant land, water and natural resource use patterns; assessment and ranking of their impact(s) on bio-diversity
- Analysis of socio-economic and/or socio-cultural determinants to ecologically detrimental resource use patterns
- Analysis of current institutional capacity to effectively plan and monitor land, water and resource uses in an integrated manner;
- Elaboration of draft “zoning plan” for the Prespa region, proposing the respective levels of acceptable use (LAU) with view to optimal bio-diversity conservation
- Consultation of draft zoning plan with stakeholders – with particular emphasis on incorporating the important local population – and achievement of agreement on its final version as foundation for the full project (if necessary, applying “moderated” approach)
- Proposal of a prioritised action plan at feasibility level (i.e. determining required physical and organisational/institutional inputs with respective costs as well as proposal for implementation – including responsibilities and co-ordination requirements, as applicable)

- Recommendations on institutional strengthening requirements for improving effectiveness of required planning and monitoring capability (including enforcement capacity)
- Proposal of clearly defined (quality/quantity/time) milestones/indicators to measure achievements under this result
- Assessment of related risks, bottlenecks and undesired side-effects – potential implications, need for mitigation

**Result 5:      Analysis of the main hydrological and hydro-geological determinants affecting the Prespa water bodies is conducted and remedial action agreed upon among stakeholders**

**Background:**

The continuous lowering of the water level over the last two decades necessitates an in-depth assessment of the hydro-geological and meteorological situation of the Prespa Lakes, as well as proposals on whether and how that trend can be redressed. Besides, there is no clear, general overview of what exactly is happening with the water body (for example, on aspects such as the water use for human consumption and agricultural uses; the diverted Devoll river on the Albanian side and the relevance of downstream Maliqi basin; the underground flow to Ohrid lake etc.). Besides being of general concern to some stakeholders (tourism, fisheries), this phenomenon is now negatively affecting certain rare species (e.g. pelican colonies at Lesser Prespa).

*with particular attention to:*

- Assessment of information available (hydrology, hydro-geology, meteorology, ecological functioning of the lakes and interaction with Ohrid lake) to estimate the actual water balance and main influencing parameters
- Assessment of relevant human interventions in the catchment and their impacts – positive or negative – on the lakes;
- Estimation of water balance for the lakes, identifying and quantifying the different in- and outflows in the three countries in comparison to the water balance required for a long-term protection of the ecosystem
- Identification of specific lack of information and determination of need for subsequent investigations as well as monitoring of meteorology and hydrology;
- Elaboration of water management plan and agreement with stakeholders, with particular emphasis on recommendations for (remedial) water management activities/programmes, determination and prioritisation of required activities
- Proposal of specific technical works and measures or incentives for full project – at pre-feasibility level (physical measures, cost estimates, implementation procedures – incl. possible phasing),
- Conduct of cost-benefit analysis for the proposed interventions;
- Proposal of clearly defined (quality/quantity/time) milestones/indicators to measure achievements under this result

Assessment of related risks, bottlenecks and possible side effects – potential implications

**Result 6:      Analysis of socio-economic factors and trends relevant to the Prespa Park reviewed and supporting activities agreed upon among stakeholders**

*with particular attention to:*

- Identification of communities (or “sub-groups”) in the region depending on bio-diversity for their livelihoods
- Assessment of root causes to relevant environmentally detrimental land and resource use practices by local communities (cf. result # 4)
- Identification of potential and scope for the future project to remove some or all “root causes”, e.g. by specific activities, taking into account ongoing interventions (e.g. social infrastructure programmes or similar)
- Identification of economically sound and environmentally sustainable livelihood options (including off-farm business opportunities) or land use practices for the local population
- Analysis of communities’ prioritised needs in terms of social infrastructure (e.g. drinking water, solid waste, sewage, alternative sources of energy), assessment of scope for support/ contribution of the full project – in relation to possibly other ongoing activities
- Identification of environmental pilot projects like introducing alternative energy (esp. for heating), community forestry or similar, assessment of relevance and practicability
- Develop specific programmatic recommendations for implementing/supporting identified approaches (physical/ organisational inputs, costs, responsibilities, implementation procedures)
- Proposal on precautions ensuring that recommended interventions will be targeted at those communities immediately affected by or involved in bio-diversity conservation
- Development of a stakeholder involvement plan to ensure the active participation of all local stakeholders
- Provision of a draft framework for a rural land-use plan that balances socio-economic and ecological needs
- Assistance (if applicable) in identifying co-financiers for identified outputs/activities
- Proposal of clearly defined (quality/quantity/time) milestones/indicators to measure achievements under this result
- Assessment of related risks, bottlenecks and possible side-effects – potential implications

**Result 7: Approaches and plans to conservation management, esp. in existing and potential designated areas in the Prespa Park reviewed, supporting activities and funding mechanisms agreed upon among stakeholders**

*with particular attention to:*

- Review of existing management plans/ concepts (preliminary/ final) for the Prespa region’s conservation areas – upon prior definition of review criteria like practicability, scope for flexible adjustment etc.
- Assessment and weighing of alternatives of conformation of Prespa Transboundary Park based on an ecosystem approach vs. catchment or watershed concept
- Assessment of management needs for additional ecosystems/habitats (if any) which might be identified under result # 4
- Consultation on and identification of common management principles and objectives as per the objectives for the Prespa Park (cf. SAP)
- Analysis of the need(s) for modification/ improvements for the respective mgt. plans/ concepts to each conservation area according to identified common features, propose adjustment of format for mgt. plans (as and if required)
- Elaboration (as applicable) of draft mgt. plans for conservation areas not yet covered
- Update of stakeholder analysis for each conservation area

- Consultation with stakeholders on draft mgt. plans, incorporation of findings into draft documents
- Recommendations, as required, on mechanisms necessary for ensuring continuous stakeholder involvement and support
- Recommendations on “adaptive management” elements necessary for enhancing management effectiveness (with particular view to potentially changing conditions)
- Agreement on intervals for regular review of mgt. plans in future, identification of responsible/participating parties
- Determination and prioritisation of needs in terms of equipment, infrastructure, staffing and institutional support for each conservation area (with cost estimates)
- Proposal and agreement on implementation schedule and procedures
- Identification of trans-boundary co-ordination requirements among the region’s conservation areas; consultation and agreement on their operationalization (issues, responsibilities, participants, intervals etc.)
- Assessment of existing sources of funding for development and recurrent activities (incl. trans-boundary co-ordination), analysis of future requirements
- Identification of need and recommendation of options for effective trans-boundary management/co-ordination arrangements on biodiversity conservation and integrated ecosystem management and agreement on their operationalization (issues, responsibilities, participants, intervals etc.)
- Assessment and weighing (respective advantages/disadvantages) of options for closing existing or envisaged funding gaps (if any) through e.g. own resources, sponsoring, trust funds or similar, including scope for “trans-boundary” approach
- Elaboration of draft institutional and administrative framework(s) for long-term funding arrangements (if required), identification of and consultation with relevant stakeholders
- Proposal of clearly defined (quality/quantity/time) milestones/indicators to measure achievements under this result
- Assessment of related risks and bottlenecks – potential implications

**Result 8: Community outreach programmes as well as conservation awareness initiatives esp. for stakeholders are strengthened and consolidated**

*with particular attention to:*

- Review of existing management plans/ concepts (preliminary/ final) for the Prespa region’s conservation areas – upon prior definition of review criteria like practicability, scope for flexible adjustment etc.
- Description and analysis of existing conservation awareness and advocacy initiatives in the region, esp. concerning strengths and weaknesses
- Development of specific and prioritised programmatic recommendations for education and outreach programmes, including desired content, to build upon existing regional support for bio-diversity conservation and sustainable development
- Develop specific programmatic recommendations for involving school children in applied learning programmes in the field
- Develop specific programmatic recommendations for strengthening the role of conservation organisations (non-governmental and governmental) in promoting conservation awareness, including – among others – the use of mass media
- Community outreach and capacity building for local stakeholders, including informing local populations on PDF B advances

- Proposal of clearly defined (quality/quantity/time) milestones/indicators to measure achievements under this result
- Assessment of related bottlenecks – potential implications

**Qualifications:**

The consulting team should contain a range of experts with the skills and experiences required to undertake the assignment. Knowledge of the Global Environmental Facility (GEF), and/or previous work in the project region is a strong preference.

The team will be coordinated by a Team Leader.

At least 20% of the consulting team should be national consultants.

**Implementation:**

The Team Leader is responsible for coordination of the work of the consulting team, and for preparation of all foreseen documents, which should be in English language. The Team Leader also ensures the quality of the outputs and their timely delivery.

On behalf of the consulting team, the Team Leader reports to the National Project Directors and UNDP/KfW through the International Project Manager.

The International Project Manager guides the work of consulting team and oversees compliance with agreed work plan. The International Project Manager also provides support and shields the Team Leader from undue interest and interference in the day-to-day activities of producing the required inputs to the formulation process.

National Project Coordinators and Social Facilitators support the work of the consulting team in terms of advice and logistics.

The consulting team is obliged to visit the key sites around the Prespa lakes, and conduct interviews and participatory consultations with the national and local authorities, members of the Prespa Park Coordination Committee, local populations, and NGOs of the participating countries.

**Duration:**

Approximately eight months. These TOR will be adapted, as appropriate, to any circumstances arising which would require this period to be prolonged, but no more than ten months as whole.

## List of Participants

<b>Albania</b>	Mr. Zamir Dedej (CC member – Government) Director, Nature Protection Directorate Ministry of Environment Bulevardi "Zhan d'Ark", Nr.2 Tirana	T: + 355 4 364 904 F: + 355 4 365 229 E: <a href="mailto:zamir@cep.tirana.al">zamir@cep.tirana.al</a>
	Mr. Pandi Andoni (CC Member – Local authority) Head of the Prespa Commune Liqenas Korcha	T: F: E:
	Mr. Spase Shumka (Secretariat member) PPNEA Rr "Asim Vokshi", Pall.33, Shk.4, apt.7 Tirana	T: + 355 4 222839 F: + 355 4 222839 E: <a href="mailto:ppnea@x4all.soros.al">ppnea@x4all.soros.al</a>
	Ms. Aferdita Ponari (Communication Officer) PPNEA Rr "Asim Vokshi", Pall.33, Shk.4, apt.7 Tirana	T: + 355 4 222839 F: + 355 4 222839 E: <a href="mailto:aponari@yahoo.com">aponari@yahoo.com</a>
<b>Greece</b>	Mr. Spyros Plessas (CC member – Government) Department of Management of the Natural Environment Directorate of Environmental Planning Ministry of Environment, Spatial Planning and Public Works Trikalon 36 115 26 Athens	T: +30 210 6929 903 F: +30 210 6918 487 E: <a href="mailto:plessas@minenv.gr">plessas@minenv.gr</a>
	Mr. Lazaros Nalpantidis (CC Member – Local authority) Mayor of Prespa Municipality of Prespa Lemos, Prespa 530 77 Ag.Germanos	T: +30 23850 51433 F: +30 23850 51435 E: <a href="mailto:prespa@otenet.gr">prespa@otenet.gr</a>
	Mrs. Myrsini Malakou (CC Member – NGO) Society for the Protection of Prespa Aghios Germanos, Prespa 530 77 Aghios Germanos	T: +30 23850 51211 F: +30 23850 51211 E: <a href="mailto:spp@line.gr">spp@line.gr</a>
	Mr. Eleftherios Proios General Consul of Greece in Korcha Pavlo Katro, No 4, Korcha, Albania	T: +355 82 45731-4 F: +355 82 45052
	Mrs. Vivi Roumeliotou (Secretariat member) Society for the Protection of Prespa c/o WWF Greece 26 Filellinon St. 105 58 Athens	O: +30 210 3311988 (ext.126) F: +30 210 3247578 E: <a href="mailto:v.roumeliotou@wwf.gr">v.roumeliotou@wwf.gr</a>
<b>The FYR of Macedonia</b>	Mr. Metodija Dimovski (CC member – Government) Ministry of Environment and Physical Planning Drezdenska 52, 1000 Skopje	T: +389 2 366 930/132 F: +389 2 366 931 E: <a href="mailto:metodim@moe.gov.mk">metodim@moe.gov.mk</a>
	Mr. Kiril Nasteski State Secretary Ministry of Environment and Physical Planning Drezdenska 52, 1000 Skopje	T: +389 2 366 930 F: +389 2 366 931

REPORT OF THE SECOND EXTRAORDINARY MEETING OF THE PRESPA PARK CO-ORDINATION COMMITTEE –  
ANNEX IV

	Mr. Dimko Toskovski (CC member – Local authority) Mayor Municipality of Resen Marsal Tito str., No.20 Resen	T: +389 96 451 450 F: +389 96 451 450
	Ms. Pandora Nikusheva (CC member – NGO) Macedonian Alliance for Prespa Vasil Gorgov bb, block 6 1000 Skopje	T: +389 2 220 518 F: +389 2 128 075 E: <a href="mailto:nikus@freemail.org.mk">nikus@freemail.org.mk</a>
	Mr. Dragan Pop Stojanov BSPSM/ MAP Skopje	T: F: E:
	Mr. Branko Micevski (Secretariat member) Macedonian Alliance for Prespa Zoological Department Institute of Biology 1000 Skopje	T: +389 2 432 071 (ext. 614) F: +389 2 117 055 E: <a href="mailto:brankom@ukim.edu.mk">brankom@ukim.edu.mk</a>
<b>Ramsar/ MedWet</b>	Mr. Thymio Papayannis (alternate for Mr. S.Kouvelis, CC member) Senior Advisor on Mediterranean Wetlands The MedWet Initiative, Convention on Wetlands 23 Voucourestiou Street 106 71 Athens, Greece	T: +30 210 3600711-714, F: +30 210 3629338 E: <a href="mailto:thymiop@hol.gr">thymiop@hol.gr</a>
<b>UNDP/KfW</b>	Ms. Anita Kodzoman Programme Officer in Environment UNDP Skopje Dimitrie Cupovski 8 1000 Skopje	T: +389 2 116 335 (ext.118) F: +389 2 118 261 E : <a href="mailto:anita.kodzoman@undp.org">anita.kodzoman@undp.org</a>
	Ms. Vesna Dzutevska Bisheva Programme Officer UNDP Skopje Dimitrie Cupovski 8 1000 Skopje	T: +389 2 116 335 F: +389 2 118 261 E :