

APPENDICES

**With the Final Advisory Review of the Strategic
Environmental Assessment for the Ghana
Poverty Reduction Strategy – phase II**

Ghana

(appendices 1 to 3)

APPENDIX 1

Terms of Reference Final Review SEA of GPRS – Phase II

TERMS OF REFERENCE

Final review/support mission to project 6068;

STRATEGIC ENVIRONMENTAL ASSESSMENT (SEA) OF THE GHANA POVERTY REDUCTION STRATEGY (GPRS)

Background information

For background information on the project, reference is made to the Project document of project 6068.

1. Details of the assignment (including details on mission).

The monitoring/support role of the Netherlands' MER Commission is explained in para 4.2 of the Appraisal Memorandum of Project 6068.

The timing of this mission is based on the original agenda of the project, which was scheduled to end on 30 April 2004. As not all activities had been completed by that date, EPA/NDPC have since twice requested an extension of the project period up to 31 August 2004. Because an important part of this assignment is the assessment and assistance for completion by the review/support agency of the (draft) project proposal for the SEA phase III, it has been decided to maintain the earlier agreed period of the review. This decision was based on the condition that EPA/NDPC would have all agreed results of the project ready before the start of the mission in Ghana on 16th of August 2004.

Because of the above described circumstances this ToR of this last review/support mission has not been designated, as originally planned, an "evaluation" mission but could only be commissioned as a "final review/support mission".

2. Purpose of the assignment

The purpose of the commissioning by the RNE of the SEA-II support/review mission is to;

- provide the RNE-OS Sector Environment with a report on the review of results achieved so far in the project "SEA of the GPRS" (Preparatory Phase, Phase I and Phase II) as well as
- render assistance to the collaborating partners on Ghanaian Government side - the EPA of the Ministry of Environment & Science, and NDPC of the Ministry of Economic Affairs, on the continuation of the project SEA of the GPRS; Phase III).

3. Outline of approach to be followed for the assignment;

- 3.1 Study reference documents.
- 3.2 Present plan of action based on document analysis and task setting,
- 3.3 Execute a mission to Ghana to consult implementing agencies and present as well as future organisations (to be) associated with the project,
- 3.4 Assess quality of the process and the results of the project so far,
- 3.5 Assist EPA/NDPC in determining clear results and targets expected as outcome of the next phase (III) of the project,
- 3.6 Assess the feasibility and sustainability of results expected from Phase III of the project, explicitly taking into account results achieved so far, the modus operandi of the implementing agencies as well as commitments made by third parties to co-operate with the implementing agencies to achieve the results envisaged.
- 3.7 Present the findings of the mission in a report on this final review of the SEA Phase II, including the advice on the design and most efficient and most effective implementation of Phase III.
- 3.8 Draw up draft report on this final/review- discuss with counterpart.
- 3.9 Draw up joint conclusions.
- 3.10 Draw up final report.

4. Specification of tasks

Conduct a review on the basis of at least;

- the original ToR for the SEA of the GPRS (June 2002)
- the Appraisal Memorandum (Bemo) of the project (May 2003),
- earlier recommendations made by the monitoring/support agencies (October 2003 and January 2004).
- reports and other documentation produced by the project implementing agencies
- interviews with all members of parties involved with or associated with the project

Specifically focus on quality and progress of the SEA process so far and as planned for Phase III, with attention given to;

- Transparency,
- Stakeholder involvement,
- Relationship PSIA - and SEA process / calendar / envisaged results.
- Time schedule in relation to the GPRS review-amendment calendar.

5. Expected result(s) of the assignment

Report at least containing;

- Assessment of quality of process and results of project SEA Phases I and II,
- Identification of most important measures advised to be taken to complete project design, enhance implementation procedures, strategy and methodology of project SEA Phase III.
- Brief view on perception of the mission team on feasibility of SEA Phase III project, including listing of main risks threatening effective and sustainable outcome of Phase III.

6. Team composition

The mission will be carried out by the following team of experts, involved in the design of this project from the start, selected on competence matching requirements and expected results;

- Mr. Klaas Jan Beek- MER Commissie (Team leader)
- Mrs. Ineke Steinhauer MER Commissie
- Mr. Jan-Joost Kessler AIDEnvironment

7. Reporting on the assignment

All members of the mission will be required to attend a briefing session with RNE, prior to commencement of the assignment. The main conclusions and recommendations in the form of an "Aide Memoire" will be discussed with RNE and counterparts before departure from Ghana. The mission will provide three copies of the final report to the RNE within 4 weeks after completion of the assignment. The team leader will liaise with the RNE in the process of drawing up the final report and is responsible for ultimate delivery of the final report under conditions agreed upon.

8. Planning of the assignment (i.e. including mission)

The assignment will commence with a mission to Ghana, starting on 15 August 2004. Work with project implementing agencies in Ghana will be carried out from 16 August 2004 up to and including 19 August 2004. Final report on this assignment will be completed and submitted before 20 September 2004.

ANNEXES;

1. Preliminary Programme of the mission.

APPENDIX 2

List of documents and materials

- SEA Executive Summary (August 2004)
- SEA Content Report (August 2004)
 - part 1: Context
 - part 2: Appraisal of the GPRS
 - part 3: Sustainability appraisal of district plans
 - part 4: Findings
- SEA Process Report (August 2004)
 - part 1: Introduction
 - part 2: National/sector level process
 - part 3: District level process
 - part 4: Summary of SEA process
 - annexes for sector and district processes
- Draft Guide for the preparation of Sector Medium Term Development Plans (June 2004)
- Draft SEA Manual (August 2004)
- Advisory notes (17) to MDA's (August 2004)
- Draft proposal SEA phase III (August 2004)
- Concept note on international workshop on SEA planned for November 2004 (August 2004)
- Institutional review for the SEA, Synergy consultants (April 2004)
- ToR for follow-up on the SEA, Water and Sanitation Sector Support, DANIDA, (April 2004), including debriefing note
- Draft ToR for Project formulation mission, Ghana on support to integrate SEA principles in the DANIDA Water and Sanitation Sector Support Programme (WSSPS II) (August 2004)
- Project description RNE, July 2004, 3p. summary

- Draft summary document on SEA (easy accessible and for wider distribution)
- Paper on SEA and GPRS, prepared for IAIA Vancouver
- Draft Minutes of the sixth meeting of the Steering Committee of the SEA held on June 8 2004
- Folder Ministerial Conference, May 19, containing programme, summary document, press release (May 20, Daily Graphic) and Draft Ministerial Conference of the SEA of GPRS Communique.
- Advisory reports issued by NCEIA and used as a review framework:
 - Advisory guidelines for an SEA for the GPRS, 25 July 2002
 - Memorandum of NCEIA support mission to assist in starting up the SEA, 16 January 2003
 - Mid term review by NCEIA, 13 November 2003, including minutes of meeting in London on July 1st, 2003
 - Informal comments on preliminary draft of SEA report, 27 January 2004
 - Comments on second draft of SEA report, 15 March 2004

APPENDIX 3

Working programme of NCEIA 15-18 August 2004

Sunday 15 August

20.30-22.30 Meeting with Jonathan Allotey and Cristine Asare, EPA

Monday 16 August

09.00-12.00 Meeting with Andre Vermeer, Royal Netherlands Embassy

12.30-13.30 Meeting with SEA team and consultant

13.30-15.30 Meeting with donor organizations, with representatives of British High Commissioner, DANIDA, DFID, JICA, UNDP and CIDA

Tuesday 17 August

09.30-12.30 Meeting with MDA representatives and NGO's: Ministry of Trade and Industry and Presidential Initiatives, Bank of Ghana, Ministry of Roads and Transport, Ministry of Food and Agriculture, Ministry of Works and Housing, Ministry of the Interior, Ministry of Women and Children Affairs, Ministry of Private Sector Development and Friends of the Earth Ghana and Green Earth Organization

15.00-16.30 Meeting with Prof. Baffour, NDPC and several NDPC staff

16.30-18.30 Meeting with SEA team and consultant

Wednesday 18 August

08.00-14.00 NCEIA report drafting

15.00-16.30 Debriefing EPA

16.30-18.00 Debriefing Netherlands Embassy