



Terms of Reference

Introduction of Port Safety, Health and Environment System in Ports in the ASEAN region GTZ/PEMSEA

Background/ Introduction

The safety of port facilities, port workers and the surrounding community, and the protection of the environment are interconnected and synergistic elements in the management and operation of today's ports. Ports have an ever-increasing responsibility nationally and internationally with regard to policy, legal instruments and objectives covering maritime safety, protection of the marine environment, and sustainable development. Safe operations, in addition to safeguarding people, the environment and port installations, also enhance the quality of services provided by a port.

The Sustainable Port Development in the ASEAN Region project is implemented by the ASEAN Ports Association (APA) and the German Technical Cooperation (GTZ) since August 2009. The project has its project office in Bangkok Thailand. The collaboration with PEMSEA has the objective to jointly assist all ports participating in the project to implement and continually improve safety, health and environmental (SHE) management under an integrated systematic approach in accordance with the provisions of Port Safety Health and Environmental Management (PSHEM) Code, a standard developed by PEMSEA.

The Partnerships in Environmental Management for the Seas of East Asia (PEMSEA), an international organization established by 11 countries in the East Asian region, has the mission to contribute to the sustainable development of the Seas of East Asia by forging partnership arrangements and building capacities among key stakeholders in order to effectively implement the Sustainable Development Strategy for the Seas of East Asia (SDS-SEA).

Recognizing that there are no international standards covering safety, health and environmental (SHE) management aspects of port operations, PEMSEA has developed the *Port Safety Health and Environmental Management (PSHEM) Code*. The PSHEM Code is for voluntary use by port authorities and those companies operating in a port, whose operations may have an effect on health and safety of people, the environment and port installations.

During the last four years PEMSEA assisted three ports in the region to develop and implement SHE management systems in accordance with the requirements of the PSHEM Code. In 2009 it began to assist a number of other ports in the framework of a cooperation agreement between PEMSEA and the German Technical Cooperation (GTZ) project *Sustainable Port Development in the ASEAN Region*. GTZ wishes to recruit a consultant in the field of SHE management in ports to support the implementation of the PSHEM system in these ports.

For more information on GTZ and PEMSEA please check www.gtz.de and www.pemsea.org

Objective

The overall objective of the assignment is to improve Safety, Health and Environmental practices throughout ports in the ASEAN region. More specifically the consultant should be aiming at implementing the PSHEM system in ports that recently requested, or will in the near future request assistance of PEMSEA.



Scope of Work / Specific Tasks

The consultant will carry out and realise the following tasks and outputs:

- (a) Improve the capacity of the ports to implement a sound PSHEM system by providing technical assistance to the ports in the region to develop and implement SHE management systems in accordance with the requirements of the PSHEM Code in close cooperation with the PEMSEA Expert, including but not limited to the following activities and results:
 - Assess, review and report on the current status of existing processes and systems being implemented by at least 4 of the ports currently requesting assistance from PEMSEA;
 - Assess and analyze SHE hazards, impacts and risks of port activities in the ports, summarise findings
 - Improve the capacity of the ports by supporting them in the design, development and documentation of PSHEM systems
 - Support the implementation of PSHEM policies, programs and procedures including performance measurement
 - Plan and conduct PSHEMS audits and reporting of audit findings
 - Develop and deliver PSHEMS training courses
- (b) Present the results of PSHEM reviews and audits to the respective port authorities, including information on priority risks and needs with respect to SHE management in the ports and the recommended actions for mitigating risks and fulfilling identified needs;
- (c) Prepare, in close coordination with the expert on Port Safety Health and Environment in Ports, development and implementation programs for the ports to develop their PSHE management system. This includes regular communication with port management, developing and adopting work plans and time lines and project management tasks.
- (d) Give information and technical assistance, to the GTZ Team leader, to enable the port authorities to formulate of work programs, schedules and budgets that respond to their priority SHE risks and needs.
- (e) Contribute to the organization of events and workshops organized by GTZ related to sustainable development of ports, including the transfer of lessons learned and good practices with regard to SHE management in ports.
- (f) Provide monthly reports on planning, developments and tasks carried out to the Team leader of GTZ.

Time frame and deliverables

The tasks and results formulated in this TOR are executed in a six month period. It is expected that the total assignment will require up to 110 working days. During this period the following deliverables have to be provided:

- Six monthly reports and one final report describing planned activities and summarising activities carried out and results achieved to the team leader of GTZ;
- For each of the ports the following should be delivered:
 - Report on the status of existing processes and systems;



- A work plan and time line for the implementation of the PSHEM code;
- Summary of the findings of the assessment and analysis of SHE hazards, impacts and risks of port activities in the ports,
- Report on the audit findings
- Training, including participants list, training program and powerpoint presentation
- Presentation at regional events regarding the lessons learned and good practices with regard to SHE management in ports

Desired Qualifications of the Consultant:

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required competencies would be the equivalent of:

- Degree in Port and Shipping Management or Marine Engineering, Marine Transportation or related working experience in the Ports.
- Minimum of 5 years of working experience in ports preferably in the field of SHE management
- Proven experience in working with ports and thorough understanding of port management and port organisations.
- Proven experience in the application of safety, environmental or quality management systems for port activities.
- Experience in delivering oral presentations and training.
- Experience in ISO 14001 and OSHSAS 18001 certification is considered an asset.
- Familiarity with the relevant port and shipping industry international laws, regulations, directives, standards, conventions and codes of practice of the International Maritime Organization (IMO) and the International Labour Organization (ILO).
- Good communication and presentation skills.
- Very good command of English.

Contract Duration, Place of Employment, Time Frame and Schedule and Other Conditions

The consultant will be hired by the GTZ country office in the Philippines and based in Manila. The consultant will carry out its day to day work at PEMSEA office, however frequent travel to other countries involved in the project is considered part of the job. The consultant may expect to spend part of its time in the project office in Bangkok.

Travel cost and allowance will be provided by the project following the GTZ Philippines travel directives and guidelines.

The duration of the assignment will be six (6) months. With a maximum of 110 working days

Estimated start of the Contract: 1-8-2010

Estimated completion of all deliverables: 1-2- 2011

Payment Schedule: Full payment will be given to the Consultant based on the complete delivery of required outputs as follows:



- report on the current status of existing processes and systems being implemented by at least 4 of the ports currently requesting assistance from PEMSEA including:
 - o Report on the status of existing processes and systems;
 - o A work plan and time line for the implementation of the PSHEM code;
 - o Summary of the findings of the assessment and analysis of SHE hazards, impacts and risks of port activities in the ports,
 - o Report on the audit findings
- time sheets duly signed by PEMSEA
- six monthly reports and one final report describing planned activities and summarising activities carried out and results achieved to the team leader of GTZ;
- training materials , including participants list, training program and powerpoint presentations
- Presentation(s) at regional events regarding the lessons learned and good practices with regard to SHE management in ports

Final payment will be given to the Consultant based on the complete delivery of required outputs after review and approval of GTZ Team Leader and PEMSEA.

Contacts and information

If you would like more information or have any questions please contact:

GTZ

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Or

PEMSEA

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Application

Interested consultants are requested to send an application letter including CV and availability to Mrs. Sprong Wijnreder via email at franca.sprong@gtz.de