

IAIA 2014 –TRAINING COURSE

BASIC INFORMATION

Course Title	Quality Assurance in EIA: Guide and Review
Level	Intermediate to Advanced
Participant Prerequisites	This course is primarily aimed at decision-makers and corporate EIA managers who are responsible for setting Terms of Reference, adjudicating EIA proposals and reviewing the final documents. Therefore the participants must be in positions where they carry out these tasks. They need to understand the EIA process and legal requirements.
Language of Delivery	English
Duration	2 days
Number of participants	Minimum 15 Maximum 35

SECTION 2 – COURSE DESCRIPTION

Summary and Purpose, Content and Learning Outcomes

This 2-day course will combine lectures delivered by the trainers, general discussions and individual and group work (see next page for course outline). It will have two main parts: the first will provide the delegates with insights into how the EIA process should be **guided**. This will include aspects such as writing terms of reference, adjudicating proposals from consultants and how to provide oversight to the whole EIA process. Examples from recent projects will be used to highlight the learning points.

The second part will deal with **review**. This will include methods and frameworks that can be used to review scoping, EIA and EMP reports; key questions to be asked and how to make decisions on the information provided in the documentation. Again, we will use examples from some of the many projects we have been involved with over the past few years.

The **learning outcomes** will include:

- Participants will have a better appreciation and confidence about how to guide and review large and small EIAs;
- Participants will be provided with some tools (templates, criteria, frameworks, decision-trees) to write ToRs, run a tendering process, adjudicate proposals, manage the entire EIA process and review the documentation;
- Participants will be made aware of common pitfalls and how to deal with them.

Description of the Course Structure and Content

The course outline, showing topics, times and presenters, is proposed as follows:

DAY 1		
Time	Topic	Presenter
08h00–09h00	Course registration	All
09h00-09h30	Welcome and introduction of all participants <ul style="list-style-type: none"> Names and organisations, country Roles and responsibilities re guide and review Expectations 	P.Tarr
09h30-09h45	Aims and objectives of the course	P.Tarr
09h45-10h30	Why we need quality assurance in EA	P.Tarr
10h30-11h00	TEA/COFFEE BREAK	
11h00-13h00	Best practice in guiding EAs <ul style="list-style-type: none"> Screening Scoping Setting ToRs Approving ToRs Adjudication of tenders 	P.Tarr
13h00-14h00	LUNCH and photograph	
14h00-14h30	Purpose of external review	P.Tarr
14h30-15h15	Modalities of review (for whom, by whom, scope, when)	P.Tarr
15h15-15h30	TEA/COFFEE BREAK	
15h30-16h15	Ethics in review <ul style="list-style-type: none"> Independence Impartiality Disclosure 	P.Tarr
16h15-17h00	Introduction to Review Forms <ul style="list-style-type: none"> Scoping report EA report EMP Peer review of specialist studies	P.Tarr
17h00	Close of DAY 1	

DAY 2		
Time	Topic	Presenter
09h00-09h30	Introduction to the case study	P.Tarr
09h30-13h00	Group work: review of an EIA/EMP <ul style="list-style-type: none"> Group 1: EIA process (PPP, EA process, legal and policy requirements) Group 2: Biophysical aspects Group 3: Socio-economic Group 4: Heritage aspects Group 5: Project description and alternatives 	All
13h00-14h00	LUNCH	
14h00-15h30	Group presentations on review	Rapporteurs
15h30-15h45	TEA/COFFEE BREAK	
15h45-16h30	What actually happened	P.Tarr
16h30-17h00	Course evaluation and closure	P.Tarr
17h00	Close of DAY 2 and course.	

The course is targeted at *intermediate to senior* personnel in two main spheres:

- **Regulatory authorities** who have to review and approve Terms of Reference, scopes of work, scoping reports and EIA reports and make decisions about projects (e.g. the government ministries or departments that oversee EIA in their countries); and

- **Proponents** e.g. the environmental or corporate sustainability managers who have to issue ToRs, conduct a tendering process for environmental services, adjudicate the bids/proposal received and manage the environmental consultants through the EIA process.

However, this course would also be of value for **consultants** at the *intermediate* level in order for them to improve how they respond to ToRs, bid for work and write reports.

The course structure and content is organized around the following three key themes, with learning developed through consideration of each, as well as the relationships among them:

Writing EIA Terms of Reference

Too often, the EIA process is flawed from the start due to weak terms of reference (ToR), inadequate response by consultants in their proposals, and inadequate quality review by clients or government agencies. The course will stress the importance of clearly defining at the outset: the scope of work, the expected deliverables, the project timetable, the qualifications required, data and resources that will be made available, budgeting and the bidding process, etc. ToRs for both overall EIA and specialist studies will be considered.

Examples of good and poor ToRs for a variety of applications will be provided, as well as a checklist of aspects that need to be addressed in writing good ToRs and evaluating them. Participants will practice writing key components of a ToR based on a case study project.

Tendering for and adjudicating EIA proposals

The delegates will be taught some basic aspects of tendering or soliciting proposals and various models will be examined.

The delegates will be instructed on the importance of the ‘getting it right first time’ and how the proposed scope of work that is submitted to a client or to the authorities for approval is fundamental to how the ensuing EIA is carried out and how useful it will be for decision-making by all parties. Delegates will be provided with a useful framework to help them adjudicate proposals and scopes of work. Common pitfalls will be highlighted.

EIA Review and Approval

Competent EIA review is essential to assuring EIA quality, determining project approval, specifying approval conditions, and laying the foundations for EMP follow-up. Participants will be given samples of review templates/criteria for various EIA documents -- e.g. Scoping Report, EIA report, EMP -- and will be asked to review actual EIA reports, to act as government EIA authorities tasked with granting EIA approval (or not), and to formulate conditions of approval that are comprehensive, practical and auditable. We will endeavor to ensure that the EIA documents that are reviewed during the course will relate to the theme of the conference.

Especially in developing countries, developers and governments sometimes contract out EIA “guidance and reviews”. We will examine the value of external review, and the need to factor this into the overall quality assurance process. The participants will be taught how to select and appoint (ToR) an external reviewer, and at what points in the EIA process the reviewer should be used.

Description of Participant Materials

Templates, checklists, frameworks, lists of criteria, examples of good and poor practice – all as discussed above.

Participants will be asked to bring a Scoping report, EIA report or EMP with them to review using a framework which will be provided during the course.

Provisions for Pre-conference and Post-conference Communication

Both primary and backup trainers are seasoned EIA practitioners with a strong commitment to training and mentoring younger professionals. Both will be available at the IAIA 2014 conference and will be available before and after the conference via email as needed. For example, a number of our course participants from Puebla, Oporto and Calgary have made contact with us since the training regarding advice and information.

QUALIFICATIONS OF THE TRAINER

Abridged Curriculum Vitae of Trainer

Peter Tarr is a southern African with over 27 years experience, first as a conservationist and later an environmentalist involved in Environmental Assessment. For the past ten years, he has been the Executive Director of the Southern African Institute for Environmental Assessment (SAIEA). He has conducted, guided and reviewed over 100 EIAs, SEAs and EMPs for development initiatives in various sectors throughout sub-Saharan Africa. He is also involved in a number of capacity building initiatives, including developing a capacity building strategy for the pan-African network of EA professionals, conducting training needs assessments and developing and delivering a variety of training courses, mostly in African countries. He has a PhD in Environmental Management and Planning from the University of Aberdeen, Scotland.