

IAIA Integrated Impact Assessment Course

Call for expressions of interest

Deadline: 30 September 2012

Overview

The International Association for Impact Assessment (IAIA) seeks Expressions of Interest (EOI) from qualified and interested individuals/organisations to develop the outline and course materials (including adapting any readily available resources) for an intensive 5-day residential professional development course in Integrated Impact Assessment (IIA). Course delivery will not be undertaken by the course developer, but by IAIA using specialist practitioners with international experience. The course development will also be expected to include development of an on-line testing procedure and a process for annual minor updating of materials. EOIs require submission of a proposed approach to develop the course, qualifications of the proposers and contact information for references.

A task force from the IAIA Training and Professional Development Committee will review the EOIs and submitted materials and recommend a shortlist of those invited to submit a detailed proposal to the IAIA Board of Directors. The final decision will rest with the IAIA Board.

The IIA Course taskforce will consult the Advisory Committee in developing the detailed Request for Proposals (RFP), subsequently review the detailed proposals, consult the Advisory Committee on finalists, conduct background checks, interview finalists and make their recommendations to the IAIA Board. Again, the final decision will rest with the IAIA Board.

Qualifications of the Applicant

The Course Developer is expected to have IA technical, management and pedagogical knowledge and experience. They will develop the course outline, materials and follow-up processes (e.g., Participant's Source Book, Trainers' Manual including course notes, and Power Points). The Course Developer will also be responsible for design of an on-line testing procedure and follow-up process through IAIA Connect. All course materials are to be reviewed and updated by a Training Resource Group (see below) on an annual basis for minor changes. The individual/organisation will be selected through the evaluation process noted above.

Brief description of concept

The 5-day residential Integrated Impact Assessment Course (IIAC) will be aimed at experienced managers who are responsible for project-based Impact Assessments (environmental, social, health impacts). These managers will typically be in industry or consultant organisations, and will have prior knowledge of impact assessment and are looking to further develop their knowledge and be exposed to recent innovations in the field. The course will be designed to assist these managers to:

- Better understand the roles and responsibilities of Integrated Impact Assessment project managers

- Build a strong, integrated team of Impact Assessment specialists and streamline project management processes
- Have IIA be a project planning and design tool as well as a government/lender approval document
- Monitor an impact assessment project's budget and timeline and implement risk management
- Develop a quality Environmental and Social Management System and component plans (in line with the revised IFC Performance Standards and covering latest developments in relevant topics, including but not limited to, ecosystems services; human rights; Free, Prior and Informed Consent of Indigenous Peoples; local content; resettlement and livelihoods; Impact-Benefits Agreements; Cumulative Effects Assessment; and shared infrastructure planning; workforce health and safety), budgeting for implementation and follow-up
- Keep clients and senior management informed
- Effectively involve stakeholders in project planning and design
- Identify the project's contribution to the proponent, host communities and society
- Review frameworks for decision-making
- Plan for unplanned events (e.g., project changes, process changes, substantial public protests)
- Better understand governance and ethical considerations

Course participants will obtain a recognised qualification from IAIA through successful completion of an online exam and an assignment taken in the participant's own time within 6 weeks of the residential course. Participants will be awarded either the "IAIA Integrated Impact Assessment Diploma" if they complete the exam successfully or the "IAIA Integrated Impact Assessment Certificate of Completion" if they attend the course but do not complete the assessment exam successfully. The IAIA will be the self-accrediting organisation for the purposes of this course, as the awards do not necessarily fit with the qualifications frameworks of any country.

The IIAC will be a premier product and promoted as an advanced course. Over time, the IIAC may be supplemented by specialist/refresher short courses, provided by IAIA-endorsed course providers.

Longer term positive outcomes

The goal of the course is to have a greater number of project proponents and consultants who value impact assessment as a means of informing project design, planning and management systems, and to be effective in coordinating IIA implementation.

Ensuring successful implementation

The course will be developed and facilitated by leading impact assessment practitioners and project managers. In addition to the Course Developer, quality design and delivery will be maintained through the following structure:

- *An Advisory Committee* comprising experienced senior IA project directors from diverse corporates and large consultancies, with an understanding of the development needs of course participants. The Advisory Committee will review course materials to ensure the content is relevant and up to date and uses recent real life examples and case studies, and would lead a more significant review every 3-4 years. The Advisory Committee will also provide guidance on the rigorous selection of instructors
- *A Training Resource Group* comprising a range of Subject Matter Experts under the broad dimensions of environmental, social and health who contribute content to the course developer, provide case studies applicable to a range of regions and sectors, set the exams and mark final exams. This group would also include course instructors selected for their practical and innovative contribution to the field, who also have proven state-of-the-art adult learning methodologies and techniques. Experience in directing/managing comprehensive IIA studies in the region where the course is taught is highly desired. The instructors should also have proven experience in providing a quality corporate experience. One lead instructor will be present for the entire five days, and 3 instructors will spend a day each with the group.
- *IAIA HQ administration* to produce instructor and participants' manuals, process registrations and payments, market and promote the course, handle logistical and venue arrangements, oversee contracts and communications, conduct post-course evaluations, and assist with overall coordination.
- *IAIA's Training and Professional Development Committee (TPDC)*, responsible for an annual review of performance based on participant and instructor evaluations. A small Taskforce appointed by the TPDC will work with IAIA HQ and the Advisory Committee to support the Course developer selection process, identify the potential composition of the Advisory Committee and Training Resource Group

The class size is envisioned to be a maximum of 20 (minimum of 15) to enable intensive interaction. The course is expected to make use of case site visits (dependent on course location) and related workgroup sessions based on the case descriptions and findings, so as to enhance leaning-by- doing. It is proposed that case site visits will be sponsored and organised by a local institution and be limited to approximately 4 hours in total.

Proposed timeline:

Task	Milestone
Submission of Expression of Interest	30 Sept 2012
Successful Expressions of Interest invited to submit Detailed Proposal	31 Oct 2012
Submission of Detailed Proposal	16 Dec 2012
Evaluation of Detailed Proposals and recommendation to the Board	15 Jan 2012
Commission course developer	31 Jan 2012

Please submit the EOI according to the following outline:

EOIs should include	Maximum
Pedagogical approach to course development, priorities, and implementation	5 pages
Narrative describing academic qualifications, hands-on and corporate experience, indicators of success, and contact information for references	5 pages
Budget and budget notes	1 page
Relevant resume(s)	3 pages

For questions, contact Rita Hamm (rita@iaia.org).

Submit all materials electronically by 30 September to Rita Hamm for forwarding to the IAIA Training and Professional Development Committee.

Note: Any false, incomplete or misleading information found in the EOI will result in the rejection of the submission.