

Annex -1-

Terms of Reference (TOR)

Project Name: Lebanon's Second Biennial Update Report

Reference Number: 00099004

Subject: Energy expert – Short-term consultancy for the update of the energy mitigation actions in the private sector and non-state actors in Lebanon.

1. Background

The project aims to enable Lebanon to prepare, produce and disseminate its Second Biennial Update Report (BUR) to the UN Framework Convention on Climate Change (UNFCCC) in order to fulfill Lebanon's commitments as a Non-Annex 1 Party to the Convention. The BUR documents and reports the country's GHG inventory and the implemented sectoral mitigation actions that are contributing in reducing GHG emissions.

The first BUR has been submitted in October 2015, reporting the GHG emissions for the year 2011 and tracking mitigation actions for the period 2005 -2011.

The purpose of this consultancy is to identify energy mitigation actions implemented by the private sector and non-state actors for the period 2012-2016

2. Scope of Work, Responsibilities and Description of the Proposed Analytical Work

Scope of Work

The consultant shall compile and update information related to existing mitigation actions undertaken by the private sector and non-state actors to reduce energy related GHG emissions during the years 2012-2016.¹

General tasks

¹ Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories

<http://www.ipcc-nggip.iges.or.jp/public/gl/invs1.html> and

GPG2000 – Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories <http://www.ipcc-nggip.iges.or.jp/public/gp/english/index.html>

The task mentioned below shall be performed in close cooperation with the UNDP/Climate change team and the Ministry of Environment.

The Consultant shall be responsible for carrying out all the necessary data collection work and investigations to compile needed information. The Project Management Team will facilitate data acquisition as needed. The task involved will cover the following items:

- Review mitigation actions reported in the 1st BUR² and update information related to implementation progress (i.e. additional activities achieved, further emission reduction achieved, improved methodology, etc.)
- Identify projects, activities, policies and initiatives undertaken by the private sector and non-state actors³ to reduce emissions from the energy sector.
- Report these mitigation actions in a tabular format that includes:
 - Name and description of the mitigation action including information on the nature of the action, coverage, budget (financial costs) and source of funding, qualitative goals and progress indicators
 - Information on methodologies and assumptions
 - Objectives of the action and steps taken or envisaged to achieve that action
 - Information on the progress of implementation of the mitigation actions
 - Results achieved such as estimated outcomes and estimated emission reduction.
 - References and sources of information must be clearly mentioned.
- Report gaps and constraints, and/or a narrative of known mitigation actions which could not be quantified or with high uncertainty.
- Final deliverables include the mitigation action tables and the background calculations and estimations in excel form.

Methodology of Work

The approach of the consultant shall include data gathering from ESCOs, municipalities, commercial institutions, industries, NGOs and/or technology providers on implemented renewable energy and energy efficiency projects for the years 2012-2016. Identified projects can be funded from national entities, private sector or international organizations. Care should be taken to avoid double counting.

The scope of covered measures includes but is not limited to solar water heaters, PV, pellets manufacturing and other renewable energy and energy efficiency projects that have a potential to reduce GHG emissions.

The methodology of work for calculating emission reduction from the reported projects and activities will consist mainly of using the emission factors adopted in Lebanon's national inventory as per the IPCC guidelines. Other support material such as the UNFCCC inventory model or any other appropriate model (LEAP, etc.) to calculate emission reductions for the years 2012-2016 could be adopted in mutual accord with the project management team. The project management team will provide support in data collection where needed.

²[http://climatechange.moe.gov.lb/Library/Files/Uploaded%20Files/Lebanon%20First%20Biennial%20Update%20Report%20\(BUR\).pdf](http://climatechange.moe.gov.lb/Library/Files/Uploaded%20Files/Lebanon%20First%20Biennial%20Update%20Report%20(BUR).pdf)

The work is expected to be carried out by one nationally recruited consultant with expertise in energy and climate change as well as adequate technical knowledge and experience.

3. Qualifications Required

Title: Consultant in Energy and Climate Change

The Consultant should possess the following minimum qualifications:

I- Academic Qualifications:

- a. University degree (at the Masters level) in environment or electrical/ mechanical/ industrial/ chemical sciences/engineering or closely related fields.

II- Experience:

- a. Local relevant experience of not less than 4 years;
- b. Extensive knowledge of and experience in energy and national policies
- c. Previous experience in preparation of studies, reviews, sectoral recommendations
- d. Knowledge of IPCC GHG calculation model and guidelines, Good Practice Guidelines (GPG) in National GHG Inventories is a plus.

III- Competencies:

- a. High proficiency in Arabic and English languages;
- b. Demonstrable analytical skills, such as an extensive list of publications, etc.;
- c. Excellent interpersonal and communication skills as well as ability to establish and maintain good relationship with stakeholders;
- d. Excellent analytical, and facilitation skills; and
- e. Ability to meet deadlines and prioritize multiple tasks.

4. Duration of contract

The overall duration of the assignment covered by this ToR is 12 man-days spread over a period of 4 calendar months from the date of contract signature.

5. Deliverables:

Proposed workplan

The Consultant will have 3 deliverables to submit, as per the below table. After submission of reports, the Consultant will receive comments from Project Management Team within 5 working days. It is expected from the Consultant to submit an updated report within 5 working days after receiving comments.

	Deliverables	Deadline for submission of report	Expected receipt of comments from PMT	Expected submission of updated report
1	Inception report including identified entities and timeline	3 April 2017	10 April 2017	17 April 2017
1	Detailed individual project sheets (on excel) including assumptions, calculations and sources.	2 June 2017	9 June 2017	16 June 2017
2	Compiled mitigation actions in tabular format and short narrative report	6 July 2017	13 July 2017	20 July 2017

6. Payments:

The payments will be issued as per the following:

Task	Payment	Deliverables	Potential dates
1	30%	Inception report	17 April 2017
2	50%	Detailed individual project sheets (on excel) including assumptions, calculations and sources.	16 June 2017
3	50%	Compiled mitigation actions in tabular format and short narrative report	20 July 2017