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Resilient nations.*

TERMS OF REFERENCE

INDIVIDUAL INTERNATIONAL CONSULTANT FOR THE ESTABLISHMENT OF NATIONAL GREENHOUSE GAS EMISSIONS UNIT REGISTRY IN GHANA

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| Job ID/Title: | Consultancy to for the establishment of National Greenhouse Gas Emissions Unit Registry in Ghana |
| Duty Station: | Home based with travel to Accra |
| Category: | Individual Consultant |
| Duration of Contract: | 30 working days within 10 months |
| Deadline for Applications | |

1. Background

Ghana has committed to a voluntary forty-five per cent greenhouse emission cut below the 2030 business-as-usual emissions of seventy-four million tonnes in its Nationally Determined Contributions (NDCs). The forty-five per cent target translates into two million and two hundred tonnes emissions reduction annually over the 2016-2030 period. Of the forty-five per cent, fifteen per cent is unconditional mitigation target which Ghana is unilaterally seeking to achieve. An additional thirty per cent conditional emission reduction at the instance of international support. Twenty energy, transport, forestry and waste mitigation measures have been prioritised to achieve the overall forty-five per cent mitigation commitments. Two of the mitigation measures on low carbon electricity and forest plantation development are to contribute to achieve the fifteen per cent unconditional commitment. The rest of the eighteen measures fall under the conditional commitments for which government is unable to realise without extra international support.

It is important to note that the twenty mitigation measures have diverse scope and are at various stages of implementation. This means that the implementation mechanisms must be tailored to suit the unique circumstances of each measure. For instance, while funding for the unconditional actions is mostly government-led from domestic funds and the involvement of private sector and the development partners is critical for the implementation of the conditional measures. There is wide array of market and non-market instruments available to Ghana to mobilise funding for the implementation of the twenty measures. Some of the funding portfolios include

national budget, commercial loans, carbon pricing/tax, green bond, carbon markets, clean development mechanism, PoAs, REDD+ etc derived from NDC mitigation actions.

Noting that the mitigation actions are diverse in nature and would require different implementation strategies, the transparency system must robust to be able to track progress implementation and all the associated emission reductions at ago. The reason is that for any emission reductions that accrue from the implementation of the twenty mitigation measures, it is important to have a best eye of emissions realisable for each; how much have been used to meet Ghana's national target (retired), transferred to another country or company (transferrable) and the rest involved in the fungible (transactional). At any point in time during the NDC compliance period, Ghana should be able to ascertain it emissions balance position to avoid double counting. This will be informed by verified data on how much emissions have been generated, sold or transferred or retained and the net.

UNDP's NDC Support Programme aims to enhance technical and institutional capacities of public, private sector and social actors to scale up mitigation actions that support NDC implementation in more than 18 countries including Ghana. It will also serve as a driver for sustainable development at the national level and in contributing to the global Sustainable Development Goals (SDGs). The NDC Support Programme is being implemented by Ministry of Environment Science Technology and Innovation with funding support from the Government of Germany. The Ghana NDC Support Programme has received additional funding through Germany that will accelerate the implementation of Ghana's NDCs. As part of the project, MESTI intends to recruit an international expert to work with the Ghana team to review the national emission unit registry developed in Ghana. The registry will host verifiable data on all projects and programmes undertaken in Ghana (CDM projects, PoAs, voluntary carbon projects and ITMO projects) relating to the NDC mitigation actions. Once the emission unit registry become operational, the Government of Ghana will be able to carry out an emission unit cancellation within the registry based on the transactional records governed by different standards. Particularly with respect to ITMOs the netting outs of emission will be done in the framework of bilateral approaches and adjust the national emission inventory for each transferred ITMO for future reporting to UNFCCC in line with the Transparency Framework.

2. Objective the assignment

The main objective of the assignment is to audit the national unit registry developed by the EPA/MESTI team to ensure that the registry is fully aligned with the transparency requirements of the Paris Agreement. The registry will serve as an electronic hub to hold verified emission reduction units of all carbon finance initiatives in Ghana. With the registry, Ghana will be able to carry out to emission unit cancellation for every ITMO or emission reduction units transferred to another country or company or retired on the terms of the bilateral arrangements or standard protocols governing any transactions. Furthermore, the registry data will be used to undertake corresponding adjustments of the national emission inventory for each transferred ITMO or emission reduction units for UNFCCC reporting under the Transparency Framework.

3. Scope of Work

The EPA/MESTI team will detail out the design and operations of the national emission unit registry and test run the registry with real-life dataset. Typically, emission registry have two interconnected functional components. The component one is the hardware which IT, data storage, security and network infrastructure. Component two is the soft covering the management and operation of the hardware and data flows. Therefore, assignment will involve the following:

- Assess the design of the national emission unit registry and make detailed recommendations to ensure that:
 - (i) The design responds to the preferences of the ultimate operator and end-users in accordance with international and national knowledge and experience.
 - (ii) The design includes a data collection system with clear responsibilities and recommend applicable GHG emission accounting standards and verification guidelines governing different carbon finance projects.
 - (iii) The design allows for functional linking to the national emission registry.
- Review and provide technical inputs to the draft operational manual and troubleshooting instructions for the national emission registry system having mind the different role of operators, national and international users.
- Provide an independent system performance report from the test-run of the emission unit registry.
- Provide quality assurance support

4. Expected outputs and Deliverables

The assignment will be for a duration of 30 working days within a period of ten (10) months.

The MRV expert will prepare and submit the following reports:

| No. | Deliverables | Timelines | Payments |
|-----|---|---|--|
| 1 | An inception report detailing methodology, work plan and timeline, example of emission registry systems, IT requirements (hard and software) for the establishment of Emission Registry | Within 2 weeks after contract signing | 10 % upon submission and clearance of the inception report |
| 2 | Review and provide inputs to the operational manual and troubleshooting instructions for the national emission registry system | Within 6 months after contract signing | 40 % upon submission and clearance of the deliverable |
| 3 | Audit the design of the national emission unit registry and make detailed recommendations as well as provide quality assurance support | Within 7 months after contract signing | 30 % upon submission and clearance of the deliverable |
| 4 | Oversee the test-run of the emission unit registry. | Within 10 months after contract signing | 20% upon submission and clearance of the deliverable |



5. Duty Station, Travel and Institutional Arrangement:

- Duty station: Home based with at least 2 missions of one week to Ghana; This shall be inclusive of the 30 workings days. UNDP will take care of the costs of the trips separately and hence should not be part of the financial proposal.
- The consultant will be given access to relevant information necessary for execution of the tasks under this assignment.
- The consultant will be responsible for providing her/his own working station (i.e. secretariat, laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection.
- The consultant is expected to be available for consultations and be in reliable email contact for a set number of hours that align with Government/UNDP business hours.
- The consultant will carry out his/her tasks under the overall guidance of the Head of Programme of UNDP and the NDC Support Programme Focal Point in the Environmental Protection Agency and Ministry of Environment, Science, Technology and Innovations.
- The consultant will report via email, Skype calls to the Task Managers at UNDP, EPA and MESTI; Payments will be made based on the agreed financial proposal (contract is based on daily fee) and released upon submission of a certificate of payment request, indicating deliverables achieved and days worked to be verified and cleared for payment by the Head of Programme of UNDP and the NDC SP Focal Point the Environmental Protection Agency.

6. Minimum required qualifications and competencies for the consultancy

1. At least a Master's degree in environmental science, environmental management, statistics, or a related field.
2. At least 10 years' experience with developing and auditing GHG accounting systems and in assessing the environmental impacts of climate change in developing countries
3. Proven understanding of climate and mitigation outcome reporting procedures, including CDM and Gold Standard to ensure transparent and robust MRV.
4. Demonstrated ability to develop GHG MRV tools and databases to track mitigation outcomes.
5. Excellent communication skills with ability to express ideas clearly, concisely and effectively, both orally and in writing.
6. Fluency in English.

7. Criteria for Selection of the Best Offer:

Only those candidates that meet the minimum level of education and relevant years of experience requirements will be considered for the technical evaluation. The technical evaluation will include a desk review to select the shortlisted candidates. The technical evaluation may also include interviews with shortlisted candidate(s).

The selection of the best offer from the shortlisted candidates will be based on a Combined Scoring method – where the technical evaluation (desk review and interview) will be weighted a maximum of 70 points and combined with the price offer which will be weighted a maximum

of 30 points. The 70 points rating shall be based on how well the Offer- or meets the minimum qualifications/competencies described above.

The technical evaluation will be based on the following criteria with the corresponding points (out of a total 70 points):

- Understanding of the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization and completeness of the proposal (15 points)
- At least a Master's degree in a relevant field such as degree in environmental science, environmental management, statistics, biology or related areas. (10Points).
- Proven experience of at least 10 years with GHG accounting systems and in assessing the environmental impacts of climate change in developing countries, involving IT systems (hosting, displaying and data exchange), transactions (different types of emission units), verification protocol etc. (30points).
- Proven understanding of climate and mitigation outcome reporting procedures, including CDM and Gold Standard to ensure transparent and robust MRV. (25Points).
- Demonstrated ability to develop GHG MRV tools and databases to track mitigation outcomes. (20 Points).

Only candidates obtaining a minimum (70%) on technical evaluation will be considered for the Financial Evaluation.

Financial evaluation (maximum 30 points):

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

Firms are not eligible for this consultancy assignment. Open to international consultants only.

TOR approved by:

 28/07/19

Louis Kuukpen
Assistant Resident Representative - P