

Terms of Reference

National or International consultant: National consultant

Description of the assignment (Title of consultancy): Energy expert – Short-term consultancy for the revision, update and operationalization of the Management and Information System for Climate Action (MISCA)

Project Title: Lebanon's Third Biennial Update Report and Fourth National Communication

Period of assignment/services: 10 work-days spread over 8 weeks

Is this a LTA (yes/no): No

Terms of Reference

1. Background / Project Description

The project aims to enable Lebanon to prepare, produce and disseminate its Third Biennial Update Report (BUR) and Fourth National Communication 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 reports present the country's GHG inventory, implemented sectoral mitigation actions that are contributing in reducing GHG emissions, vulnerability and adaptation to climate change, in addition to the main barriers for fulfilling Lebanon's reporting requirements.

In 2015, the Management Information System on Climate Action (MISCA) was developed to facilitate the sharing of energy activity data and progress of mitigation actions. The System adopted the 1996 IPCC Guidelines methodology in calculating energy-related emissions and estimating avoided emissions.

Under the BUR3 the GHG emissions inventory was calculated using 2006 IPCC guidelines, which included changes in some emission factors and parameters. The purpose of this consultancy is to review and update the online MISCA platform taking into consideration the methodological changes of the IPCC guidelines. It also aims at operationalizing the system based on the existing and planned institutional arrangements

2. Scope of work, responsibilities and description of the proposed analytical work

General tasks

The tasks mentioned below shall be performed in close cooperation with the UNDP/Climate change team and the Ministry of Environment. The UNDP climate change team will provide the consultant with the supporting documents needed to perform the below-mentioned tasks. The tasks involved will cover the following items:

Task 1: (5 days) Test the MISCA platform adopting the 2015 GHG inventory and mitigation actions and document the below elements:

- Comparison of GHG inventory results generated by MISCA with those generated by the IPCC model used for BUR3. Identify inconsistencies and determine their reason (methodological changes, errors, bugs, incompleteness, etc.)
- Comparison between the set of information required in the MISCA platform and the set of information required by the UNFCCC decision on modalities, procedures and guidelines for the transparency framework referred to in the Paris Agreement. Identify modifications/improvements to be made.
- Proper/improper functioning of MISCA's alert system (e-mails sent to different users to require action: input, validation, release of information)
- Bugs and operations that are not user friendly.

Task 2: (5 days) Develop training material for stakeholders involved in the use of MISCA in the form of detailed power point presentations.

Methodology of Work

Direct consultations and validation with key stakeholders from the Ministry of Environment and the Ministry of Energy and Water and regular meetings with the UNDP climate change team is required. The work is expected to be carried out by one nationally recruited consultant with expertise in energy and climate change and with an established network of experts in related national institutions.

3. Expected Outputs and deliverables

In consultation with UNDP, the Consultant will:

1. Produce a review report on MISCA that includes the elements mentioned in task 1
2. Produce training materials in the form of detailed power point presentations

	Deliverables	Deadline for submission of report
1	Review report of MISCA and training material	Two weeks from contract signature
2	Detailed individual project sheets (on excel) including assumptions, calculations and sources.	8 weeks from contract signature

4. Institutional arrangements

a) The Consultant will be accountable to UNDP's climate change team, for all matters relating to the preparation of the deliverables, as well as the respect of the deadlines. During this process, the Consultant will brief UNDP's climate change portfolio manager about the progress at least every two weeks. The supervision will include approvals/acceptance of the outputs as identified in the previous section.

b) In the event of delay, the Consultant will inform UNDP promptly so that decisions and remedial action may be taken accordingly.

c) Should the UNDP Country Office deem it necessary, it reserves the right to commission additional inputs, reviews or revisions (including omissions), as needed to ensure the quality and relevance of the final Report.

d) Any public speaking (including social media usage) about the activity (whether with the target groups or indirect) should be coordinated with UNDP.

5. Duration of work

The consultancy is for 10 work-days and is expected to last for 8 weeks from the signature of the contract.

6. Duty station

The consultant's work will be home based with several meetings to be held with the project team and stakeholders.

7. Requirements for experience and qualifications

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 10 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.

8. Scope of Price Proposal and Schedule of Payments

Payments will be made upon submission and approval of deliverables and upon submission of the certificate of payment.

The schedule of payment is detailed below:

Deliverables / outputs	Target Due Dates	Payment terms ¹
1. Review report on MISCA and training material	Two weeks from contract signature	50 percent
2. Updated mitigation actions and training material	8 weeks from contract signature	50 percent

¹ Payments will be processed once UNDP approves the deliverables