United Nations Development Programme / Government of Mauritius

Terms of Reference for the Appointment of an International Consultant for Project Development of UNDP supported Medium-Sized Project proposal on Capacity-Building Initiative Transparency under the GEF-7: “Strengthening the national greenhouse gas inventory of the Republic of Mauritius to improve climate reporting and transparency”

TITLE: Individual Consultancy / PPG Lead Consultant - PPG phase
SECTOR: Climate Change and Sustainable Development
LOCATION: Republic of Mauritius
DUTY STATION: Home Based and UNDP Mauritius Country Office
DURATION: 30 working days
STARTING DATE: February 2020
END DATE: December 2020

A. Project title:

Program title: Environment and Sustainable Development
Project Title: Strengthening the national greenhouse gas inventory of the Republic of Mauritius to improve climate reporting and transparency

B. Project Description:

In partnership with the Government of Mauritius and the financial support of Global Environmental Facility (GEF), UNDP is implementing a number of programmes and projects under the Country Programme Document (CPD), 2017-2020. The forthcoming project focuses on building institutional and technical capacity, both pre- and post-2020, meeting enhanced transparency requirements as defined in Article 13 of the Paris Agreement (PA).

The Paris Agreement on Climate Change rests upon a foundation of Nationally Determined Contributions (NDCs) originally submitted by Parties to the Convention in 2015, and formally adopted on November 4, 2016 as the Agreement entered into force. Each NDC represents the national plans and pledges individual countries have made to meet the universal goal of keeping global temperature increases to well below 2 degrees Celsius above pre-industrial levels (while aiming for 1.5 degrees Celsius) to avoid the worst impacts of climate change.
Consequently, a key result of the Paris Agreement negotiations was the establishment of an enhanced transparency framework for tracking and reporting the progress of existing and future country commitments, with built-in flexibility included for non-Annex I Parties. For this reason, the Capacity-building Initiative for Transparency (CBIT) was created at the request of Parties to help strengthen the institutional and technical capacities of non-Annex I countries to meet the enhanced transparency requirements defined in Article 13 of the Paris Agreement.

The CBIT has three aims:
- Strengthen national institutions for transparency-related activities in line with national priorities;
- Provide relevant tools, training, and assistance for meeting the provisions stipulated in Article 13 of the Agreement;
- Assist in the improvement of transparency over time.

Mauritius’ Capacity Building Initiative for Transparency (CBIT) project has an overall objective to assist Mauritius in strengthening its national greenhouse gas inventory and associated data collection process, and to mainstream greater use of the inventory in policy formulation and NDC tracking. The PA calls for Measurement, Reporting and Verification (MRV) infrastructure that provides information on the measures taken and the support received, provided or accounted for the NDC. In the absence of MRV framework, the methodologies and tools to enhance transparency as stipulated in Article 13 of the PA will not be met. This project will enhance Mauritius’ institutional and technical capacities to establish a comprehensive Transparency Framework for Monitoring, Reporting and Verification (MRV) of climate actions and to report on NDC implementation under the Paris Agreement.

C. Scope of Work:

The Ministry of Environment, Solid Waste Management and Climate Change (MoESWMCC) together with UNDP Mauritius is working on development of project proposal package for Capacity Building Initiative for Transparency (CBIT) to be submitted to GEF.

The initial concept “Strengthening the national greenhouse gas inventory of the Republic of Mauritius to improve climate reporting and transparency” was developed and submitted to GEF in August 2019. The concept has been approved in October 2019, after which full project document has to be developed and submitted to GEF for approval.

With the GEF-CBIT support, country level capacity can be improved to prioritize the MRV development, to carry out critical climate-responsive contributions, set forth in NDC, in line with the PA. With an increased national capacity to measure, monitor and report on actions, identified in NDC, the country will be in a better position to enhance the transparency in reporting, and identify long-term mitigation potential.

Thus, the approved CBIT concept proposal has been focused on three main components:
1. Improving the accuracy and localisation of the national greenhouse gas inventory
2. Strengthening the national greenhouse gas inventory process
3. Mainstreaming the national greenhouse gas inventory to enhance transparency and support policy-making
Specific outcomes to be derived from the three components are:

- Key Category sectors benefit from locally-calibrated emission factors and/or activity data, enabling the inventory to advance to Tier 2 or Tier 3 GHG estimation approaches,
- Reduced burden (time, cost) on institutions supplying data to the national greenhouse gas inventory,
- Enhanced policy-relevance of the national greenhouse gas inventory, transitioning from a periodic UNFCCC obligation to a useful policy tool.

D. Duties and Responsibilities:

Under the guidance of the UNDP Head of Environment Unit, and in close cooperation with the national project partners, primarily MoESWMCC, the consultant will be in charge of development of full project proposal package to be submitted to GEF. The PPG Lead Consultant tasks will be as follow:

1) Act as Technical Lead
   a. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and
   b. Verify and ensure that all project components are technically sound and cost effective.

2) Preparatory Technical Studies and Reviews (Component A):
   a. Compile baseline/situational analysis for the medium-size project (MSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate;
   b. Oversee the stakeholder analysis and consultations and ensure that they are complete and comprehensive;
   c. Ensure the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project’s strategy, theory of change and results framework;
   d. Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage (“pre-screening”) are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate;
   e. Conduct/oversee the identification of the project sites, with documentation of selection criteria;
   f. Oversee the consultations with partners regarding financial planning; and
   g. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.

3) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): With inputs from the other national and international consultants, as detailed in their respective TORs, and based on international best practice:
   a. Develop, present and articulate the project’s theory of change;
   b. Develop the Results Framework in line with UNDP-GEF policy;
   c. Develop a detailed Monitoring and Evaluation Plan and Budget;
d. Ensure the preparation of a **Stakeholder Engagement Plan**;

e. Ensure the preparation of a **Gender Action Plan and Budget**;

f. Update the **SESP** based on assessments undertaken during Component A, and ensure the development of required **environmental and/or social management plan(s)**;

g. Prepare the required **GEF Core Indicators**;

h. Secure and present agreements on **project management arrangements**;

i. Ensure the completion of the **required official endorsement letters**; and

j. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft **UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes**, using the required templates.

4) **Validation Workshop (Component C):**
   a. Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans; and
   b. Oversee all necessary revisions that arise during the workshop.
   c. Ensure completion of Validation Workshop Report.

5) **Final Deliverables:**
   a. Consolidation of all technical and consultation inputs including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;
   b. Completion of the GEF CEO Endorsement Request;
   c. All documentation from GEF PPG (including technical reports, etc.); and
   d. Validation Workshop Report.

The proposal package will be based on the concept approved, and will follow new GEF guidelines and templates, i.e. new Results Architecture, with the set of relevant core indicators. It will include the following:

1. Request for MSP approval (GEF CEO Endorsement Request) *
2. ProDoc *
3. Co-financing Letters *
4. Tracking Tools *
5. Terms of Reference for Project Board, Project Manager, Chief Technical Advisor and other positions as appropriate (single file or it can be included in ProDoc)
6. UNDP Project Quality Assurance Report (to be completed by UNDP Country Office)
7. UNDP Risk Log (to be completed by UNDP Country Office)
8. Results of the capacity assessment of the project implementing partner and HACT micro assessment (to be completed by UNDP Country Office)
9. Any additional agreements, such as cost sharing agreements, project cooperation agreements signed with NGOs
10. Letter of Agreement (LOA) with the government - for DPC (this can be also included in ProDoc) *
11. Other Annexes that may be required: GEF focal area specific annexes (e.g. GHG calculations); List of people consulted during project development; Communication/Stakeholder Engagement plan; Gender Analysis; KM Strategy; Financial and/or economic analysis
Before the above package is submitted to GEF, it will have to go through UNDP technical and financial clearance.

E. Expected Outputs and Deliverables

Main project deliverables will include the following:

I. PPG Workplan
II. Inception workshop and report
III. Draft proposal package
IV. Final proposal package, with all comments incorporated
V. Consolidation of all technical and consultation reports including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;
VI. Completion of the GEF CEO Endorsement Request;
VII. All documentation from GEF PPG (including technical reports, etc.); and
VIII. Validation Workshop Report.

Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the required templates.¹

Tentative planning will be as follow:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Estimated duration</th>
<th>Target due dates</th>
<th>Payments upon validation of deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of Work Plan</td>
<td>1 day</td>
<td>14 February 2020</td>
<td>10%</td>
</tr>
<tr>
<td>Submission of inception report</td>
<td>5 days</td>
<td>5 March 2020</td>
<td>20%</td>
</tr>
<tr>
<td>Draft proposal package including:</td>
<td>20 days</td>
<td>4th June 2020</td>
<td>40%</td>
</tr>
<tr>
<td>- Consolidation of all technical and consultation reports into including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance</td>
<td></td>
<td></td>
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<tr>
<td>- Completion of the GEF CEO Endorsement Request;</td>
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</tbody>
</table>

¹ Please verify with the UNDP-GEF team that the correct templates are being used as these are subject to change from time to time.
- All documentation from GEF PPG (including technical reports, etc.);
- Validation Workshop Report.

| Final proposal package, with all comments incorporated | 4 days | 30th September 2020 | 30% |

**Time duration and travel:**

The assignment will be carried out within 25 working days 7th February 2020 – 31st September 2020 to allow time for receiving and addressing GEF comments. Due to the nature of the assignment, the consultant would have to closely collaborate with the Climate Change Division and UNDP. All deliverables shall be submitted in draft for comments, prior to submission as a final version. Approval by UNDP Country Office is required prior to any payment being affected. All documents will be reviewed by the UNDP GEF RTA and the Implementing Partners as well, and therefore comments should be adequately addressed prior to any document being considered fit for payment as per the above list.

The Consultant will have five-days in-country visit to Mauritius, in order to discuss the proposal package with main national partners, including, but not limited to: Ministry of Environment, Solid Waste Management and Climate Change (MoESWMCC) and other relevant stakeholders on a needs basis.

**All travel related costs will be included in the lump sum financial proposal.**

**F. Reporting**

All deliverables shall be submitted in English and in appropriate format, in editable MS Word and in PDF as per requirement of the Client to the following address:

Mr Satyajeet Ramchurn  
Head of Environment Unit  
6th Floor, Anglo Mauritius Building  
Intendance Street,  
Port Louis  
Email: satyajeet.ramchurn@undp.org  
Tel: +230 212 3726  
Fax: +230 208 4871

The deliverables should be of high quality in form and substance and with appropriate professional presentation. The Consultant should fully comply with the requirements of UNDP in terms of content and presentation and respect UNDP visibility guidelines, since unsatisfactory performance may result in termination of contract.

**G. Duration of the Work**

The consultancy has a duration of 30 working days over 7 months. The delay in the delivery of the products will have consequences on the payment and the recommendations for inclusion in the UNDP roster.
The start date will be counted from the day after the contract is signed. Delivery before the set time limit does not entail additional compensation, but it will be favourably valued.

H. Duty Station
Home-based and UNDP Mauritius Country Office.

The consultant will assess the relevance of national trips, considering the methodology section of this ToR. The costs associated with travel to regions necessary to complete the products described in the ToR will be borne by the project.

I. Confidentiality
The contractor should keep strict confidentiality on all the information that has become available within the framework of this contract, except that which is public.

J. Qualifications of the Successful Individual Contractor

Education:
- Postgraduate degree (Masters or PhD) in environmental management and/or policy, development studies, natural sciences, climate change, sustainable development or relevant fields;

Experience:
- Experience in GEF funded project formulation/design, including drafting of GEF-compliant project documents and endorsement requests is highly desirable;
- At least 10 years of demonstrated experience relevant to climate change issues at the international level;
- Demonstrated experience working in developing country contexts, preferably including in SIDS, Africa and Asia;
- Demonstrated knowledge and understanding of methodologies for preparing GHG inventories and understanding of international reporting (according to UNFCCC and IPCC guidelines);
- Familiarity with National Communications, Biennial updates and UNFCCC processes;
- At least 3 years' experience in applying UNFCCC GHG inventory reporting guidelines;
- Project management experience will be an added advantage;
- Financial management experience and budgeting will be an added advantage;
- Demonstrable analytical skills;
- Experience working with various stakeholders.

Skills:
- Professional knowledge of environmental finance instruments/EPR in the Republic of Mauritius
- Experience in international project proposal writing and implementation is an asset.
- Prior experience with UNDP is a strong advantage.
- Proficiency of spoken and written English.
• Ability to present ideas in writing in a clear and concise way.
• Ability to lead strategic planning, results-based management and reporting;
• Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
• Excellent communication and IT skills.

Language:

• Fluency in English (both written and verbal) is a must.
• Knowledge of French would be an advantage.

K. Scope of Price Proposal and Schedule of Payments
The financial offer should be quoted as a lump sum amount, all-inclusive (professional fee, insurance, all travel costs, per diem, etc.). In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the consultant wish to travel on a higher class he/she should do so using their own resources.

The contract price is fixed regardless of changes in the cost components. In the case of unforeseeable travel (additional mission for example), payment of travel costs including tickets, accommodation and terminal expenses should be agreed upon prior to travel between UNDP and Individual Consultant and will be reimbursed.

Payments will be made based on deliverables as per section E.

L. Recommended Presentation of Offer
The following documents are requested:
   a) Duly completed Letter of Confirmation of Interest and Availability using the template provided by UNDP;
   b) Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
   c) Technical offer: Brief description of why the individual considers him/herself as the most suitable for the assignment and a methodology on how they will approach and complete the assignment;
   d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided by UNDP.

M. Criteria for Selection of the Best Offer
Individual consultants will be evaluated based on the following methodology:
Cumulative analysis
When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:
   a) Responsive/technically compliant/acceptable, and
   b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
Technical scoring:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate degree (Masters or PhD) in environmental management and/or policy, development studies, natural sciences, climate change, sustainable development or relevant fields;</td>
<td>20</td>
</tr>
<tr>
<td>Experience in GEF funded project formulation/design, including drafting of GEF-compliant project documents and endorsement requests is highly desirable;</td>
<td>20</td>
</tr>
<tr>
<td>Experience in developing CBIT and similar projects</td>
<td>5</td>
</tr>
<tr>
<td>At least 10 years of demonstrated experience relevant to climate change issues at the international level;</td>
<td>10</td>
</tr>
<tr>
<td>Demonstrated experience working in developing country contexts, preferably including in SIDS, Africa and Asia;</td>
<td>10</td>
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<tr>
<td>Demonstrated knowledge and understanding of methodologies for preparing GHG inventories and understanding of international reporting (according to UNFCCC and IPCC guidelines);</td>
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<td>At least 3 years’ experience in applying UNFCCC GHG inventory reporting guidelines;</td>
<td>5</td>
</tr>
<tr>
<td>Financial management experience and budgeting will be an added advantage;</td>
<td>5</td>
</tr>
<tr>
<td>Experience working with various stakeholders;</td>
<td>5</td>
</tr>
<tr>
<td>Excellent communication skills in English and French;</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL max.</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Candidates scoring 70 or above will be selected for the analysis of their respective financial offers. The financial offers will be evaluated giving the lowest price proposal 30 marks and marking the other more expensive proposals reverse proportionally to the cheapest offer.

The final scoring of short-listed candidates will take into account the technical score and the financial score:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical score</td>
<td>70%</td>
<td>100</td>
</tr>
<tr>
<td>Financial score</td>
<td>30%</td>
<td>30</td>
</tr>
</tbody>
</table>

The candidate ranking highest shall be selected.

N. Approval

This TOR is approved by:

Signature:

Name and Designation: Satyajeet Ramchurn, Head of Environment Unit

Date of signing: 20/1/2020