

Terms of Reference

Position:	International Consultant for Technical Review of National Greenhouse Gas (GHG) Inventories – Fugitive emissions Sector
Duty Station:	Home based (with 1 mission to Almaty, Kazakhstan)
Duration	July – October 2020 (22 working days)
Contract type:	Individual Contract (IC)
Languages:	English
Project title:	UNDP/GEF Project “Development of Kazakhstan's Eighth National Communication and Preparation of Two (Fourth and Fifth) Biennial Reports to the UNFCCC

1. Project Description

The project will enable Kazakhstan to prepare and submit its Eighth National Communication (8NC) and Fifth Biennial Report (5BR) to the Conference of Parties (CoP) of the UNFCCC in accordance with its commitments as a Party as mandated by Article 12 of the UNFCCC and subsequent CoP decisions. The project will update the information provided regarding national circumstances, inventories of greenhouse gases (GHG), policies and measures undertaken to mitigate climate change, assessments of vulnerability to climate change and steps taken to adapt, and information on public awareness, education, training, systematic research and observation, and technology transfer. The project will also increase the national technical and institutional capacities in preparing the NC/BR and assisting the Government to integrate climate change issues into sectoral and national development priorities that directly contribute to achieving the Sustainable development goal #13.

The implementation of project objectives will support the Republic of Kazakhstan to prepare high quality National Communications (NCs) and Biennial Reports (BRs) to be submitted to the UNFCCC timely (i.e. once in four years in case of NCs and once in two years in case of BRs).

As GHG inventories are a key component of both the NCs and BRs, there are opportunities under the Project, on the one hand - for peer reviewing the most relevant chapters of the last available draft National Inventory Report (NIR) before its submission to the UNFCCC and its review; and on the other hand – for enhancing the level of knowledge of the national experts and partner institutions involved in the development of national GHG Inventory, specifically in the light of the findings of the peer review exercise to be undertaken and of the recommendations for inventory improvements to be considered in the process of developing the NC of the Republic of Kazakhstan under the UNFCCC. One of the findings of the national GHG experts and international expertise was that there are gaps in the methods of calculations of emissions from the fugitive emissions sector and inventory methodology from the sector needs to be improved.

In this regard, UNDP is seeking the expertise of an International Consultant for Technical Review of National Greenhouse Gas (GHG) Inventories – Fugitive emissions Sector.

Objective:

The focus of this assignment is to:

- 1) Perform the peer review of 'National Inventory Report: 1990-2018, Greenhouse Gas Sources and Sinks in the Republic of Kazakhstan'. Identify gaps in the methods of calculations of emissions from the fugitive emissions sector, give recommendations on improving inventory methodology from the sector (Please see scope of work (1));
- 2) Perform 3-days training of the national experts and institutions involved in the development of GHG Inventory for fugitive emissions Sector (Please see instructions (2)), considering specifically as main background materials:
 - a. the tools and training materials;
 - b. the peer review findings and recommendations.

2. SCOPE OF WORK

(1) peer review of National GHG inventory – fugitive emissions sector:

Under the supervision of the Project Manager and in close cooperation with the fugitive emissions sector national experts, the reviewer will conduct a detailed peer review assessment of the national GHG inventory, specifically focusing on fugitive emissions sector and information provided in related chapters of the 'National Inventory Report: 1990-2018, Greenhouse Gas Sources and Sinks in the Republic of Kazakhstan'.

S/he is responsible for producing a timely Peer Review Report of high quality, conforming to overall standards set in the UNFCCC Annex I inventory review guidelines and the corresponding template of the 'Report on the individual review of the annual submission of Annex I Parties'.

The reviewer will examine the data, methodologies and procedures used in preparing the national inventory for the fugitive emissions sector. The reviewer is required to pay particular attention to key categories, progress in the implementation of any planned improvements, and where recalculations and other changes have been reported.

The reviewer will verify that the data has been calculated transparently, checking also for calculation errors when spreadsheets are provided, and will identify areas for improvement or further work. The reviewer will highlight any errors, inconsistencies and data gaps and will provide comments on discrepancies in the inventory, including explanations of the possible sources of error. The reviewer will also provide written references of the data sources used to review the inventory.

The reviewer should follow to the UNFCCC Annex I inventory review guidelines and the corresponding template of the 'Report on the individual review of the annual submission of Annex I Parties', specifically the "fugitive emissions sector" and "Conclusions and recommendations" sections.

In above-mentioned context, the Peer Review Report must contain tentatively the following sections:

1. Sector Overview: it will provide a general overview on the completeness, consistency, and transparency of the national GHG inventory for fugitive emissions sector;
2. Key categories: it will include a detailed assessment of the inventory for each key category.
3. Non-key categories: it will include a detailed assessment of the inventory for most relevant non-key categories.
4. Final conclusions and recommendations: it will include the main conclusions and recommendations to improve the GHG inventories, inclusive for such categories as: transparency and comparability; completeness; recalculations and time series consistency.

The reviewer will prepare a Peer Review Report at least of 15 pages, depending on the quality of the inventory reviewed.

(2) Training of the national experts and institutions involved in the development of GHG Inventory – fugitive emissions sector

Under the supervision of the Project Manager the international consultant will perform a 3-day training for the national experts and institutions involved in the development of GHG Inventory for fugitive emissions sector, considering specifically:

- the tools and training materials;
- the peer review findings and recommendations;
- new approaches for the fugitive emissions sector GHG inventory (including gender issue if possible)

The training will be conducted in English with simultaneous translation into Russian.

Target Audience and Objective of the Training Materials

The training materials to be developed and used should be suitable for national consultants with beginner to intermediate level knowledge of national GHG inventory (fugitive emissions sector) development.

Following this thematic training, the target audience should:

- Have an overview of how emissions inventories are developed for the fugitive emissions sector;
- Have a general understanding of the methods available, as well as of the main challenges in particular areas;
- Be able to determine which methods suits the Republic of Kazakhstan's situation best;
- Know where to find more detailed information on the topics discussed.

The training materials should be developed on the basis of newest methodologies developed by the IPCC:

- 2006 IPCC Guidelines for national GHG inventories;
- Guidance on upcoming UNFCCC and IPCC methodologies to help national expert be prepared (if possible).

No	Outputs	Estimated Duration	Target due dates	Review and Approvals Required
1	Assess the required input data for the review of the fugitive emissions sector of Kazakhstan. Submit a list of required input data parameters to a national expert.	2 days	25 July 2020	Project manager Mitigation expert
2	Undertaking a home based desk review of the National GHG Inventory – fugitive emissions sector and the Chapters related to the 'fugitive emissions sector'	5 days	15 August 2020	Project manager Mitigation expert

	of the 'National Inventory Report: 1990-2018, Greenhouse Gas Sources and Sinks in the Republic of Kazakhstan and submit a preliminary list of questions to the national inventory team			
3	Submit a first draft of key findings from the national GHG inventory report after receiving comments and answers from the national GHG inventory team on the 1 st output	5 days	5 September 2020	Project manager Mitigation expert
4	Development of background training materials, presentations, exercises and case studies on fugitive emissions sector GHG Inventory and conducting a 3-days training workshop, with the purpose of enhancing the professional knowledge and skills of the national experts and institutions involved in the development of GHG Inventory for fugitive emissions sector	5 days	30 September 2020	Project manager National inventory team Mitigation expert
5	Providing the final report on undertaking activities, inclusive the final version of the Peer Review Report, considering the feedback received from the national inventory team, and the training workshop.	5 days	15 October 2020	Project manager National inventory team Mitigation expert

Note: by performance of each above points, the materials/reports in English in Word document should be submitted to Project Manager (PM) for commenting. In case of comments, the expert has to finalize the materials in compliance with the comments and/or to discuss these comments via e-mail and forward the final ones to the PM.

3. Institutional Arrangement:

- Ensures timely and quality execution of works described in the Terms of Reference;

- Ensures unconditional carrying out of requirements of the IC;
- Agrees some results given in the ToR and reports to project manager.

4. Duration of the Work and Duty station:

Expected contract period is 20 July – 20 October 2020 (Estimated 22 working days, including training). Home-based with one mission to Almaty (3 days), Kazakhstan

In case of impossibility to travel to Kazakhstan due to COVID-19 or another unforeseen situation, the workshops will be conducted online.

5. Qualifications of the Successful Individual Contractor:

Education

- Master's Degree or equivalent (5-year university education) in Environmental Sciences, Energy or Economics. PhD degree will be considered as an asset.

Experience

- At least 4 years of experience in application of IPCC methodologies for preparation of GHG inventories – fugitive emissions sector.
- Proven international experience in providing technical review services of national GHG inventories (preferably fugitive emissions sector).
- Proven experience in designing and/or providing professional trainings for the GHG Inventory staff.
- Proven experience in working with international or local organizations on similar assignments. Successful experience in working with UN agencies is an asset.
- Prior working experience in Kazakhstan and CIS or knowledge of its current socio-economic situation would be an advantage;
- Excellent communication skills and experience in conducting technical presentations with a variety of stakeholders;
- Good knowledge of Excel, Word, Power Point, and Web navigation;
- Full proficiency in English both written and verbal including ability to review and edit the required project documentation. Knowledge of Russian is an asset.

6. Scope of Price Proposal and Schedule of Payments:

%	Stages of Work
30	Activities 1,2
30	Activities 3,4
40	Activity 5

Lump sum contracts

The financial proposal in USD shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the

comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

**Please be noted that in financial proposal the living allowances should be lower or equal to UN daily subsistence allowances, but under no circumstance should they be higher.*

7. Recommended Presentation of Offer:

The following documents only in **PDF** should be attached to the application (proposal) and sent by e-mail to the following address: procurement.kz@undp.org indicating **Ref.2020-065** in the e-mail subject no later than **15.00 (Nur-Sultan time zone) 30 June, 2020:**

- Duly accomplished Letter of Confirmation of Interest and Availability and Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per UNDP template provided;
- Detailed personal CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number);
- Brief Description of Approach to Work.
- Copies of higher education diplomas and other relevant documents.

Due to the technical features of e-mail, the size of the file/s should not exceed 19 Mb per e-message.

Please make sure you have provided all requested materials. ONLY fully submitted applications would be considered!!!

The type of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in TOR, can be accessed at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

8. Criteria for Selection of the Best Offer

Individual consultants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications and financial proposal. The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as: a) responsive/compliant/acceptable, and b) having received the highest score out of a pre-determined set of weighted technical (CV desk reviews) and financial criteria specific to the solicitation.

Initially, the candidates' applications will be shortlisted based on the following qualification criteria of the applicant:

- At least 4 years of experience in application of IPCC methodologies for preparation of GHG inventories – fugitive emissions sector **(10 points)**
- Proven international experience in providing technical review services of national GHG inventories (preferably fugitive emissions sector). **(10 points)**

The top 5 shortlisted candidates will be admitted to technical desk review evaluation.

Technical Criteria - 70% of total evaluation – max. 500 points:

Criteria	Weight %	Min.passing points	Max. points
Master's Degree in Environmental Sciences, Energy or Economics	10%	35	50
Proven experience in designing and/or providing professional trainings for the GHG Inventory staff.	25%	87.5	125
Proven experience in working with international or local organizations on similar assignments. Successful experience in working with UN agencies is an asset	20%	70	100
Prior working experience in Kazakhstan and CIS or knowledge of its current socio-economic situation would be an advantage	10%	35	50
Full proficiency in English both written and verbal including ability to review and edit the required project documentation. Knowledge of Russian is an asset.	10%	35	50
The results of the interview with the evaluation committee for this competition	25%	87.5	125
TOTAL	100%	350	500

Only candidates who receive 70% or more of points in technical evaluation will be considered for financial evaluation.

Prepared by:

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 Signature _____
 Name Zhanel Karina
 Designation Climate Change Mitigation Specialist
 Date Signed 16-Jun-2020

Through:

Gulmira Sergazina
 Signature _____
 Name Gulmira Sergazina
 Designation Portfolio Project Manager
 Date Signed 16-Jun-2020

Approved by:

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 Name Arman Kashkinbekov
 Designation Head of SDU Unit
 Date Signed 17-Jun-2020