

TERMS OF REFERENCE INTERNATIONAL CONSULTANT TO DEVELOP SAMOA'S GREENHOUSE GAS ABATEMENT STRATEGY 2020 -2030
CONSULTANCY TITLE: INDIVIDUAL CONSULTANT TO PREPARE SAMOA'S GREENHOUSE GAS ABATEMENT STRATEGY 2020 – 2030
PROJECT - UNITED NATIONS DEVELOPMENT PROGRAMME CLIMATE PROMISE
<p>A. <u>Background</u></p> <p>The Ministry of Natural Resources and Environment (MNRE) in partnership with the United Nations Development Programme (UNDP) through its UNDP Climate Promise is looking for an individual or firm to develop and formulate an updated Greenhouse Gas Abatement Strategy (GHGAS) for 2020 – 2030.</p> <p>The UNDP Climate Promise aims to deliver on the promise of the Paris Agreement by supporting 100 countries to undertake an inclusive and transparent engagement process for enhancing their NDCs by 2020, with demonstrated increase in ambition. This assistance is especially critical to small island developing nations like Samoa because it enables us to access the necessary financial and technical support to review, align and update existing targets, policies and measures as well as assessing costs and investment opportunities.</p> <p>Climate change still remains one of the greatest threats to human existence and therefore seen as a grave concern to the economic, social and environmental wellbeing of all Samoans. Despite Samoa's insignificant contribution to global greenhouse gas emissions, this small island developing state is committed to its aspiration of achieving a low carbon economy by strengthening adaptation and enforcing mitigation measures. One of the mammoth mitigation measures undertaken by Samoa is the Nationally Determined Contribution (NDC) commitment to “generate 100% electricity from renewable energy sources by 2025”. It is envisaged that the newly developed GHGAS 2020-2030 will be central to the enhancement of Samoa's next NDC submission.</p> <p>The main objective of this assignment is to identify any further measures to be implemented across Samoa within the various sectors in order to achieve further greenhouse gas emission reductions, based on the GHGAS 2008-2018 review and relevant consultations.</p> <p>The new GHGAS 2020-2030 shall be developed to address greenhouse gas emission issues and gaps within the main sectors below:</p> <ul style="list-style-type: none"> • Energy Sector • Tourism Sector • Transport & Infrastructure Sector (Buildings, Aviation, Maritime, Land Transport) and • Environment Sector (Forestry, Marine).

Moreover, the development of the new GHGAS 2020 – 2030 shall be in line with, but not limited to the following established legislation, policies and national plans:

1. Energy Efficiency Act 2017
2. Electricity Act 2010
3. Energy Management Bill
4. Climate Change Policy
5. Strategy for the Development of Samoa 2016 – 2020
6. Energy Sector Plan 2017 – 2022
7. Environment Sector Plan 2017 – 2021

B. Objective:

The objectives of the assignment are to:

- Review Greenhouse Gas Abatement Strategy (GHGAS) 2008-2018
- Identify the gaps and explore sectors to achieve further greenhouse gas emission reductions
- Formulate Greenhouse Gas Abatement Strategy (GHGAS) 2020 – 2030.

C. Scope of Services:

Stage 1:

Review GHGAS 2008-2018

- Undertake a gap analysis/needs assessment based on existing Greenhouse Gas Abatement Strategy 2008-2018 and other relevant sectoral policies and strategies to identify what was achieved and what other measures could be implemented in various other sectors to further reduce GHG emissions for Samoa.

Stage 2:

- Undertake a fully consultative process with the support of the MNRE-RED, targeting key energy sector stakeholders (government agencies), sector development partners and local communities to identify key challenges, lessons learnt and other feasible & affordable activities to be implemented in the next ten years under the new GHGAS 2020-2030.
 - Government Agencies: Ministry of Finance (MoF), Electric Power Corporation (EPC), Samoa Trust Estates Corporation (STEC), Ministry of Works, Transport & Infrastructure (MWTI), Scientific Research Organization of Samoa (SROS), Ministry of Women, Community & Social Development (MWCSD), Land Transport Authority (LTA), Ministry of Agriculture & Fisheries (MAF), Samoa Tourism Authority (STA), Ministry of Natural Resources & Environment (MNRE).
 - Sector Development Partners, Civil Society and Local Communities

- Identify new activities to further reduce GHG emissions for Samoa from each sector.

Stage 3:

- Draft of GHGAS 2020-2030 submission
- Presentation of findings to the Energy Sector & stakeholders

Stage 4:

- Incorporation of suggestions/feedback
- Final GHGAS 2020-2030

D. Deliverables and Payment:

Final Greenhouse Gas Abatement Strategy in English for the UNFCCC.

- Report on review of the Greenhouse Gas Abatement Strategy 2008 – 2018 and other relevant strategies and policies
- Report on consultative workshops/meetings with relevant stakeholders to verify/substantiate relevance of findings
- Draft of Greenhouse Gas Abatement strategy 2020-2030 aligned with established legislation, policies and national plans
- Final Greenhouse Gas Abatement strategy 2020-2030

Deliverables

Stage 1	GHG Review Report	2 weeks
Stage 2	Consultation Report	4 weeks
Stage 3	Draft GHGAS 2020 – 2030	1 week
Stage 4	Final GHGAS 2020 – 2030	1 week

Professional Costs

All payments will be done up on submission of each deliverables and acceptance by UNDP and the GoS. In order to ensure the assignment to be effective and efficient, the payment in instalments will be applied as below;

The consultant shall receive payment in 3 instalments from UNDP as follows:

Key Deliverable	Percentage of total Price (Weight for Payment)	Due Date
Upon approval by UNDP and the GoS of the following <ul style="list-style-type: none"> • GHGAS 2008 -2018 Review Report 	20%	due 2 weeks after contract signing
Upon approval by UNDP and the GoS of the following <ul style="list-style-type: none"> • Presentation of Findings to the energy sector • Consultation Report • Draft GHGAS 2020 – 2030 	40%	due 5 weeks after contract signing
Upon approval by UNDP and the GoS of the following <ul style="list-style-type: none"> • Final GHGAS 2020 – 2030 • Final analysis report with recommendations and lessons learned 	40%	due 7 weeks after contract signing
E. <u>Institutional Arrangement:</u> The principal responsibility for managing the consultant will lie with the Head of Environment Section of UNDP Samoa MCO and with the Technical Advisor at the UNDP HQs.		
F. <u>Duration and Timeframe</u> The total duration of the contract is of approximately 40 working days over a duration of 2 months.		
G. <u>Duty Station:</u> The consultant will be home-based (approximately 30 working days) with one mission to Samoa (maximum 10 working days) at the Ministry of Natural Resources and Environment – Renewable Energy Division. Remark: Due to COVID19 pandemic situation, the travel to Samoa may be restricted. The consultant may work in home country with online communication and virtual workshop only.		
H. <u>Competencies:</u> Technical work <ul style="list-style-type: none"> • Strong expertise in environmental-related areas. • Demonstrated experience in conducting gap analysis and prioritization of actions in government's national climate action policies and plans; 		

- Experience in designing and facilitating capacity building processes, consultations and coordination processes;
- Demonstrated strong technical knowledge of UNFCCC processes;

Partnerships

- Maturity and confidence in dealing with senior members of national institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal.
- Excellent coordination skills and result oriented collaboration with colleagues.

Results

- Promotes the vision, mission, and strategic goals of UNDP.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Good team player who has ability to maintain good relationships.

I. Qualifications of the Successful Contractor:

Education

- Advanced University degree in environmental sciences, development studies, international development, engineering, natural resources management or other closely related field.

Experience

- Minimum of 5 years' worth of experience in any of the following sectors – climate change, energy, electricity, transport, building and forestry at least 5 years in relevant technical areas in international development/climate change/environment finance/monitoring and transparency systems.
- Demonstrated experience in implementation of work involving any of the following - climate change, renewable energy, electricity, transport, building and forestry.
- Demonstrated knowledge of Samoa's NDC and other mitigation / adaptation commitments.
- Excellent organization skills, interpersonal communication skills, self-motivated, proactive and reliable with good communication and ability to work in harmony with staff members and sector stakeholders.

Languages

Excellent in oral and written communication skills in English (both English and Samoan is an advantage)

Evaluation criteria: 70% Technical, 30% financial combined weight:

Technical Evaluation Criteria (based on the information provided in the CV and the relevant documents must be submitted as evidence to support the above required criteria):

- Advanced University degree in environmental sciences, development studies, international development, engineering, natural resources management or other closely related field. (15 points);



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- Minimum of 5 years' worth of experience in any of the following sectors – climate change, energy, electricity, transport, building and forestry (25 points)
- Demonstrated experience in implementation of work involving any of the following - climate change, renewable energy, electricity, transport, building and forestry (30 points).
- Demonstrated knowledge of Samoa's NDC and other mitigation / adaptation commitments (15 points);
- Excellent organization skills, interpersonal communication skills, self-motivated, proactive and reliable with good communication and ability to work in harmony with staff members and sector stakeholders (10 points).
- Excellent in oral and written communication skills in English (both English and Samoan is an advantage) (5 points).

Only candidates obtaining minimum 70% (of 100 points) in technical criteria shall be considered for financial proposal.

Financial Evaluation Criteria

- Financial score (max 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified.
- The financial proposal shall specify an all-inclusive lumpsum. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee e.g. communication, health insurance (including all foreseeable expenses to carry out the assignment);
- All envisaged travel costs must be included in the financial proposal. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.
- In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed based on provision of supporting documentation.
- **Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.**



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Recommended Presentation of Proposal:

Please use the template available (Letter of Offer to complete financial proposal in Annex 2)

CVs with a proposed methodology addressing the elements mentioned under deliverables must be submitted by **30 June 2020** electronically via email: **procurement.ws@undp.org**. Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- **CV** or P11 form addressing the evaluation criteria and why you consider yourself the most suitable for this assignment. The selected candidate must submit a signed P11 prior to contract award.
- **3 professional references most recent**
- **A brief methodology** on how you will approach and conduct the work,
- **Completed Letter of interest and availability** specifying the available date to start and other details and **Financial Proposal** with breakdown cost specifying the daily rate and other expenses, if any.