

TERMS OF REFERENCE



GENERAL INFORMATION

Title: Updating The Bahamas National Determined Contributions

Project Name: The Bahamas Climate Promise

Type of Contract: Institution/Firm

Reports to: Director, Department of Environmental Planning and Protection, Ministry of Environment and Housing, The Bahamas and Resident Representative, UNDP Jamaica

Duty Station: The Bahamas

Expected Places of Travel (if applicable): N/A

Duration of Assignment: Seventy-five (75) non-consecutive working days over an eight-month period

I. BACKGROUND

Climate change is considered one of the biggest threats to sustainable development threatening water and food security, health, livelihoods, and the safety of billions of people. To date, it has had widespread impact on the poor, marginalized and most vulnerable. In the Caribbean, Climate change is linked to an increased frequency of natural disasters, which impacts livelihoods and socio-economic development.

In 2015, countries around the world signed the Paris Agreement, which marked their commitment to limit the rise in the world's average surface temperatures to below 2 degrees celsius and eliminating global greenhouse gas (GHG) emissions by the second half of the century. Each country confirmed its climate priorities, vision and commitment for achieving sustainable development by articulating a climate action plan. This climate plan is known as the Nationally Determined Contributions (NDCs) and represents the world's collective efforts to fight climate change.

Every five years, countries that are signatory to the Paris Agreement are required to submit an updated NDC to the United Nations Framework on the Convention on Climate Change (UNFCCC). These updated NDCs indicate the mitigation and adaptation targets they are willing to reach in order to achieve the Paris Agreement goals as soon as possible. The Bahamas submitted its initial NDC in 2016 and has received further support to improve the country's climate plan, while ensuring that gender plays a key role.

The United Nations Development Programme (UNDP) recently launched its "Climate

Promise” programme which seeks to support 100 countries to enhance their Nationally Determined Contributions (NDCs) under the Paris Agreement, with demonstrated increase in ambition for greater emissions reduction and resilience building. To deliver this promise, UNDP is assisting the Government of The Bahamas to revise and submit its updated Nationally Determined Contributions (NDCs)

In this regard, UNDP is seeking to engage a consulting firm to assist the Government of The Bahamas in updating its NDC.

II. **SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES**

Scope of Work

Under the oversight of the UNDP Resident Representative and the direct supervision of the Director of the Department of Environmental Planning and Protection in the Ministry of Environment and Housing, the consulting firm will be expected to update The Bahamas National Determined Contributions (*NDCs*) ensuring that gender is taken into consideration.

Specifically, the consulting firm will carry out the following tasks:

- Submit an **inception report** clearly detailing the methodology to be employed to undertake the scope of work below along with a detailed work plan including timelines.
 - The report should include a sample of all tools to be used during the consultancy.
- Conduct an **assessment of the GHG data collection framework** for the five sectors, (Energy, Transport, Agriculture, Health, and Water) over the last twenty years (2000-2020)
 - Provide models and recommendations for new and improved policies to improve the current national GHG inventory system in The Bahamas taking the ongoing COVID-19 pandemic into consideration.
 - Identify the most suitable mechanisms to make the data collection process sustainable for archiving and retrieving GHG inventory data for relevant sectors.
 - Include information on the role and technological needs of the institutions involved.
 - The assessment should be disaggregated by institution and take into account gender differentiated needs and considerations.
- Design a **tracking platform** (in coordination with other complementary climate change projects currently underway in The Bahamas) to assist the government of The Bahamas in analysing the effectiveness of ongoing national mitigation measures.
 - Conduct an initial assessment to determine requirements including but not limited to hardware/software requirements, network facilities

- and infrastructure, internet connection and suitable location for installation.
 - The platform should be sustainable and should take the ongoing COVID-19 pandemic into account.
 - The platform should be accessible to key stakeholders and should be in a format to facilitate the input of activity data from data providers
 - Gender differentiated needs, impacts and risks of climate action should be taken into account for each of the five (5) sectors (Energy, Transport, Agriculture, Health, and Water).
- Conduct at least four (4) **capacity building sessions (and submit a training report)** with key stakeholders on the effective collection of GHG data.
 - Develop training materials and tools (submit for review and approval before training)
 - Include findings of the GHG data collection assessment and address gaps, if any
 - All trainings should take into account gender differentiated needs, impacts and risks of climate change in each of the five (5) sectors namely Energy, Transport, Agriculture, Health, and Water
- Submit an **NDC financing strategy**, (in coordination with other complementary climate change projects currently underway in The Bahamas) which should include local capacity to support climate financing strategies (i.e. blue carbon markets, climate grants, gender financing, etc.).
 - Review the current financial landscape, legal framework, institutional arrangements and coordination bodies.
 - Identify the financial flows for climate change from public and private sources.
 - Estimate the overall costing for the implementation of the NDC.
 - Propose a project pipeline according to what is projected in the NDC that can be addressed by a variety of funding sources
 - Identify financial constraints, funding gaps, technical needs and capacity requirements to address mitigation issues and describe needed and received support.
 - The strategy should also include COVID-19 considerations.
- **Validate all the findings** in at least three virtual presentation to key stakeholders representing the five (5) key sectors (Energy, Transport, Agriculture, Health, and Water) taking gender into account
- Compile and submit an updated draft **National Determined Contributions (NDC) for The Bahamas**.
 - The updated draft NDC should include information described in the Katowice package [FCCC/PA/CMA/2018/3/Add.1](https://fccc.org/PA/CMA/2018/3/Add.1) as well as the ICTU guidelines <https://unepdtu.org/wp-content/uploads/2020/06/2020-pocket-guide-to-ndcs.pdf>
 - The report should document the country's progress in achieving the objectives set forth in the existing INDC and should be aligned with the Sustainable Development Goals (SDGs) and the existing policies and targets in The Bahamas.

- The report should also include the assessment of mitigation and adaptation measures taken by various sectors since the submission of the initial NDC as well as the review and evaluation of the National Energy Policy (report will be provided),
- Support institutional capacity building for MRV (including the importance of collecting State of Sex-Disaggregated Data for Assessing the Impact of Climate Change (SADD) and conducting gender analysis related to the implementation of mitigation and adaptation actions).
- The updated draft NDC should be realistic, measurable and gender responsive considering the different needs, roles, benefits, impacts, risks and access to resources by both men and women.
- The updated NDC should take the COVID-19 pandemic into consideration.
- The report should demonstrate country ownership and inclusiveness, robustness, ambition and feasibility based on the UNDP checklist found here [NDC checklist](#)
- The report should be in a state of readiness to be submitted to Cabinet by the relevant Ministry for their review before submission to the UNFCCC. Please note that payment for the last deliverable may be withheld for a period of sixty (60) days to enable Cabinet to review and provide feedback for the consulting firm to update. If the report has not been reviewed by the Cabinet within this timeline, the firm will be paid all outstanding amounts.

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Percentage payment	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Deliverable 1: Inception report documenting methodology to be used in undertaking the consultancy, including all relevant tools	5	5%	DEPP and UNDP
Deliverable 2: Assessment report on the GHG data collection framework	8	10%	DEPP and UNDP
Deliverable 3: Design of a mitigation tracking platform	15	15%	DEPP and UNDP

to analyse the effectiveness of ongoing national mitigation measures (taking into account gender differentiated needs, impacts and risks of climate action in each sector)			
Deliverable 4: Training report following capacity building sessions on the effective collection of GHG data	20	30%	DEPP and UNDP
Deliverable 5: National Determined Contributions (NDC) Financing Strategy	20	30%	DEPP and UNDP
Deliverable 6: The Bahamas updated draft National Determined Contributions (NDC)	7	10%	DEPP and UNDP

III. WORKING ARRANGEMENTS

Institutional Arrangement

UNDP-Country Office

UNDP Jamaica Multi-Country Office is implementing the project on behalf of The Bahamas and will play a project assurance and oversight role. The Department of Environmental Planning and Protection in the Ministry of Environment and Housing in The Bahamas has strategic responsibility for the successful implementation of the project under the leadership of the Director, through the Department of Environmental Planning and Protection in the Ministry of Environment and Housing, Bahamas (DEPP), the implementing agency.

The consultancy will be for seventy-five (75) non-consecutive working days over an eight-month period commencing January 2021. The firm will be required to operate from within The Bahamas for the duration of the consultancy. The members of the firm will report to the Director of the Department of Environmental Planning and Protection in the Ministry of Environment and Housing in The Bahamas under the supervision of the UNDP Programme Specialist. The substantial technical review and final approval of deliverables by the consultant will be performed by the Director of the Department of Environmental Planning and Protection in the Ministry of Environment and Housing in The Bahamas in collaboration with UNDP. Payments will be made by UNDP Jamaica upon receipt of and approval of deliverables by the Department of Environmental Planning and Protection. All work/documents associated with this consultancy is the

property of the Government of The Bahamas and must be submitted before final payment will be made.

All reports except the updated draft NDC (please see below) should be developed and submitted with respect to the following chapters:

- List of acronyms and abbreviations
- Table of Contents, including list of annexes
- Executive summary (maximum 2 pages)
- Introduction (including purpose, objectives and scope)
- Description/overview of the assignment
- Approach and methodology
- Findings (including limitations)
- Summary and explanation of findings and interpretations
- Recommendations
- Lessons learned
- Conclusions
- Annexes including a comprehensive list of all stakeholders engaged during the consultancy, sign-in sheets of any consultation (where applicable) and a list of key reference documents

The updated draft NDC should be developed according to the UNFCCC guidelines described in the Katowice package found here [FCCC/PA/CMA/2018/3/Add.1](https://www.unfccc.int/kyoto_protocol/kyoto_protocol_-_2018/kyoto_protocol_-_2018.html).

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consulting firm will be required to provide the requisite expertise to perform the services outlined in the scope of work. The team should comprise individuals with the minimum qualification and experience as follows.

Lead Consultant

Academic Qualifications:

Post Graduate Degree (Masters) in International Relations, Sustainable Development, Political Science, Policy Studies, Climate Change Adaptation/Mitigation, or related Social Sciences

Years of experience:

- At least five years' experience in developing policy related documents
- At least five years' experience working on climate change, mitigation, GHG inventories and/or renewable energies, international conventions and protocols, environmental activities or policy related work
- At least five years' experience in collaborating with and consulting for governments on climate change issues, particularly in developing countries in areas relevant to the preparation of NDCs;

- Excellent knowledge of a range of climate change thematic areas (mitigation, technology transfer, renewable energies adaptation and financing, means of verification, MRV, GHG inventories);
- Experience and knowledge of Climate Change and Nationally Determined Contributions (NDCs) and UNFCCC processes;
- At least 5 years' experience working in the Bahamas or the Caribbean on similar projects.
- Substantive experience in collaborating with and consulting for governments on climate change issues, particularly in developing countries in areas relevant to the preparation of NDCs would be an asset
- Familiarity with the process of developing NDCs would be an asset

Competencies

- Proven ability to collect, verify and analyze information and to present work - of a high degree of accuracy and technical quality.
- Demonstrates excellent communication skills in English – oral and written in order to communicate complex, technical information to both technical and general audiences.
- Strong analytical, research and writing skills.

Language skills:

- Fluent in English with excellent oral and written communication skills.
- Strong experience with writing reports

GHG Inventory Expert Consultant

Academic Qualifications:

Post Graduate Degree (Masters) in Sustainable Energy Management, Information Technology specializing in database installation and software development, Natural Resource Management, Environmental Science, Climate Change Adaptation/Mitigation, or related discipline.

Years of experience:

- At least five years' experience in calculating, monitoring and review of national GHG inventories
- At least 5 years work experience in the development of databases and software development
- At least five years' experience working in issues of environmental management and/or related areas;
- At least five years of experience working with diverse stakeholders on issues of environmental management, climate change, international conventions and protocols

- Knowledge and experience in the development of GHG inventory database using approved IPCC guidelines and methodologies
- At least 5 years' experience working in the Bahamas or the Caribbean on similar projects.
- Experience in working with government and/or development partners is an advantage

Competencies

- Proven ability to collect, verify and analyze information and to present work - of a high degree of accuracy and technical quality.
- Demonstrates excellent communication skills in English – oral and written in order to communicate complex, technical information to both technical and general audiences.
- Strong analytical, research and writing skills.

Language skills:

- Fluent in English with excellent oral and written communication skills.
- Strong experience with writing reports

Economist/Financial Analyst

Academic Qualifications:

Master's Degree in Economics, Business/Finance or related field.

Years of experience:

- At least five years' relevant professional experience in financial and investment planning
- At least five years' experience in developing country/Small Island Developing States (SIDS) investment environments, preferably in the Caribbean region and with a similar economic structure as The Bahamas
- Demonstrated knowledge of climate finance from both private and public sector would be an asset
- Experience working with diverse stakeholders on issues of environmental management, climate change, international conventions and protocols
- At least 5 years' experience working in the Bahamas or the Caribbean on similar projects.
- Experience in working with government and/or development partners is an advantage

Competencies

- Proven ability to collect, verify and analyze information and to present work - of a high degree of accuracy and technical quality.
- Demonstrates excellent communication skills in English – oral and written in order to communicate complex, technical information to both technical and general audiences.
- Strong analytical, research and writing skills.

Language skills:

- Fluent in English with excellent oral and written communication skills.
- Strong experience with writing reports

V. EVALUATION METHOD AND CRITERIA

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm / Organization submitting Proposal	20%	200					
2.	Proposed Work Plan and Approach	50%	500					
3.	Personnel	30%	300					
Total			1000					

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of Firm / Organisation Submitting Proposal**Form 2: Proposed Work Plan and Approach****Form 3: Personnel**

Note: The score weights and points obtainable in the evaluation sheet are tentative and should be changed depending on the need or major attributes of technical proposal.

Technical Proposal Evaluation		Points obtainable	Company / Other Entity				
Form 1			A	B	C	D	E
Expertise of firm / organisation submitting proposal							
1.1	Reputation of Organisation and Staff (Competence / Reliability)	30					
1.2	Litigation and Arbitration history	10					
1.3	General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	40					
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but	10					

	properly done it offers a chance to access specialised skills.						
1.5	Quality assurance procedures, warranty	10					
1.6	Relevance of: <ul style="list-style-type: none"> - Specialised Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region Work for UNDP/ major multilateral/ or bilateral programmes	100					
		200					

Technical Proposal Evaluation		Points Obtainable	Company / Other Entity					
Form 2			A	B	C	D	E	
Proposed Work Plan and Approach								
2.1	To what degree does the Offeror understand the task?	50						
2.2	Have the important aspects of the task been addressed in sufficient detail?	50						
2.3	Are the different components of the project adequately weighted relative to one another?	20						
2.4	Is the proposal based on a survey of the project environment and was	55						

	this data input properly used in the preparation of the proposal?						
2.5	Is the conceptual framework adopted appropriate for the task?	65					
2.6	Is the scope of task well defined and does it correspond to the TOR?	120					
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	140					
		500					

Technical Proposal Evaluation			Points Obtainable	Company / Other Entity				
Form 3				A	B	C	D	E
3.1	Lead Consultant			100				
			Sub-Score					
	General Qualification							
	Suitability for the Project							
	- International Experience	10						
	- Training Experience	10						

	- Professional Experience in the area of specialisation	55							
	- Knowledge of the region	20							
	- Language Qualifications		5						
			100						
3.2	GHG Inventory Expert			100					
			Sub-Score						
	General Qualification								
	Suitability for the Project								
	- International Experience	10							
	- Training Experience	10							
	- Professional Experience in the area of specialisation	55							
	- Knowledge of the region	20							
	- Language Qualifications		5						
			100						
	Financial Analyst								

3.3				100					
			Sub-Score						
	General Qualification								
	Suitability for the Project								
	- International Experience	10							
	- Training Experience	10							
	- Professional Experience in the area of specialisation	55							
	- Knowledge of the region	20							
	- Language Qualification		5						
			100						
	Total Part 3			300					

APPROVAL


Denise Antonio

Resident Representative

Date: 04-Nov-2020