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## **TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)**

**Services/Work Description:** Development of strategy and Operational manual for Ghana's Engagement under Article 6.2 of the Paris Agreement.

**Post Title:** National Consultant

**Duty Station:** Accra (Ghana)

**Duration:** 100 working days within a period of 5 months.

**Expected Start Date:** 2nd Week in July 2021

### **1. Background**

Ghana is among the top five GHG emitters in the ECOWAS sub-region. Its 2019 emissions of 58.6 million tonnes represented an 86% rise in the last decade and expected to hit 100 million tonnes by 2030 along the BAU pathway. The rising GHG emission trends correspond to the structural economic changes driven by fossil-dependent electrification and transportation, oil and gas production and land-use change. There are inherent fiscal and technological incentives that continue to instigate reliance on fossil-fuel investments and extractive industry (minerals, oil and gas, commodity tree crops and timber). In addition, some of the existing taxation and subsidy policies still favour fossil fuel use. Mining, logging, and agriculture are the main drivers of GHG emissions associated with land-use change. However, Ghana has adopted a wide range of socio-economic strategies to deliver long-term greenhouse mitigation outcome. Within the NDC, Ghana has a mitigation potential of 84 million tonnes of GHG emissions by 2030.

Ghana's foremost climate action is outlined in the updated Nationally Determined Contribution (NDC). It contains concrete technical measures for reducing GHG emissions in the medium term and align the economy on a decarbonisation pathway in the long run. Around this time, many countries are updating their NDCs in response to Article 4.2 and 4.11 of the Paris Agreement and Decision 1/CP.21 para 23 and 24. The new NDC anticipates adopting carbon pricing strategies to enhance implementation to achieve the targets, raise ambition across the board, and mobilise adaptation finance. Article 6 of the Paris Agreement will feature strongly as one of the strategies for implementing the NDC. Article 6 establishes three cooperative approaches for the post-2020 climate market participating countries. Articles 6.2 and 6.4 introduces market instruments on Internationally Transferred Mitigation Outcomes (ITMOs) and the Sustainable Development Mechanism (SDM), whereas 6.8 is on the non-market mechanism.

Article 6.2 is a market instrument to allow two or more countries to cooperate to invest in programmes to generate mitigation and sustainable development outcomes for the mutual benefits of achieving their NDCs. The rule to govern, the means to generate mitigation outcomes, authorisation, monitoring and reporting is up to the cooperating countries. Article 6.2 envisages the different roles of host and recipient countries in ITMO transactions. Transfers of Mitigation Outcomes will trigger corresponding adjustments of the host country's NDC and will require close attention by the authorities of the host country's mitigation pledges to ensure the integrity and achievement of NDC goals.

With a well-coordinated approach, the Article 6.2 market can be a catalyst to achieving the NDC goals and provide investment opportunities for businesses. However, the implementation of Article 6.2 will require Ghana to have robust policies and regulations and institutional arrangements and procedures. Under the NDC Support Programme, MESTI and UNDP support the development of an Article 6.2 framework in Ghana. The support will lay out Ghana's strategy for participating in Article 6.2 cooperation and the modalities for developing and implementing mitigation activities. It is against this background that UNDP is seeking to engage an individual consultant to work with UNDP/EPA/MESTI and multi-stakeholders to develop an article 6.2 strategic and operational manual to guide Ghana's participation in this market.

## **2. Objectives of the assignment**

The main objective of the assignment is to support the development of the Article 6.2 strategy and ITMO manual for Ghana. The Article 6.2 strategy will set out the policy foundation essentials to give ITMO transaction actors the clarity and certainty on their rights and obligations. The Article 6.2 strategy is expected to settle policy questions regarding the:

- relationship between NDC and mitigation activities to generate ITMOs.
- ensuring environmental integrity in transacting ITMOs
- maximising sustainable development benefits,
- eligibility criteria for potential mitigation activities
- clarity on the utility of ITMOs (use case of ITMO)
- pricing and share of proceeds utilisation
- overall governance structure
- linkages with voluntary markets, crediting schemes, Article 6.4 and CORSIA
- standard and methodologies
- Article 6.2 infrastructure
- authorisation, corresponding adjustment and reporting
- capacity development and awareness support

The ITMO manual will translate the policy provisions into concrete operational guidance on the mitigation activity development and implementation cycle and procedures and institutional arrangements.

## **3. Scope of work**

The consultant will be hired to support the preparation of the Article 6.2 strategy and the ITMO manual. While the Article 6.2 strategy focuses on addressing broad policy areas for participating in Article 6.2, the ITMO manual will define issues such as (a) institutional arrangement for Article 6.2 ITMO project implementation; (b) mitigation activity development cycle; (c) approval procedures for ITMO project registration and ITMO issuances and transfers; (d) service fees, charges and payments; (e) criteria for methods and participating auditing entities, (f) standards and complaint redress. In addition, the consultant will work closely with a team of national experts led by the EPA /MESTI and UNDP, who will provide technical support to the consultant.

#### 4. Specific tasks

In consultation with the national team of experts and UNDP, the consultant is expected to:

- a. Undertake comprehensive literature review on carbon pricing policy, the state of the existing carbon markets, nationally determined contributions and the interlinkages with the emerging post-2020 climate market. The consultant must also refer to the related national documents and reports to understand the policy implications of Article 6.2.
- b. Develop a draft of Ghana's Article 6.2 strategy that reflects the latest knowledge, experiences and practices at the international level. The strategy must address policy questions raised under section 2 and use the draft to engage with key stakeholders.
- c. Support the preparation of an ITMO manual that seeks to operationalise the Article 6.2 strategy and regulate the development and implementation of mitigation activities. The ITMO manual must address the following critical elements: (a) institutional arrangement for Article 6.2 ITMO project implementation; (b) mitigation activity development cycle; (c) approval procedures for ITMO project registration and ITMO issuances and transfers; (d) service fees, charges and payments; (e) criteria for methods and participating auditing entities, (f) standards and complaint redress and any other element the stakeholders and consultant find appropriate.
- d. Additionally, the consultant will be expected, with support from the technical team make a presentation at stakeholder workshops for validation of the strategy and the manual with the associated templates

#### 5. Duration and Deliverables of the consultancy

The duration of the assignment is 100 working days over five (5) Months with the following milestones:

#	Deliverable	Timeline
1	An inception report should be prepared to detail the task's understanding and show how each task will be met, proposed methods, sources of data and data collection procedures, a detailed work plan, and an implementation schedule.	Within five days from contract signing
2	A draft Article 6.2 strategy and ITMO guidance manual within 35 days covering all the objectives of the assignments and the scope and specific task. And in line with the inception report	Within 75 days after submission of the Inception report
3	Final Article 6.2 strategy and ITMO guidance manual with the relevant templates/forms after ten days following the validation with relevant stakeholders	Within twenty days after review of the draft Report strategy document

#### 6. Terms of Payment

- Twenty per cent (20%) of the total sum will be paid to the consultant upon signing the service contract and submitting the inception report.
- Fifty per cent (50%) of the total sum shall be paid to the consultant upon submission of A draft article 6.2 strategy document and ITMO guidance manual covering all the objectives of the assignments as well as the scope and specific task

- Final Thirty per cent (30%) of the total sum shall be paid to the consultant upon submission of the Final Article 6.2 strategy document and ITMOs guidance manual with the relevant templates/forms after validation with relevant stakeholders.

## **7. Functional Competencies**

- *Results-orientation*: Plans and produces quality results to meet objectives of the assignment, generate innovative, practical solutions to challenging situations.
- *Communication*: Excellent communication skills, including conveying complex concepts and recommendations in a clear and persuasive style tailored to match different audiences.
- *Teamwork*: Ability to interact, establish and maintain effective working relations with stakeholders in the climate change space.
- *Professionalism*: Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

## **8. Required Skills and Experience**

- Master degree preferably in economics/natural/engineering/sciences (energy or environmental management or natural resource management)
- Minimum of 7 years of relevant working experience in climate change and international financial markets at the national and international levels.
- Knowledge and understanding of Ghana's NDC and UNFCCC processes, the Paris Agreement and International Financial Markets.
- Fluency in written and spoken English.

## **9. Duty Station, Travel and Institutional Arrangement:**

- Duty station: Ghana.
- The team of consultants will be given access to relevant information necessary for execution of the tasks under this assignment;
- The consultant will be responsible for providing her/his own working station (i.e. secretariat, laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection;
- The consultant is expected to be available for consultations and be in reliable email contact for a set number of hours that align with Government/UNDP business hours;
- The consultant will report to the UNDP Ghana Deputy Resident Representative and carry out his/her tasks under the overall guidance of the NDC Project Coordinator/Deputy Director of Environment of the Ministry of Environment, Science, Technology and Innovations, with Technical Guidance from Environmental Protection Agency and UNDP Team Ghana/HQ;
- The consultant will report via email, virtual calls to the Task Managers ( UNDP and EPA); Payments will be made based on the agreed financial proposal (contract is based on daily fee) and released upon submission of a certificate of payment request, indicating deliverables achieved and days worked to be verified and cleared for payment by the Head of Programme of UNDP and the Project Coordinator at MESTI.

#### **10. Criteria for Selection of the Best Offer:**

Only those candidates that meet the minimum level of education and relevant years of experience requirements will be considered for the technical evaluation. The technical evaluation will include a desk review to select the shortlisted candidates. The technical evaluation may also include interviews with the shortlisted candidate(s).

The selection of the best offer from the shortlisted candidates will be based on a Combined Scoring method – where the technical evaluation will be weighted a maximum of 70 points and combined with the price offer which will be weighted a maximum of 30 points. The 70 points rating shall be based on how well the offeror meets the minimum qualifications/competencies described above.

The technical evaluation will be based on the following criteria with the corresponding points (out of a total of 70 points):

Required skills and experience	Maximum Score/Mark (pts)
Master degree in natural/engineering/sciences (energy or environmental management or natural resource management), geography and social sciences.	5pts
Minimum of 7 years of relevant working experience in climate change mitigation activities at the national and international levels.	10pts
Knowledge and understanding of Ghana's Nationally Determined Contributions (NDCs) and, UNFCCC processes, the Paris Agreement.	15pts
Proven experience in Clean Development Mechanism (CDM) processes and CDM project implementation.	10pts
Proven knowledge of development of climate change related guidance manuals	10pts
Proven knowledge of Article 6.2 of the PA and transparency in climate change discourse;	15pts
Approach and Methodology	5pts

Only candidates obtaining a minimum (70%, i.e. 49 points) on technical evaluation will be considered for the Financial Evaluation. Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP's General Terms and Conditions will be awarded the contract.

Financial evaluation (maximum 30 points):

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$ , where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

## **11. Application process.**

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment - template provided
3. Offerors letter to UNDP- template provided

Applicants are instructed to submit their daily rate financial proposals in Ghana Cedis. using the financial proposal template provided (Offerors letter to UNDP)

The financial proposal should be all-inclusive and include a breakdown. The term 'all-inclusive' implies that all costs (professional fees, travel related expenses, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

**Firms are not eligible for this consultancy assignment. Open to national individual consultants only.**