



Terms of reference

Climate change and MRV mechanism expert to support Medium sized project development on Capacity Building Initiative Transparency (CBIT) under GEF-7: “Strengthening Tunisia’s Nationally Determined Contribution (NDC) Transparency Framework”

I- Background

Since the ratification of the UNFCCC in 1993, Tunisia has been fulfilling its commitments to the Convention, by pursuing a strong climate change policy both on GHG mitigation and adaptation, and by complying with its national reporting commitments (national communications, biennial update reports) in addition to the elaboration of its Intended Nationally Determined Contribution (iNDC). Tunisia ratified the Paris Agreement on October 17, 2016, by unanimous vote of the members of parliament and submitted its ratification to the United Nations Framework Convention on Climate Change (UNFCCC) in February 2017. By ratifying the Paris Agreement, Tunisia has formally adopted its iNDC, submitted to UNFCCC on 16 September 2015. Tunisia's iNDC, which became NDC after Paris Agreement ratification, aims to lower the country's carbon intensity by 41% by 2030 compared to 2010's carbon intensity. Tunisia published its revised NDC in October 2021. Tunisia's updated NDC targets a 45% decrease in its carbon intensity in 2030 compared to that of 2010.

Aiming to strengthen the global response to the threat of climate change, Parties adopted the Paris Agreement in 2015, and through its article 13 established an enhanced transparency framework (ETF) for action and support designed to build trust and confidence that all countries are contributing their share to the global effort. Article 13 includes new reporting requirements which are further defined in the modalities, procedures and guidelines (MPGs) adopted at COP-24 and completed at COP-26. It outlines the information required to be submitted to the UNFCCC no less frequently than on a biennial basis in Biennial Transparency Reports (BTRs):

- a national inventory report (para. 7a),
- progress made in achieving the NDC (para. 7b),
- information related to climate change impacts and adaptation (para. 8) and information on technology transfer and capacity building support needed and received (para.10).

The Katowice conference (COP24, Dec. 2018) fleshed out a framework that is applicable to all countries by adopting a detailed set of MPGs which set the rules for the implementation of the ETF under the Paris Agreement (decision 18/CMA.1). The MPGs are based on a set of guiding principles and define the reporting information to be provided, the technical expert review, transitional arrangements, and a facilitative multilateral consideration of progress. Through the detailed guidance on the reporting/review/consideration processes for the information to be submitted and by making these reports publicly available, the ETF will make it possible to track the progress made by each country. In this way, it will be possible to compare a country's actions against its plans and ambitions as described in its NDC.

As much as these MPGs are extensive and very detailed, Tunisia along with many other countries lack of capacity to follow and apply them in their entirety. Capacity-building and support will be crucial to

facilitate improvement in reporting over time for these countries. Being aware of this, the Katowice decision requested the Global Environment Facility to support developing country Parties in preparing their first and subsequent biennial transparency reports. Further, developing country Parties will be given assistance to fulfil their reporting requirements under the Convention from the Consultative Group of Experts which will also support the implementation of the ETF. Finally, the Convention created a Paris Committee on Capacity building (PCCB), whereas the Global Environmental Facility (GEF) introduced a dedicated finance measure (Capacity-building Initiative for Transparency - CBIT), to support capacity-building of developing countries.

Within this framework, the Ministry of Environment with UNDP Tunisia CO has submitted a project identification form (PIF) to develop and implement the project entitled “Strengthening Tunisia’s Nationally Determined Contribution (NDC) Transparency Framework”. The project aims at strengthening Tunisia institutional and technical capacity for tracking progress made in implementing NDC as well as measuring and reporting on emissions, mitigation and adaptation activities, and support needed and received to meet transparency related requirements as defined in Article 13 of the Paris Agreement. The PIF has been approved in April 2022, after which a full project document has to be developed and submitted to GEF for approval. The approved CBIT proposal is structured around 4 main components and 7 outcomes as follows:

Project Components	Project Outcomes
1. Strengthening of Tunisia's MRV/transparency framework for NDC tracking	1.1. Enhanced institutional and organizational capacities to track and communicate the progress towards the NDC implementation and achievement as part of the national MRV and M&E systems for transparency-related actions and progress
	1.2. Successful deployment and demonstration of the tracking system for progress made in NDC implementation and achievement
2. Establishment of essential components of the integrated national MRV and M&E systems for transparency-related actions and progress	2.1. Successful operationalization of a sustainable National GHG inventory system as part of the national MRV and M&E systems for transparency-related actions and progress
	2.2. Strengthened and operationalized capacities to Monitor and Evaluate (M&E) Vulnerability and Adaptation parameters for enhanced transparency
	2.3. Successful initiation and demonstration of the MRV system of support (financial, capacity building and technology development & transfer) as part of the national MRV and M&E systems for transparency-related actions and progress
3. Monitoring and evaluation of the project	3.1. Achievement of project objectives and activities monitored and evaluated
4. Knowledge Management	4.1. Knowledge from project implementation is documented and shared

II- Duties and Responsibilities:

Under the guidance of the UNDP Team leader of climate, environment, energy and disaster risk reduction Programme (CERC), and in close cooperation with the national project partners, primarily Ministry of Environment, the consultant will support the PPG team lead expert in the preparation and development of all Preparatory Technical Studies, Reviews and documentation that are determined to be needed for the preparation of the ProDoc and all other mandatory and project specific Annexes

and supporting documentation. The consultant will support the PPG team lead expert during all phases of the assignment as described in the attached annex by providing him/her relevant data and information and facilitating the concertation with stakeholder. this includes but not limited to:

Preparatory Technical Studies and Reviews (Component A):

- Provide the PPG team lead expert with the necessary data/information to 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;
- Support the PPG team lead expert during the stakeholder analysis phase and conduct consultation process for data collection;
- Support the PPG team lead expert in the preparation of the gender analysis by providing relevant data;
- Support the PPG team lead expert to 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 process throughout the PPG, and as appropriate.
- Support the PPG team lead expert to ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes.
- Support the PPG team lead expert to identify the opportunities for private sector engagement and co-financing.
- Support the PPG team lead expert during the consultations with partners regarding financial planning; and support him/her to ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.

Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):

By providing relevant data, information and feedback from stakeholder consultation, support the PPG team lead expert to:

- Develop, present and articulate the project’s theory of change,
- the Results Framework in line with UNDP-GEF policy.
- the Monitoring and Evaluation Plan and Budget.
- the comprehensive Stakeholder Engagement Plan.
- the Gender Action Plan and Budget.
- the updating of the SESP based on assessments undertaken during Component A, and the development of required environmental and/or social management plan(s) as required.
- the preparation of the required GEF tracking tools (if required) and GEF Core Indicators
- Secure all co-financing letters.
- Prepare the indicative procurement plan.
- Define and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support.
- Ensure the completion of the required official endorsement letters; and
- 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 templates.¹

Validation Workshop (Component C):

¹ Please verify with the UNDP-GEF team that the correct templates are being used.


Support the PPG team lead expert during the concertation meetings/workshops and validation workshops 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; This includes, but not limited to:

- The preparation of the drafts of the conceptual notes and workshop agenda
- Facilitating the meeting/workshop
- Draft the meeting/workshop Report
- Support all necessary revisions that arise during the workshop, as appropriate

NB: Within this assignment the consultant will conduct 2 visits to Tunis to ensure data collection and stakeholders consultation processes as follows:

- The First visit will be conducted during the “Preparatory Technical Studies and Reviews” phase for a duration of 4 days.
- The second visit will be conducted during the “Validation Workshop” phase for a duration of 3 days.

Tentative planning for mission implementation will be as follow:

Milestone	Date
Documents required for internal clearance to be submitted to UNDP-GEF team for their first review: <ol style="list-style-type: none"> 1. GEF Project Document Template first draft 2. CEO Approval MSP two-steps first draft 3. Co-financing letters – drafts 4.  GEF checklist for audit risks review – first draft 5. Gender analysis– first draft 6. SESP – first draft 	August 31, 2022
Internal submission for UNDP-GEF review and clearance (second review)	October 14, 2022
First GEF Submission Deadline for CEO Endorsement	December 14, 2022
CEO Endorsement Deadline after which the project will be cancelled if not endorsed	April 14, 2023

III- Mission duration and terms of payments:

The assignment will be carried out within 20 working days over 11 months to allow time for receiving and addressing UNDP and GEF comments. All documents will be reviewed by the UNDP CO, UNDP-GEF team and the implementing partners.

Deliverable	Estimated date	Terms of payment
Approved detailed methodology and workplan	5 days after the signature of the contract	10%
Report on data collection process and stakeholder consultation gathered to submit the first draft of the proposal package: <ul style="list-style-type: none"> - GEF Project Document first draft - CEO request for project endorsement/ approval - Co-financing letters - GEF checklist for audit risks review - Gender analysis 	August 15, 2022	20%

- SESP		
Second report on complementary data collection process and stakeholder consultation gathered to update the proposal package based on UNDP-GEF review	December 10, 2022	30%
Third report on complementary data collection process and stakeholder consultation gathered to update the proposal package based on GEF secretariat review	January 20, 2023	20%
Final report on project document development process and proposal package to be submitted to CEO Endorsement	April 1 st , 2023	20%

NB: All deliverables should be submitted in English.

IV- Required qualifications

- Master's degree or higher in a relevant field
- 10 years of demonstrable experience in the technical area of climate change and/or developing MRV mechanisms and reporting on climate change mitigation, finance, and policy.
- 03 relevant references related to the development of studies and/or strategies in the field of climate change and/or developing MRV mechanisms and reporting on climate change mitigation, finance, and policy
- 01 relevant reference related to the development of project document or project identification form preferably with GEF or other donors in the field of climate change and/or developing MRV mechanisms and reporting on climate change mitigation, finance, and policy
- 02 relevant experiences working with international organizations, including UNDP.

V- Evaluation criteria and best offer selection:

The consultants will be recruited using the following selection criteria. Qualified Individual Consultants (ICs) are expected to submit both the Technical and Financial Proposals. Consultants will be evaluated based on cumulative analysis as per the following scenario:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

In this regard, the respective weight of the proposals are:

- Technical Criteria weight is 70%;
- Financial Criteria weight is 30%;

Evaluation Criteria:

Criteria	Weight	Max. Pts
Technical competencies (based on CV)	60%	60
Methodology and planning	40%	40
Total	100%	100

Technical Competencies (based on CV)	60
Degree <ul style="list-style-type: none"> • Bachelor degree..... 0 pts • Master/engineering degree... ..05 pts • PhD 10 pts 	10

10 years of demonstrable experience in the technical area of climate change and/or developing MRV mechanisms and reporting on climate change mitigation, finance, and policy. <ul style="list-style-type: none"> • Less than de 10 years 0 pts • Between 10 et 15 years 10 pts • 16 years and more 15 pts 	15
Relevant references related to the development of studies and/or strategies in the field of climate change and/or developing MRV mechanisms and reporting on climate change mitigation, finance, and policy <ul style="list-style-type: none"> • Less than de 3 Ref 0 pts • Between 3 et 5 Ref 10 pts • 6 Ref and more 15 pts 	15
Relevant references related to the development of project document or project identification sheet preferably with GEF or other donors in in the field of climate change and/or developing MRV mechanisms and reporting on climate change mitigation, finance, and policy <ul style="list-style-type: none"> • Less than de 1 Ref 0 pts • 1 Ref 5 pts • 2 Ref and more 10 pts 	10
Relevant experiences working with international organizations, including UNDP <ul style="list-style-type: none"> • Less than de 2 Ref 0 pts • Between 2 et 4 Ref 5 pts • 5 Ref and more 10 pts 	10
Methodology and planning	40
To which extent does the consultant understand the mission to be accomplished and the content of the methodology?	20
Are the proposed sequence of activities and implementation schedule well defined, realistic and in line with the terms of reference of the assignment?	20

Financial offer and evaluation:

The financial offer should be submitted as follows:

		Quantity	Unit cost	Total amount
Consultant fees		20 W/D		
Additional fees:	Airfare cost	2 air tickets		
	Accommodation costs in Tunis	7 days		
Total amount				

- Any offer that does not achieve the minimum technical score required (70 points) will not be considered for the financial evaluation.
- The lowest financial offer (among the selected offers) is awarded the maximum score of 30 points.
- The financial score of a tender “n” is calculated as follows:

$$NF_n = (OF_{mo} / OF_n) * 30$$

NF_n = financial note of the tender

OF_{mo} = amount of the lowest bid

OF_n = amount of the tender n

Best offer selection:

The overall score of a tender n is calculated as follows:

$$NG_n = 70\% * NT_n + 30\% * NF_n$$

NG_n = global score of the tender n

NT_n = technical score of the tender n

NF_n = Financial score of the tender n

The best offer will be the one with the best overall score (NG_n)

The evaluation of the financial offers will be based on the total amount of the offer before tax.