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

<b>Services/Work Description:</b>	<b>Support the development of Carbon Markets Framework and digital manual for Namibia engagement in carbon markets under the Paris Agreement.</b>
<b>Post Title:</b>	National Consultant – Climate Change Policy Specialist
<b>Duty Station:</b>	Home Based
<b>Duration:</b>	80 working days within a period of 8 months.
<b>Expected Start Date:</b>	First Week in July 2022

### **1. Background**

Namibia's updated Nationally Determined Contribution (NDC) reflects its continued adherence to the goals of the Paris Agreement, which is to keep the rise in global average temperature well below 2°C 2 above pre-industrial levels. Namibia is committed to combating climate change and accelerating the transition to a climate-resilient, low-carbon sustainable mode of development. In line with this commitment, Namibia's Updated NDC, contains bold targets to raise its mitigation ambition from 89% committed in its Intended Nationally Determined Contributions (INDC) in 2015 to 91%. Namibia commits to reduce its Greenhouse Gas (GHG) emissions conditionally by 14% (under limited domestic and international support) and towards 77% (with substantial international support) in 2030 compared to the Business as Usual (BAU) levels, corresponding to a total reduction of 21.996 MtCO<sub>2</sub>e.

The Paris Agreement recognizes that some countries may choose to pursue voluntary cooperation in the implementation of their NDCs to allow for higher ambition in their mitigation and adaptation actions and to promote sustainable development and environmental integrity. Article 6 of the Paris Agreement establishes three cooperative approaches for the post-2020 climate market participating countries, these are market instruments on Internationally Transferred Mitigation Outcomes (ITMOs)- Article 6.2<sup>1</sup>, the Sustainable Development Mechanism (SDM)- Article 6.4<sup>2</sup> and the non-market mechanism- Article 6.8<sup>3</sup>. With a well-coordinated approach, Carbon Markets can be a catalyst for achieving the NDC goals and provide investment opportunities for businesses. However, the implementation of carbon market will require Namibia to have robust policies, regulations, procedures and appropriate institutional arrangements in place. The Updated NDC anticipates adopting carbon market strategies to enhance implementation to achieve the targets, raise ambition across the board, and mobilize adaptation finance.

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<sup>1</sup> 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, authorization, monitoring and reporting is up to the cooperating countries

<sup>2</sup> Article 6.4 is expected to be similar to the Clean Development Mechanism of the Kyoto Protocol. It establishes a mechanism for trading GHG emission reductions between countries under the supervision of the Conference of Parties – the decision-making body of the UN Framework Convention on Climate Change

<sup>3</sup> Article 6.8 recognizes non-market approaches to promote mitigation and adaptation. It introduces cooperation through finance, technology transfer, and capacity building, where no trading of emission reductions is involved.

With support from the Japanese government, UNDP Namibia is implementing a project titled "Nationally Determined Contributions (NDCs) to achieve net-zero emissions and climate-resilient development, in response to the climate emergency". The project has three components namely: (i) Design of Key Building Blocks for a National Emissions Trading Scheme (ETS); (ii) Technical capacity building to enhance the institutional capacity of Ministry of Environment, Forestry and Tourism (MEFT) and relevant institutions, including the private sector (iii) Enabling investment climate and operationalization planning for market mechanism in Namibia.

It is in respect of the above, that UNDP is seeking to engage an individual national consultant to work together with an international consultant recruited by UNDP, MEFT and multi-stakeholders to:

- (i) Undertake Policy, regulatory and legal reviews to assess Namibia's readiness to engage in carbon markets.
- (ii) Assist the international consultant to prepare a detailed carbon market framework for Namibia
- (iii) Assist the international consultant to develop a digital guidance manual to operationalize the carbon market framework;
- (iv) Assist the international consultant to develop training manuals and conduct two training of trainers workshop in the design and implementation of carbon market instruments;
- (v) Assist the international consultant to assess the capacity and potential/feasibility/viability for an Emission Trading Scheme in Namibia. This will include assessing various ETS and in particular Japanese ETS; and
- (vi) Develop two policy briefs (targeting both policy makers and the private sector) articulating policy gaps, opportunities and recommendations to enhance national policies and implementation of Carbon Markets in Namibia

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

The overall objective of the assignment is to support the development of a carbon market framework in Namibia. The specific objective will be to undertake comprehensive policy, regulatory and legal reviews to assess Namibia's readiness to engage in carbon markets.

## **3. Scope of work**

The National consultant will work with the international consultant to support MEFT in the development of carbon market strategy/framework for Namibia. While the carbon market framework will focus on addressing broad policy areas for participating in carbon markets, the guidance manual will define issues such as (a) institutional arrangements for carbon market project implementation; (b) mitigation activity development cycle; (c) approval procedures for carbon project registration and Article 6 credit 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 MEFT and UNDP, who will provide technical support to the consulting team. The national consultant will also undertake comprehensive policy, regulatory and legal reviews to assess Namibia's readiness to engage in carbon markets.

## **4. Specific tasks**

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

- a. Undertake Policy, regulatory and legal reviews to assess Namibia's readiness to engage in carbon markets- highlighting the gaps, needs and specific recommendations to address them
- b. Support in conducting capacity gaps and needs assessment to identify countries' readiness and capacity building needs to develop and operationalize carbon market projects, track results and process the corresponding adjustments. It is expected that the contractor will apply the World Bank MAPP-ITR modules 'Party Readiness' and 'Article 6 implementation' to review if a country has set-up a robust institutional framework and infrastructure to effectively implement carbon projects and will thereby determine the 'party's readiness;
- c. Support in formulating the support needs to fill the capacity gaps and ensure a smooth implementation of carbon projects in Namibia;

- d. Support to prepare a detailed carbon market framework to set out the policy foundation essentials to give carbon market transaction actors the clarity and certainty on their rights and obligations.
- e. Support the development of a digital guidance manual to operationalize the carbon market strategy and regulate the development and implementation of mitigation activities.
- f. Support in the development of policy briefs articulating policy gaps, opportunities and recommendations to enhance national policies and implementation of carbon markets in Namibia;
- g. Support the development of training manuals for public and private sector on carbon markets,
- h. Support to assess the capacity and potential/feasibility/viability for an inclusive Emission Trading Scheme in Namibia;
- i. Support to conduct two training of trainers workshops in design and implementation of carbon market instruments; and facilitate the presentation at stakeholder workshops for validation of the carbon market framework and the manual with the associated templates.

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

The duration of the assignment is 80 working days over 8 Months with the following milestones:

#	Deliverables	Timeline	Payments
1	An inception report should be prepared to detail the tasks 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 a week after contract signing	10%
2	Report on policy, institutional, regulatory and legal assessment and recommendations to support Namibia's readiness to engage in carbon markets	Within 4 weeks after approval of the inception report	20%
3	<p>First Draft inputs submitted to the international consultants to support the development of the following deliverables by the international consultant:</p> <ul style="list-style-type: none"> <li>• Report detailing the capacity gaps and support needs and defined technical assistance activities needed to address the capacity gaps.</li> <li>• Feasibility assessment for an Emission Trading Scheme in Namibia and recommendations</li> <li>• Draft carbon market framework to set out the policy foundation essentials to give carbon market transaction actors the clarity and certainty on their rights and obligations. The carbon market framework is expected to settle key policy questions as provided for under section 1 of this TOR.</li> <li>• Draft digital manual to operationalize the carbon market framework and guidelines for the development and implementation of mitigation activities</li> </ul>	Within 10 weeks after the submission of the inception report	30%

	<p>Final Inputs (validated) to the first draft inputs to support the finalization of the following deliverables by the international consultant:</p> <ul style="list-style-type: none"> <li>• Final carbon market framework document</li> <li>• Final digital manual to operationalize the carbon market framework incorporating all comments and inputs from stakeholders</li> <li>• Report on best practices and lessons on what works in carbon trading from other developing countries and Japan through SSC as well as global lessons from other ETS</li> <li>• Two Policy briefs one targeting policy makers and the other the private sector actors articulating policy gaps, opportunities and recommendations to enhance national policies and implementation of Carbon Markets in Namibia.</li> </ul>	<p>Within 12 weeks after the submission of the inception report</p>	<p>40%</p>
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## 6. Required experience and skills:

### A. National Climate Change Policy Specialist

- Master's degree in economics, environmental finance, business administration, environmental engineering, sciences or a related field.
- At least 5 years of relevant professional experience in carbon finance and knowledge of the nexus carbon finance, Nationally Determined Contributions and the Paris Agreement.
- Familiarity with international development issues, including understanding of technical and regulatory matters in the areas of climate change.
- Good understanding of Namibia's climate change policies and strategies as well the vision 2030
- Familiarity with the UNFCCC and the Paris Agreement

### B. Legal Expert

- Law Degree or master's degree specialized in international and/or environmental law, or climate legal, policy and regulatory framework
- Minimum of 3 years' experience in Namibia with environmental law issues, including legal and regulatory aspects related to climate change
- An understanding of carbon markets and associated carbon market standards and their legal requirements.
- An understanding of Namibia Climate change Policy and institutional framework

## 7. Evaluation Criteria and selection of 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 be based on the following criteria with the corresponding points (out of a total of 70 points): The awarding of marks will be based on the overall assessment of both the lead and the legal expert.

Required skills and experience	Maximum Score/Mark (%)
Detail Methodology and approach to undertake the assignment	5%
Master's degree in economics, environmental finance, business administration, environmental engineering, sciences or a related field; for the lead, and also for the legal expert: Law Degree or master's degree specialized in international and/or environmental law, or climate legal, policy and regulatory framework	5%
At least 5 years of relevant professional experience in carbon finance and knowledge of the nexus carbon finance, Nationally Determined Contributions and the Paris Agreement	20%
Familiarity with international development issues, including understanding of technical and regulatory matters in the areas of climate change;	10%
Familiarity with international development issues, including understanding of technical and regulatory matters in the areas of climate change	10%
Good understanding of Namibia's climate change policies and strategies as well the vision 2030	10%
For the legal expert: Minimum of 3 years' experience in Namibia with environmental law issues, including legal and regulatory aspects related to climate change	10%

The National Climate Change Policy Specialist, who shall be the lead is expected to be supported by one legal expert. The lead Specialist is expected to work not more than 80 days (within 8 months) and shall provide his/her professional fees according to the number of days. The legal expert is expected not work more than 30 days for the purpose of budgeting. The Full detailed CVs of both the consultants shall submitted along the technical proposal.

The National consultants shall not budget for the Team of international consultants as separate process of engaging the international consultants are being done.

## 8. Financial Proposal

The financial proposal shall include: The daily professional fees of the two national consultants; Logistical cost and other eligible expenses as per the financial proposal template

UNDP Shall sign contract with only the National Climate Change Policy Specialist consultant and the lead consultant shall be responsible and be the prime contact for purpose of this assignment.

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

- Duty station: Windhoek, Namibia
- The National consultant 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 Head of SMER at UNDP and carry out his/her tasks under the overall guidance of the UNDP Namibia Deputy Resident Representative and UNFCCC focal person in Namibia and/or and focal person at MEFT
- The consultant will report via email, virtual calls to the Task Managers (UNDP and MEFT); 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 Deputy Resident Representative UNDP

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

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

## **9. 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 -
3. Offeror's letter to UNDP- template provided

Applicants are instructed to submit their daily rate financial proposals in Namibia Currency. using the financial proposal template provided (Offeror's 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 consultants only.**

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