

## Terms of Reference

### **Appointment of expertise to support the compilation of South Africa's fifth (5th) Biennial Update Report to the United Nations Framework Convention on Climate Change (UNFCCC)**

<b>Type of Contract:</b>	Institutional/Professional Contract
<b>Languages:</b>	English
<b>Duration:</b>	12 months
<b>Location:</b>	Gauteng, South Africa
<b>Application close:</b>	09 August 2022

#### **1. Background**

##### **1.1. Introduction:**

The United Nations Framework Convention on Climate Change (UNFCCC) was adopted in 1992 as the basis for a global multilateral response to the threat of anthropogenic climate change. The Convention invites Parties (national states) to become signatories, and to thereby commit Parties to the Convention to take actions to limit or reduce greenhouse gas (GHG) emissions that contribute to anthropogenic climate change, as well as to co-operate in adapting to the impacts of climate change, guided by the principle of common but differentiated responsibilities and respective capabilities. The Government of the Republic of South Africa signed the Convention in June 1993 and ratified it in August 1997. As a Party to convention South Africa is obliged to comply with the requirements of Non-Annex I Parties under the UNFCCC. Amongst the requirements for the Non-Annex I Parties are required to periodically report on mitigation and adaptation measures to combat climate change through submission of the National Communication Reports and the Biennial Update Report to the UNFCCC Secretariat. The commitment for Parties to communicate to the COP information relating to the implementation of the Convention is guided by Articles 4 and 12 of the Convention.

At the 16th Conference of Parties (COP 16) in Cancun, Mexico in 2010, the Parties decided to enhance reporting in national communications from non-Annex I Parties on National Greenhouse Gas (GHG) Inventories, mitigation actions and their effects, and support received. It was also decided that developing countries, consistent with their capabilities and the level of support provided for reporting, should submit their first Biennial Update Reports (BURs) by December 2014 and every second year afterwards. The Least Developed Countries (LDCs) and Small Island Developing States (SIDs) may submit this report at their discretion.

BURs are intended to provide updates on actions undertaken by a Party to implement the Convention, including the status of its greenhouse gas emissions and removals by sinks, as well as on the actions to reduce emissions or enhance sinks, and support needed and received to implement these actions.

Non-Annex I Parties are required to prepare their BURs on the basis of the BUR guidelines adopted by COP 17, Durban, South Africa, in 2012, which are contained in annex III to decision 2/CP.17. In using the BUR guidelines, non-Annex I Parties should take into account their development priorities, objectives, capacities and national circumstances. COP 17 adopted the "UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention", (hereinafter referred to as BUR guidelines) as well as modalities and guidelines for International Consultative Analysis (ICA).

The government of South Africa has to date submitted three (3) National Communications (NCs) as well as four (4) Biennial Update Reports (BURs) along with Six (7) National Inventory Report (NIRs) to the UNFCCC since becoming a party to the Convention. Regarding the NIR, South Africa has moved to apply the 2006 Intergovernmental Panel on Climate Change (IPCC) guidelines through its year 2000 NIR which was submitted with the 2nd National Communication. In 2014, South Africa submitted its first (1st) Biennial (BUR-1) together with the 2000-2010 NIR. The BUR-1, BUR-2 and BUR-3, underwent the full International and Consultation Analysis (ICA) process. The technical analysis was done by the Team of Technical experts (TTE) with the final outcomes published in summary report, and the Facilitative Sharing of Views was done during the margins of the Conference of Parties (COP).

In terms of improvements, South Africa's aim is to incorporate more country-specific emission factor data and move towards a Tier 2 or 3 approaches for the key categories. South Africa aims to increasing the accuracy of GHG calculations by applying country-specific emission factors for the Energy sector which will improve the national GHG inventory estimate.

However, gaps still exist, and improvement is an ongoing process. This is the reason why the government of South Africa always seeks to subject its BURs to an independent review and public consultation process even though this is not part of the BUR guidelines. The public consultation process is very imperative in a sense that inputs can be received from the public and key organisations to ensure that the BUR-5 is a true reflection of progress achieved in mitigating climate change in South Africa.

## **1.2. Objectives of the assignment**

The primary objectives of developing the 5th BUR are as follows:

- a) To facilitate South Africa reporting requirements under the UNF to comply with article 4 and 12, as well as Decision 2/CP.17 including Annex III of Decision 2/CP.17 of the UNFCCC;
- b) To develop the BUR-5 in conformity with the guidelines of BURs, as well as requirements as explained in the training material of the Technical Team of Experts;
- c) To update information on South Africa's GHG inventory, mitigation efforts as well as financial, technical and capacity needs so as to communicate related information to the domestic and international community; and
- d) To ensure that BUR-5 reflects the appropriate update and progress from previous BURs (BUR1-BUR4) and that the recommendations of the ICA from the previous BURs are taken into consideration in BUR-5.

## **1.3. Scope and Extent of Assignment**

A mandatory briefing session with the United Nations Development Programme (UNDP) prior to the signing off the contract is essential, in addition to meetings with the Technical Reference Group convened by UNDP from time to time. The scope of work of the consortium of experts is to undertake and complete the following tasks:

### **a. Project Inception**

- The Institution/consortium of experts (the entire project team) must participate in the inception meeting as organised by the Project Steering Committee, and
- provide a detailed presentation on how the project will be implemented within the prescribed period, and
- draft an inception report arising from the inception meeting with the following aspects:
  - Project implementation plan;
  - Methodology to be followed in the implementation of the project;
  - Data collection plan (including the specification of sites where relevant) to fulfil the requirements of the task; and
  - Consolidate database of data providers for all the sectors and sub-sectors covered in the scope of these terms of reference.

An immediate deliverable of this will be a draft inception report and database of data providers. These must be submitted by the appointed service provider two (2) weeks after the inception meeting with the Project Steering Committee.

### **b. Drafting of certain chapters of BUR-5**

- Draft BUR-5 in line with the latest UNFCCC guidelines for developing BURs for countries not included in Annex I of the Convention as outlined in Annex III of decision 2/CP.17;
- The Institution/consortium of experts is expected to update and support The Department of Forestry, Fisheries and the Environment (DFFE) in finalising the following chapters, which will yield a Zero Order Draft of the report:
  - Provide and support finalising the chapter on the update of National circumstances
  - Provide a summary of the 2000 – 2020 GHG inventory through consultation with DFFE who will be responsible for the compilation of the National Inventory Report (NIR);

- With support, guidance and leadership from DFFE, provide technical expertise and support finalising the chapter on the Mitigation actions and their effects;
  - With support, guidance and leadership from DFFE, provide technical expertise and update chapter on support needed and received specifically on;
  - technology transfer and development, capacity building and financial support needed and received.
  - With support, guidance and leadership from DFFE, provide technical expertise and update chapter on Domestic Measurement, Reporting and Verification which captures information on how the impact of mitigation actions was monitored and evaluated;
  - Provide support in drafting finalising the Additional Information Chapter.
  - With support from DFFE, develop an executive summary of all chapters including the Ministerial Foreword for the report.
- The institution/consortium of experts shall provide a first order draft (FOD) of the BUR-5 chapters in consultation with DFFE and integrate all of the chapters including those drafted with the assistance of DFFE, into a final draft of the BUR-5;
  - During integration, the institution/consortium of experts shall ensure that BUR-5 is complete in terms of the and table of contents; information flow and alignment with Transparency, Accuracy, Consistency, Completeness and Comparability (TACCC) principles; numbering of figures; tables; headings-subheadings; page numbers, as well as general editing of the BUR-5;
  - In drafting the BUR-5, the institution/consortium of experts must also comply with the requirements laid out in the training material for the Technical Team of Experts in order to develop BURs as well as the UNFCCC checklist for the analysis of BURs;
  - The BUR-5 is anticipated to undergo parallel processes of the independent review and public consultation by the DFFE in August 2022.
  - The institution/consortium of experts shall also assist in addressing the inputs and comments from the public consultation and independent review and compile relevant database of how these inputs and comments were addressed.

## 2. Expected Deliverables and Timelines

The institution/consortium of experts will be responsible for the provision of the following deliverables within the outlined timelines:

**Table 1.** Deliverables and Timelines

<b>Deliverable</b>	<b>Activity Outcome / Product</b>	<b>Description</b>	<b>Delivery Timeline</b>	<b>Payment Schedule</b>
Deliverable 1	Develop Project Inception Report	Participation and minutes of the inception meeting, inception meeting report specifying the approach / methodology, project plan and timelines for each deliverable.	Two (2) weeks after signing of the contract between service provider and UNDP.	20% (2 weeks after signing)

<b>Deliverable</b>	<b>Activity Outcome / Product</b>	<b>Description</b>	<b>Delivery Timeline</b>	<b>Payment Schedule</b>
Deliverable 2	Draft Chapters – Zero-Order Draft BUR-5	Update National circumstances chapter; Summary of the 2000 – 2020 inventory chapter; Mitigation actions and effects chapter; Support needed and received chapter; Domestic MRV chapter; Additional Information Chapter and developing executive summary for all the chapters.	Three (3) months after the inception meeting	30% (Three (3) months after the inception meeting)
Deliverable 3	First Order BUR-5	First Order BUR-5 with inputs from DFFE on the zero-order draft BUR-5 incorporated and also inputs and comments from public consultation and independent review addressed.	Three (3) months after the Zero-Order Draft BUR-5	25% (Three (3) months after the Zero-Order Draft BUR-5)
Deliverable 4	Final BUR	Final BUR–5 that has addressed independent review, public consultation and project steering committee inputs and comments.	Three (3) months after First Order BUR-5	25% (Three (3) months after First Order BUR-5)

### 3. Reporting

The UNDP South Africa CO is responsible for making of payments to the institution/consortium of experts and for associated contract administration. DFFE is responsible for the technical and quality aspects of the work, and as such, DFFE will initiate and convene any technical reference group or stakeholder consultation meetings or workshops. UNDP will make payments to the institution/consortium of experts after written approval from the DFFE focal point, working under the timelines and payment schedule terms of this TOR and the ensuing contract.

The consortium of experts must consist of a team leader, to which all team members report to.

### 4. Duration

The duration of the consultancy is for the period of 12 months, with a possibility of extension if needed. Period of assignment: 8 August 2022 to 10 August 2023.

### 5. Duty Station

The institution/consortium of experts must be based in South Africa, and be able to attend the necessary meetings in Gauteng and across South Africa, as required.

### 6. Deliverables

The specific deliverables and payment schedule are provided in the table 2 below (elaborated in Section 2).

### 7. Competencies

The institution/consortium of experts shall consist of a team leader and other experts. The institution/consortium of experts must;

- a. Demonstrate a comprehensive, thorough and insightful methodology and approach applied to execute the objectives and deliverables of the project
- b. Demonstrate the institution/team's experience and knowledge in the fields of climate change mitigation and/or GHG inventory; Excellent understanding of South Africa's current commitments to the UNFCCC and the related processes for BURs is required.
- c. Demonstrate capability/ expertise and experience of key personnel to be assigned to the project in climate change mitigation and very sound knowledge and understanding of the accounting framework on greenhouse gas emissions within the South African context. Understanding on Climate Change Mitigation sector, coupled with thorough knowledge of climate change policies, regulations and acts governing the climate change sector in South Africa is required.

## **8. Academic Qualifications/Education**

### **Team leader**

- Hold at least a master's degree or an academic equivalent thereof in Climate Change, Environmental Economics, Environmental Management, Engineering, Environmental Sciences, Natural Resource Management or related fields
- At least ten years work experience in the aspects pertaining to the objectives of this assignment (Section 1.2 & 1.3 above);
- Demonstrated knowledge of the climate change reporting, climate change mitigation and/or GHG inventory;
- Excellent understanding of South Africa's current commitments to the UNFCCC and the related processes for BURs; and
- Understanding on Climate Change Mitigation sector, coupled with thorough knowledge of climate change policies, regulations and acts governing the climate change sector in South Africa
- Excellent writing, editing, and oral communication skills in English.

### **Other Team Members**

- Hold at least one-year diploma or the equivalent thereof in Climate Change, Environmental Economics, Environmental Management, Environmental Sciences Engineering, Natural Resource Management or related fields
- Working experience in the aspects pertaining to the objectives of this assignment (Section 1.2 & 1.3 above) is required;
- Demonstrated knowledge of climate change reporting, climate change mitigation and/or GHG inventory;
- Adequate understanding of South Africa's current commitments to the UNFCCC and the related processes for BURs; and
- Understanding on Climate Change Mitigation sector, coupled with thorough knowledge of climate change policies, regulations and acts governing the climate change sector in South Africa

## **9. Evaluation of Applicants**

Applications will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications and financial proposal. The evaluation of proposals will be conducted according to UNDP's procurement rules. A two-stage procedure is utilized in evaluating the proposals. The first step is the evaluation of the technical proposals, which must be completed prior to moving on to the next step which is the opening and comparing of the costing/budget/financial proposals. Only the costing/budget/financial proposals for submissions that passed the minimum technical score of 70% and above of the obtainable score of 100 points in the evaluation of the technical proposal will be opened.

The technical proposal is evaluated based on its responsiveness to the Terms of Reference (TOR).

In the second stage, the costing/budget/financial proposal of all contractors, who have attained the minimum 70% score in the technical evaluation will be compared. The contract will be awarded to the lowest priced technically qualified proposal.

Foreseeable travel costs should be included in the costing/budget/financial proposal as part of the application submission documents

Technical Criteria - 70% of total evaluation – max. 70 points:

Financial Criteria - 30% of total evaluation – max. 30 points:

Those candidates who obtained at least 70% of points in each of the steps of the process will be considered for financial proposal evaluation.

<b>Technical Evaluation Criteria</b>	<b>Max score</b>
<b>Criterion A – Proposed Methodology</b> Demonstrate comprehensive, thorough and insightful methodology and approach applied to execute the objectives and deliverables of the project.	30
<b>Criterion B- Proposed Work Plan</b> A detailed work plan with milestones, timelines, resources and designated responsibilities of the consultants and any support members must be indicated in the proposal for achieving of the deliverables.	15
<b>Criterion C- Demonstrated technical capability/ expertise</b> Cap (ability/ expertise and experience of key personnel to be assigned to the project in climate change mitigation and very sound knowledge and understanding of the accounting framework on greenhouse gas emissions within the South African context. Understanding on Climate Change Mitigation sector, coupled with thorough knowledge of climate change policies, regulations and acts governing the climate change sector in South Africa (50% of marks will be awarded for the team leader).	15
<b>Criterion D- Publication Record</b> Proven record of accomplishment on report writing for projects of a similar nature and size, including experience in stakeholder engagements, in South Africa.	5
<b>Criterion D- Academic Qualifications</b> Documented relevant academic qualifications and experience of the team.	5

*Technical proposals are encouraged to reflect a 50% gender requirement. UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. Proposals are encouraged demonstrate capacity transfer from international consultant and the use of graduate interns in the project. All applications will be treated with the strictest confidence*

## **10. Application procedures**

To facilitate the analysis of responses, all interested parties are required to prepare their response in accordance with the instructions outlined in this section. All proposals should be electronically generated. The institution/consortium of experts will be hired on a UNDP contract.

Applicants are required to submit the following:

- A Technical Proposal: Letter of Interest, stating why you consider your institution/team of experts suitable for the assignment and a methodology on the approach and implementation of the assignment;
- Evidence and examples of similar projects that have been successfully completed;
- Personal CVs highlighting qualifications and experience in similar projects;

- Minimum of three references - contact details (e-mail addresses) of referees (organisation for whom you've produced similar or related assignments);
- All-inclusive financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment.

Applicants are required to submit their application documents to **bid.pretoria@undp.org** on or before **1600hrs** on the **09 August 2022** with the subject line: **Reference Number**.