TERMS OF REFERENCE
Republic of the Marshall Islands Greenhouse Gas Inventory Consultant

Reference No. PN/FJI/097/22
Location Home-based
Application deadline 11 August 2022
Type of Contract Individual Contractor
Post Level International Consultant
Languages required: English
Duration of Initial Contract: 180 days [Spread across 30 August 2022 – 28 February 2023]

BACKGROUND

The Republic of the Marshall Islands (RMI) as Non-Annex I Party to the United Nations Framework Convention on Climate Change (UNFCCC) should prepare and submit National Communications every four years to the Conference of the Parties (COP) containing information on their emissions by sources and removals by sinks of all GHGs not controlled by the Montreal Protocol, and on the steps taken or envisaged to implement the Convention. Further to this, Non-Annex I Parties are also requested to submit Biennial Update Reports to the UNFCCC every second year starting January 2014 containing updates of national GHG inventories, including a national inventory report and information on mitigation actions, needs and support received. The reporting guidelines for BUR are described in decision 2/CP.17, Annex III.

DUTIES AND RESPONSIBILITIES

Scope of Work
The consultant will be responsible for designing the National Greenhouse Gas Inventory (NGI) for the Energy/IPPU/Agriculture/LULUCF/Waste sectors, the redaction of the National Inventory Report (NIR) and the development of the Chapters on GHG Inventory as part of the Third National Communication (TNC) for period 2001 to 2018 and 2017 for First Biennial Update Report (FBUR). This includes working together with stakeholders, including capacity building activities and trainings on data collection, analysis, indicators, the use of 2006 IPCC guidelines on national greenhouse gas inventories, the IPCC good practice guidance on the National GHG inventories and Uncertainty Management, the IPCC Good Practice Guidance on Land use, land-use change and forestry and implementing and maintaining a National Greenhouse Gas Inventory system.

The FBUR report is meant to be an update of the most recent National Communication submitted in 2015 covering the inventory years 1994 and 2000. This includes the NGI data covering the Energy/IPPU/Agriculture/LULUCF/Waste sectors. To generate this information, the consultant will be responsible for analyzing the national available information for year of the inventory to estimate the emission of the year based on the IPCC 2006 IPCC Guidelines.

Activity data collected should be combined with available country specific emission factors. If
information on this is missing default emission factors from the 2006 IPCC Guidelines can be used. In any case the origin of the data needs to be documented.

The specific references that should be reviewed and will form the basis for the study are the Initial and Second National Communications.

The following Methodologies for inventories should be considered:

2. Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventory (2000) as the reference and standards for performing inventory estimates in the present work.
4. Emission Factor Database (EPDB).
5. The 2003 UNFCCC User manual for the guidelines on national communication from NAI countries.
6. Field surveys, depending on need to compile or verify data for the inventory calculation.
7. Self-Completion Questionnaire to be sent to concerned institutions that can provide activity data.
8. Default IPCC spread sheets of GHG inventory.

The objective of the assignment is to carry out GHG emissions estimates for all relevant sectors as per the IPCC methodology, ensuring the inventories are complete, consistent, comparable, transparent and accurate. Specific objectives include:

- Improve and upgrade previous GHG inventory including improved documentation and archiving.
- Establishment of a network of contacts for accessing data and designing a system for data management for the sector.
- Elaborate a report on GHG emissions for all sectors using the 2006 IPCC Guidelines.
- Recommendations on areas to improve future inventories and to suggest ways for addressing data gaps.
- Improvement of local capacities to prepare a GHG Inventory.
- Identify shortcomings and gaps of previous GHG Inventory for all sectors.

Expected Outputs and Deliverables

- Prepare a detailed work plan with milestones that will ensure a final GHG Inventory Chapters of FBUR and the final NIR can be completed by Date and the final GHG Inventory Chapter of TNC can be completed by Date.
- Undertake the Key Source Analysis to determine priority areas of inventory work (e.g. those sources are more significant in terms of their contribution to national GHG emissions so that resources and efforts are prioritized).
- Choose the estimation methods as appropriate.
- Determine if the recalculation of inventories carried out under the INC and SNC would be needed to ensure consistency of a time series (to be reported under the Third NC/First BUR).
- Identification and collection of new activity data needed for estimates of GHG emissions for period 2001 to 2018 (TNC) and 2017 (FBUR) for the sectors (Energy/IPPU/Agriculture/LULUCF/Waste).
Carry out greenhouse gas emission calculation as per 2006 IPCC Guidelines for National GHG Inventory in the five sectors of emissions and removals for period 2001 to 2018 (TNC) and 2017 (FBUR), by using the IPCC GHG-I software (updated version).

Consider country specific emission factors in comparison with international averages, if applicable.

 Undertake or design of surveys for the base year and the years to be considered if no activity data is available. Specific institutions and/or individuals may be interviewed for the purpose of getting of compiling data and ensure support.

Recalculations may be carried out for previous inventory based on higher tier methodologies and refined activity and emission factor data.

Selection of emission factors to be utilized. Determine the application of Tier1, 2 or 3 for the sector as appropriate (following the IPCC guidelines).

Determine if establishment of country specific emission factors is feasible (will depend on whether emission factors at country level are available).

Design of a system for archiving, manage and update the inventory for the country.

Calculate the level of uncertainty associated with the inventory data for each considered sector, is feasible.

Sectoral tables will be produced using the excel sheets recommended by the IPCC Guidelines.

Address quality assurance and quality control procedures.

Determine data gaps and future needs.

Prepare and GHG Inventory workshops as trainer and participate in stakeholder workshops to raise awareness among them.

Support institutional strengthening and capacity building including the thematic working groups for efficient and timely development and submission of GHG inventories, providing trainings on data collection, analysis, indicators, the use of 2006 IPCC guidelines on national greenhouse gas inventories, the IPCC good practice guidance on the National GHG inventories and Uncertainty Management, the IPCC Good Practice Guidance on Land use, land-use change and forestry and implementing and maintaining a National Greenhouse Gas Inventory system.

Organize workshop for presentation and discussion on the results obtained from the GHG inventory for the sector.

Identify areas where technical support would be needed.

Institutional Arrangement

The assignment will be carried out under the close guidance of the Technical Specialist for Climate Change Enabling Activities based in the UNDP Istanbul Regional Hub and the programme team (RSD Team Leader, Deputy Team Leader and Programme Analyst) at the UNDP Fiji Multi Country Office.

The Greenhouse Gas Inventory Consultant will work closely with the RMI TNC-BUR National Coordinator and the RMI Government focal points.

The Greenhouse Gas Inventory Consultant is expected to produce all of the above stated deliverables during and upon the successful completion of activities according to the agreed schedules.

The Greenhouse Gas Inventory Consultant is expected to provide his/her own computer.

Due to the ongoing COVID-19 pandemic it is likely that the bulk of the work will be conducted remotely, but costs for one visit to the RMI has to be included in the budget should situations change for the better.
Duration of the Work

- The Greenhouse Gas Inventory consultancy is for 180 days commencing no later than 30th August 2022 and completion no later than 28 February 2023. The consultancy may extend depending on the collective recommendations of the Fiji MCO and the Technical Specialist at the UNDP Istanbul Regional Hub.
- The Greenhouse Gas Inventory consultant shall be engaged to undertake the consultancy working concurrently according to a planned schedule to be completed by the latest 28th February 2023.
- The Greenhouse Gas Inventory consultant is expected to propose a work plan and timelines to achieve the expected outputs.

Duty Station

- The Greenhouse Gas Inventory Consultant will be home based;
- Due to the ongoing COVID pandemic it is likely that the bulk of the work will be conducted remotely, however should travel restrictions be eased one visit to the RMI should be planned;
- The Greenhouse Gas Inventory consultant is expected to use her/his laptop computer, loaded with the appropriate computer software for the work required and;
- The Greenhouse Gas Inventory consultant will be required to report via Zoom (or a similar virtual platform) followed up with an email summarizing the update call, at least once a fortnight with the Fiji MCO and Technical Specialist at the UNDP Istanbul Regional Hub.

COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills to articulate ideas in a clear and concise manner;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work and;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Master’s degree or equivalent as in energy science, climate change, natural resource management or any relevant qualification in related field.

Experience
- A minimum of 5 years of relevant experience in conducting GHG Inventories for National Communications (NC) and/or Biennial Update Reports (BUR), presentation of NC and BUR to the UNFCCC and related activities;
- Substantial experience with the 2006 IPCC guidelines for GHG-I and the IPCC GHG-I Software and;
- Experience working in the Pacific and SIDS on related initiatives is highly desired.

**Language requirements**
- Fluency of English language is required;

**Price Proposal and Schedule of Payments**
Consultant must send a financial proposal based on a **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC’s duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- **Deliverable 1** – Signing of the contract and submission of a work plan: 10% of total contract amount
- **Deliverable 2** – Submission and acceptance of the GHG Inventory Report for BUR and TNC: 25% of total contract amount
- **Deliverable 3** – Submission and acceptance of the National Inventory Report for BUR: 25% of total contract amount
- **Deliverable 3** – Submission and acceptance for each source, a description of methodology, sources of data activity data, emission factors, methodologies, the actual data, and a description of uncertainties including, if possible, quantitative assessment of uncertainties: 10% of total contract amount
- **Deliverable 4** – Submission and acceptance of worksheets, or calculation sheets, showing how emissions are calculated, including all parameters used for calculations: 10% of total contract amount
- **Deliverable 5** – Submission and acceptance of the tables of annual emission and removal estimates by source, with estimates expressed in units of mass/year and the year or years represented clearly noted: 10% of total contract amount
- **Deliverable 6** – Submission and acceptance of other informative background data, e.g. a national energy balance, a description of GHG sources that are believed to be important but cannot be estimated: 10% of total contract amount

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

**Evaluation Method and Criteria**
Individual consultants will be evaluated based on the **Cumulative analysis** methodology.
The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%), and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

**Technical Criteria for Evaluation (Maximum 70 points)**

- **Criteria 1**: Postgraduate qualification or higher in a relevant field, such as Natural Resources Management, Ecology or Sustainable Development – Max 15 points
- **Criteria 2**: Minimum of 5 years of relevant experience in conducting GHG Inventories for National Communications (NC) and/or Biennial Update Reports (BUR), presentation of NC and BUR to the UNFCCC and related activities – Max 20 Points
- **Criteria 3**: Substantial experience with the 2006 IPCC guidelines for GHG-I and the IPCC GHG-I Software – Max 20 points
- **Criteria 4**: Experience working in Asia/Pacific and SIDS on related initiatives is highly desired – Max 15 Points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

**Documentation required**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
- **Financial proposal**, as per template provided in Annex II.

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

**Annexes**

- Annex I - **Individual IC General Terms and Conditions**
- Annex II – **Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC**, including **Financial Proposal Template**

For any clarification regarding this assignment please write to pts.fj@undp.org