

## Terms of Reference

**Institutional Consultancy to compile a chapter on programmes containing measures to facilitate adequate mitigation to climate change and a summary of South Africa's Greenhouse Gas Inventory (2000–2020) for South Africa's 4<sup>th</sup> National Communication Report to the United Nations Framework Convention on Climate Change.**

**Type of Contract:** Institutional/Professional Contract  
**Languages:** English  
**Duration:** 15 months  
**Location:** Gauteng, South Africa  
**Application close:** 4<sup>th</sup> October 2022  
**Starting date:** 15 October 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 themselves to taking 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, dependent on their 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 this Convention, South Africa is obliged to comply with all the requirements of Non-Annex I Parties under the UNFCCC. Amongst the requirements for the Non-Annex I Parties are the reporting requirements to the Conference of Parties (COP) on what the country is doing to implement the Convention. 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 shall 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. Non-Annex I Parties are required to submit their first NC within three years of entering the Convention, and every four years thereafter. The NCs shall be prepared in accordance with the guidelines contained in decision 17/CP.8.

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. Regarding the NIR, South Africa started using the 2006 IPCC guidelines through its year 2000 NIR submitted with the 2nd National Communication. The BUR-1, BUR-2 and BUR-3, underwent the full International and Consultation Analysis (ICA) process. The Team of Technical experts (TTE) did the technical analysis 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 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 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 as well as the plans to achieve more.

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

The overall objective of the project is to appoint a qualified institution or team of consultants to compile a chapter on **Programmes containing Measures to Facilitate adequate Mitigation to Climate Change** as well as a summary of **South Africa's Greenhouse Gas Inventory (2000–2020)** for South Africa's 4th National Communication Report to the United Nations Framework Convention on Climate Change through-

- a. Drafting and finalising a chapter on programmes containing measures to mitigate climate change of the 4<sup>th</sup> National Communication (NC4) of South Africa.
- b. To summarise South Africa's Greenhouse Gas Inventory for 2000-2020 for the BUR5 and NC4 chapters.

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

The consultancy team will be responsible for compiling and finalizing the following scope of work(a) and (b);

### **a) Programmes containing measures to mitigate climate change Chapter of the 4<sup>th</sup> National Communication (NC4) of South Africa.**

Mitigation chapter for the NC4 will be drafted by consultancy team, who will work in collaboration with DFFE and the Project Coordinator to draft the chapter and to address public comments and independent review comments, as well as finalisation of the chapter. In drafting the chapter, the following activities will be undertaken by the consultancy team in consultations with DFFE;

- Collect information through the National Climate Change Information System (NCCIS), on adopted and implemented policies and measures, as well as on those in the planning stage, which have the most significant impact in affecting GHG emissions and removals, taking into consideration that each policy and measure should be presented by sectors and subdivided by greenhouse gas, as an estimate for a particular year such as 2000, 2005 2010, 2015, 2020, 2025 and 2030 not for a period of years.
- Describe the overall policy context, including any national targets for greenhouse gas mitigation, strategies for sustainable development or other relevant policy objectives should also be covered.
- As the per policies and measures (PAMs) study conducted, identify a set of mitigation policies, measures and technology options by using a multi-criteria analysis and by developing alternative approaches of win-win measures that could be implemented faster, cheaper and easier, taking into account the national socio-economic and sustainable development priorities, as well as the national commitments under the UNFCCC.
- Identify barriers and capacity needs for implementation of policies and measures to mitigate climate change which are currently under the planning stage; propose new policy interventions and financing schemes (Global Environment Facility, bilateral and others) to enhance the process of implementing the policies and measures to mitigate climate change, in compliance with the guidelines set by Decision 17CP/8, paragraphs 39-40.
- Describe the ways in which progress with policies and measures to mitigate climate change is monitored and evaluated over time.
- Describe institutional arrangements for monitoring climate change mitigation policy; as well as relevant information on inter-ministerial decision-making processes or bodies.
- Consider the GHG inventory for the 2000-2020 and identify the mitigation options of the most important future sources and sinks sectors as per the results from the PAMs study.

- Report on the relevant macro-economic data and set assumptions for the purpose of baseline (without measures) and mitigation (with measures and with additional measures) scenarios development.
- Assess to what extent the mitigation measures are already foreseen and developed under the National Strategies, Programs and Action Plans.
- Review the status of the relevant policy and legal framework, including sectoral implementation and summarize findings, propose additional mitigation measures to be considered.
- Develop at sector level (energy, agriculture, transport, industry, forestry, waste management) mitigation scenarios ('with measures' and 'with additional measures' projections) for the 2010-2030 time frames, by using top down and bottom up models, in compliance with the guidelines set by Decision 17CP/8, paragraphs 38-39.
- The 'with measures' and 'with additional measures' projections have to be developed and reported for the years 2010, 2015, 2020, 2025 and 2030 in a tabular format by sector and by gas for each of these years together with actual inventory data for the period 2000 to 2020
- The 'with measures' and 'with additional measures' projections have to be reported also in an aggregated format for each sector as well as for a national total, by using the global warming potential (GWP) values agreed upon by the Conference of Parties.
- The estimated and expected total effect (not cumulative savings) of implemented and adopted policies and measures ('with measures' and 'with additional measures' projections against the 'without measures' projections) will be assessed, as well as the cost of GHG reduction and the penetration rate of measures proposed under the mitigation scenarios for each sector, in compliance with the guidelines set by Decision 17CP/8, paragraphs 40.
- Develop the draft Chapter on 'Measures to Mitigate Climate Change', providing relevant information by key sectors (Energy, AFOLU, IPPU and waste), subdivided by greenhouse gas (carbon dioxide, methane, nitrous oxide and F-gases) reporting as per activities conducted above.
- Organize a national workshop on 'Climate change Mitigation Assessment' in final term period of the NC4 implementation phase, for the purpose of reviewing and approval of the content of the draft Chapter on 'Climate Change Mitigation'.
- Conduct meetings of the Working Group on GHG Mitigation
- Work with the DFFE to circulate the chapter for public comments as well as subjecting it to an independent review process.
- Address inputs and comments from the public consultation and independent review process, in consultation with the DFFE.
- Finalise the chapter in consultation with the DFFE.
- Archive and document all the information on activities related to the chapter and share the data with the DFFE.

#### **b) Summary of National GHG inventory of South Africa (2000-2020)**

The appointed consultancy team will summarize South Africa's Greenhouse Gas Inventory for 2000-2020 for the BUR5 and NC4 chapters. The 2000-2020 National Inventory Report (NIR) for South Africa will be compiled internally within the DFFE and handed over to the consultancy team to summarise for both the NC4 and BUR5. The GHG inventory chapter will be improved further following the previous improvements and recommendations from the Team of Technical Experts (TTE). The consultancy team will work in collaboration with DFFE to summarise the chapters and to address public comments and independent review comments, as well as finalization for submission to the UNFCCC. Once the chapters have been integrated to the main reports, they will be subjected to public consultations and independent review processes. The following activities will be undertaken under the GHG inventories:

- The consultancy team will describe the institutional arrangements for compiling the NIR of South Africa, and cooperation between government agencies and other entities involved in the preparation of the inventory, as well as institutional, legal and procedural arrangements to prepare the inventory as documented in the NIR.
- Describe the process for official consideration and approval of the inventory prior to its submission to the UNFCCC.
- Summarise the national inventory of greenhouse gas sources and sinks for 2000-2020 under BUR5 and NC4 following the 2006 IPCC Guidelines. Consultancy team will analyse and present the national inventory of greenhouse gas sources and sinks for 2000-2020 under BUR5

and NC4 following the 2006 IPCC Guidelines. The National Inventory Reports (NIRs) for 2000-2020 under BUR5 and NC4 will be compiled by the GHG Inventory Directorate within the DEFF. The data collected and analysed will be uploaded and documented into the National Greenhouse Gas Inventory System (NGHGIS) of South Africa.

- Provide information on methodologies used in the estimation of GHG emissions by sources and removals by sinks including recalculations and any improvements thereof, and a brief explanation of the sources of Emission Factors (EFs) and Activity Data (AD) as detailed in the 2000-2020 NIR.
- Report on the uncertainty assessment of the National Inventory of GHG Sources and Sinks, provide information on the level of uncertainty with inventory data and their underlying assumptions, and describe the methodologies used for estimating these uncertainties.
- Report the results of Key Category Analysis (KCA) for the reported inventory years to prioritize activities based on the NIR.
- Describe and explain the national trends in emissions by sector and gases
- Address all inputs/comments received under the GHG inventory chapters of BUR5 and NC4 in consultation with the DEFF GHG Inventory Directorate.
- Incorporate the inputs/comments received from the public consultation, peer reviews and independent review of South Africa's 2000-2020 NIR under BUR5 and NC4 in consultation with the DEFF GHG Inventory Directorate.
- Report on the completeness check, data storage and archiving procedures as well as planned improvements.

## 2. Expected Deliverables and Timelines

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

**Table 1.** Deliverables and Timelines

Deliverable	Activity Outcome / Product	Description	Delivery Timeline	Payment Schedule
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.	Three (3) weeks after signing of the contract between consultancy team and UNDP.	15% (3 weeks after signing)
Deliverable 2	Draft Chapter – Zero-Order draft South Africa's chapter on measures to facilitate mitigation to climate change of NC4	Zero-Order draft chapter of measures to facilitate mitigation to climate change of NC4	Three (3) months after the inception meeting	15% Three (3) months after the inception meeting
Deliverable 3	Draft summary Chapters – Zero-Order Draft Summary GHG inventory chapter (2000-2020) for NC4 and BUR5	Zero-Order draft Summary of the 2000 – 2020 GHG inventory as a chapter;	Three (3) months after the inception meeting	15% Three (3) months after the inception meeting
Deliverable 4	Develop first order draft on on	First Order draft with inputs from DFFE on measures to	Six (6) months after	10% Six (6) months after

<b>Deliverable</b>	<b>Activity Outcome / Product</b>	<b>Description</b>	<b>Delivery Timeline</b>	<b>Payment Schedule</b>
	measures to facilitate mitigation to climate change of NC4	facilitate mitigation to climate change of NC4 incorporated	the project inception meeting	the project inception meeting
Deliverable 5	Develop first order summary of GHG inventory chapter for NC4 & BUR5	First Order draft with inputs from DFFE on the zero-order draft of GHG inventory Chapter summary incorporated	Six (6) months after the project inception meeting	15% Three (3) months after the project inception meeting
Deliverable 6	Finalise Chapter on South Africa's chapter on measures to facilitate mitigation to climate change of NC4	Final Chapter that has addressed inputs and comments from public consultation, independent review and Project Steering Committee (PSC)	Three (3) months after finalising the first order draft.	15% Three (3) months after finalising the first order draft
Deliverable 7	Finalise the summary Chapter (summary of GHG inventory 2000-2020) for NC4 & BUR5	Final Chapter that has addressed inputs and comments from public consultation, independent review and Project Steering Committee (PSC)	Three (3) months after finalising the first order draft.	15% Two (2) months after finalising the first order draft.

### 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 consultancy team 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 15 months, with a possibility of extension if needed. Period of assignment: 15 October 2022 to 15 January 2024.

### 5. Duty Station

The institution/consultancy team 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/consultancy team 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 Climate Change Mandatory Reporting is required.
- c. Demonstrate institutional 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 Climate Change Mandatory Reporting; 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 three year degree 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 Climate Change Mandatory Reporting; 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 considering both 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.

Technical Evaluation Criteria	Max score
<b>Criterion A – Proposed Methodology</b> Demonstrate comprehensive, thorough and insightful methodology and approach applied to execute the objectives and deliverables of the project including 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.	35
<b>Criterion C- Demonstrated technical capability/ expertise</b> Capability/ expertise and experience of key personnel to be assigned to the project in climate change adaptation and a very sound knowledge, experience and track record in climate change adaptation studies in South Africa and involvement in scientific work on the analysis and assessment of impacts of climate change impacts in South Africa. Strong analytical, reporting and writing abilities. (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.	10
<b>Criterion D- Academic Qualifications</b> Documented relevant academic qualifications of the team leader and team members. <ul style="list-style-type: none"> <li>For the team leader at least a master's degree or equivalent thereof in Climate Change, Environmental Economics, Environmental Management, Engineering, Environmental Sciences, Natural Resource Management or related fields</li> <li>For the team members at least a degree or equivalent thereof in Climate Change, Environmental Economics, Environmental Management, Engineering, Environmental Sciences, Natural Resource Management or related fields</li> </ul>	10

*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/consultancy team 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 (organization 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 **04<sup>th</sup> October 2022** with the subject line: **Job Code, Title and Reference Number**.