**Terms of Reference**

**Institutional consultancy to support the development and implementation of the Long-Term capacity building strategy on Greenhouse Gas (GHG) inventory compilation and mitigation actions impact assessment as well as to implement it, at national level as part of the Capacity Building Initiative for Transparency (CBIT) Project of South Africa.**

**Type of Contract:** Institutional/Professional Contract

**Languages:** English

**Duration:** 15 months

**Location:**  Gauteng, South Africa

**Application close:** 06 February 2023

**Estimated Starting date:** 15 February 2023

1. **Purpose**
   1. To appointment an institutional consultancy support the development and implementation of the Long-Term capacity building strategy on Greenhouse Gas (GHG) inventory and mitigation actions impact assessment as well as to implement it, at national level as part of the Capacity Building Initiative for Transparency (CBIT) Project of South Africa.
2. **Introduction and background** 
   1. In line with Decision 1/CP.21 of the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC), the Paris Agreement was adopted. The Paris Agreement in enhancing the implementation of the Convention, including its objective, aims to strengthen the global response to the threat of climate change, in the context of sustainable development and efforts to eradicate poverty, including by:

* Holding the increase in the global average temperature to well below 2 °C above pre-industrial

levels and pursuing efforts to limit the temperature increase to 1.5 °C above pre-industrial levels, recognizing that this would significantly reduce the risks and impacts of climate change.

* Increasing the ability to adapt to the adverse impacts of climate change and foster climate

resilience and low greenhouse gas emissions development, in a manner that does not threaten food production; and

* Making finance flows consistent with a pathway towards low greenhouse gas emissions and

climate-resilient development.

* 1. The Paris agreement officially came into force in November 2016 whilst its implementation started in 2020. South Africa ratified the Paris Agreement in October 2016 and submitted the first Nationally Determined Contribution (NDC) under the Paris Agreement to the UNFCCC on the 1st of November 2016. Among the decisions that give effect to the Paris Agreement, is to report in line with the Enhanced Transparency Framework (ETF) under Article 13 of the Paris Agreement on policies and measures that parties are undertaking to implement their NDCs as well as information on support provided, needed, and received.
  2. NDCs have countries’ self-determined targets on mitigation and adaptation to meet the objectives of the Paris Agreement and the ETF offers an accountability mechanism for such and to inform the collective aggregate effort of parties to meet the objectives of the Agreement under the Global Stocktake (GST).
  3. The Transparency Framework entails detailed reporting through Biennial Transparency Reports (BTRs) on progress in implementing the NDCs. The Modalities, Procedures and Guidelines (MPGs) for the ETF were adopted at the 25th Conference of the Parties in Katowice to the UNFCCC, in Poland, Katowice. In line with the ETF MPGs, the first Biennial Transparency Report is to be submitted to the UNFCCC by December 2024. The BTRs will replace the Biennial Update Reports (BURs) under the current Measurement, Reporting and Verification (MRV) Framework.
  4. In order for South Africa to be able to effectively monitor and report in its BTRs in line with the MPGs every 2 years from 31 December 2024, it needs to build the required institutional and technical capacities within the country such that all mitigation and adaptation sectors will be able to monitor, assess and evaluate progress in implementing their policies and measures and share the relevant data with DFFE as the coordinating entity for the purpose of reporting progress on NDC implementation under the ETF. The DFFE will be responsible to determine the cumulative effect of policies and measures and report this information in the Biennial Transparency Reports.
  5. In line with assisting developing countries like South Africa to build the required institutional arrangements and put in place the necessary monitoring and evaluation systems and required capacities, the Capacity Building Initiative for Transparency (CBIT) was established. Capacity-building Initiative for Transparency (CBIT) was created at the request of Parties to help strengthen the institutional and technical capacities of developing countries to meet the enhanced transparency requirements defined in Article 13 of the Paris Agreement. The CBIT has three aims:
* Strengthen national institutions for transparency-related activities in line with national priorities.
* Provide relevant tools, training, and assistance for meeting the provisions stipulated in Article 13 of the Agreement.
* Assist in the improvement of transparency over time.
  1. As a Party to the Convention, South Africa is committed to communicate measures it has taken to implement the convention to both the domestic and international communities. Internationally, South Africa has submitted to the UNFCCC the 1st, 2nd and 3rd National Communication Reports as well as 1st, 2nd, 3rd and 4th BURs in line with Articles 4 and 12 of the Convention and decision 2CP/17. In addition, South Africa is committed to submitting the 1st BTR by 31 December 2024, having ratified the Paris Agreement.
  2. As a result, South Africa’s CBIT project to prepare for the ETF is in line with the country specific needs, was approved by the Global Environment Facility (GEF) and it is currently under implementation. The CBIT project of South Africa as approved by the GEF is entitled Strengthening South Africa's capacity to comply with enhanced transparency reporting requirements under Article 13 of the Paris Agreement.

1. **Objectives of the assignment**
   1. The objective is to address existing gaps in meeting South Africa’s enhanced transparency requirements and tracking progress towards achievement of its NDC. Consequently, the following outputs will be achieved following a successful achievement of the CBIT project:

* Development and implementation of a long-term capacity building strategy on Greenhouse Gas (GHG) inventory and mitigation actions impact assessment.
* Implementation of the long-term capacity building strategy at national level through provision of relevant training programmes to relevant government officials and other stakeholders.
  1. The procurement of a consultancy team for this ToRs, is in line with meeting South Africa’s CBIT objective and the output on developing a long-term capacity building strategy on Greenhouse Gas (GHG) inventory and mitigation actions impact assessment and implementing it at national level through provision of relevant training programmes to relevant government officials and other stakeholders.

1. **Scope and Extent of Assignment**

* 1. The consultancy team will be expected to support the development and implementation of South Africa’s long-term capacity building strategy which will seek to reduce South Africa’s dependence on consultants in preparation of National Communication (NCs), Biennial Update Reports (BURs) and ultimately Biennial Transparency Reports (BTRs). This long-term strategy will entail institutionalisation of GHG and mitigation impact assessment reporting.
  2. The consultancy team is expected to be any institution that will be able to offer training programmes in GHG inventory compilation and mitigation impact assessment as part of implementation of the strategy. The institution is expected to sub-contract a consortium of sectoral experts to develop and offer customised sectoral courses in GHG inventory compilation and mitigation impact assessment in the following sectors: Waste, Industrial Processes and Product Use (IPPU), Energy, Agriculture, Forestry and Other Land Use (AFOLU).
  3. The project team should be led by the Project Director who will oversee the development and implementation of the entire strategy. All materials produced for the training programme and assessments of participants, as well as the participant evaluations of the courses will be externally assessed by an Independent Curriculum Assessor, to ensure that it responds to the national needs as well as the international reporting obligations, and to provide feedback to improve the curricula on an ongoing basis. The consultancy team will be expected to hold monthly meetings with the DFFE to assess progress plan for the way forward under the guidance of the DFFE.
  4. In relation to the above, the following outputs will be expected from the appointed consultancy team:

**OUTPUT A**

* + 1. Development of a detailed long-term capacity building strategy on Greenhouse Gas (GHG) inventory and mitigation actions impact assessment and implementation at a national level that will address the current gaps and needs that South Africa has in preparation to comply with the requirements of the ETF.

**OUTPUT B**

* + 1. Design and run GHG inventory compilation course. The course will entail a compulsory training on GHG inventory compilation, which will be followed by training on modules for the respective sectors in Waste, IPPU, Energy and AFOLU using the 2006 IPCC guidelines. The course will be offered by the sectoral experts of each of the sectors. The courses should also train participants on the development of country specific emission factors as well as using higher tier methodologies to -estimate GHG emissions for key categories. The courses should be designed in such a manner that participants can do hands-on exercises using case studies and sector specific data of South Africa. The targeted participants should be sectoral experts from key and relevant government departments as well as relevant sectoral data providers. The participants should be 30 in number.
    2. The course will be offered virtually and in person. It will run over the period of 3 months offered as modules.
    3. The consultancy team must align the course with similar courses offered internationally such as the GHG inventory reviews course for Annex I parties or available training courses for GHG compilation using 2006 IPCC guidelines. In addition, the course should be aligned to the application of the Modalities, Procedures and Guidelines (MPGs) of the ETF for GHG Inventory compilation.
    4. The s consultancy team is expected to provide access to IT equipment such as laptops or PCs to the 30 participants as and when required such as in the event of physical trainings.
    5. The consultancy team will be responsible for the recruitment of participants and the DFFE will provide guidance, make recommendations, and advise on the selection criteria. The courses offered will be subjected to assessment by an independent curriculum assessor. Assessment of participants at the start and end of the course would identify whether learning objectives have been achieved and inform annual improvement to the design and running of the course.

**OUTPUT C**

* + 1. Design and run a course on mitigation actions impact assessment. The course will entail cross-cutting introductory module, followed by the sector specific impact assessment training in the Waste, IPPU, Energy and AFOLU sectors. The course should be tailor made in line with South African Mitigation Policies and Measures as well as assessment of the relevant sectoral mitigation actions. The DFFE will make a list of sectoral PaMs available in this regard.
    2. The course should also involve but not limited to the following:
* Hands on training and exercises on the introduction to mitigation targets and measures
* Development of indicators to track progress of South Africa’s NDC or possible approaches to tracking progress of South Africa’s NDC,
* Quantification and assessment of mitigation impact by actions at disaggregate level
* Quantification and assessment of mitigation impact of policies and measures (PaMs) at aggregate level for the sectors as well as overall.
  + 1. The courses should be designed in such a manner that participants can do hands-on exercises using case studies and sector specific data of South Africa. The targeted participants should be sectoral experts from key and relevant government departments as well as relevant sectoral data providers. The participants should be 30 in number.
    2. The course will be offered virtually and in person. It will run over the period of 3 months offered as modules.
    3. The consultancy team must align the course with similar courses offered internationally on mitigation actions impact assessment. In addition, the course should be aligned to the application of the Modalities, Procedures and Guidelines (MPGs) of the ETF for tracking progress in implementation and achieving NDCs.
    4. The consultancy team is expected to provide access to IT equipment such as laptops or PCs to the 30 participants as and when required such as in the event of physical trainings.
    5. The consultancy team consultancy team will be responsible for the recruitment of participants and the DFFE will provide guidance, make recommendations, and advise on the selection criteria. The course offered will be subjected to assessment by an independent curriculum assessor. Assessment of participants at the start and end of the course would identify whether learning objectives have been achieved and inform annual improvement to the design and running of the course.

**OUTPUT D**

* + 1. The consultancy team should develop a training analysis and closure report on the

implementation of the strategy on whether it was effective in meeting the objectives and demonstrate evidence of such, including challenges, gaps and constraints encountered and foreseeable risks. In addition, the consultancy team should develop a database of all trained experts as well as their area of expertise.

1. **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 outcomes

| **DESCRIPTION** | **VERIFIABLE INDICATOR** | **MEANS OF VERIFICATION** |
| --- | --- | --- |
| **Output A** | Detailed Capacity Building Strategy and training program developed | The capacity building strategy with activities, timelines as well as roles and responsibilities well outlined. |
| **Output B** | B1: GHG inventory compilation training course developed, and branded material developed | Printed and electronic (e.g., PowerPoint presentations, excel sheets) training material |
| B2: GHG inventory compilation training course offered to relevant trainees | Training course reports, attendance registers, issued certificates |
| **Output C** | C1: Mitigation Actions impact assessment training course and branded material developed | Printed and electronic (e.g., PowerPoint presentations, excel sheets) training material |
| C2: Mitigation Actions impact assessment training course offered to relevant trainees | Training course reports, attendance registers, issued certificates |
| **Output D** | Training analysis report developed, and database of all trained experts developed | Detailed report and database |

**Table 2**. Deliverables and Timelines.

Project must be completed within 15 months after the signing of the Consultancy Agreement by both parties.

| **OUTPUT** | **EXPECTED DELIVERY DATE AFTER PROJECT IMPLEMENTATION** | **Payment Schedule** |
| --- | --- | --- |
| **OUTPUT A1:** Inception report | Within 1 week of inception meeting | 20% |
| **OUTPUT A2:** Detailed Capacity Building Strategy and training program developed | Within 3 months after the inception meeting. | 15% |
| **OUTPUTB1:** GHG inventory compilation training course developed, and branded material developed | Within 3 months after the conclusion of output A. | 15% |
| **OUTPUTB2:** GHG inventory compilation training course offered to relevant trainees | Within 5 months after the conclusion of output B1. | 15% |
| **OUTPUT C1:** Mitigation Actions impact assessment training course and branded material developed | Within 3 months after the conclusion of output A. | 15% |
| **OUTPUT C2:** Mitigation Actions impact assessment training course offered to relevant trainees | Within 5 months after the conclusion of output C1. | 10% |
| **OUTPUT** **D:** Training analysis report developed, and database of all trained experts developed | Within 3 months after completion of the entire training programme | 10% |

1. **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.

1. **Duration**

The duration of the consultancy is for the period of 15 months, with a possibility of extension if

needed.

1. **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.

1. **Competencies**

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

1. Demonstrate a comprehensive, thorough, and insightful methodology and approach applied to execute the objectives and deliverables of the project.
2. Demonstrate the institution/team’s experience and knowledge in the fields of climate change mitigation and GHG inventory, Excellent understanding of South Africa’s current commitments to the UNFCCC as well as tracking progress.
3. 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.
4. **Academic Qualifications/Education**

**Project 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.
* 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 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.
* 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

1. **Evaluation of Applicants**
   1. Applications will be evaluated based on a lowest priced technically qualified 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.
   2. 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:

* 1. 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** |
| **Criterion A** – **Proposed Methodology**  A proposed project plan, Methodology and Management of the project in GHG inventory compilation, mitigation actions assessment, climate change reporting and reviews. A detailed project plan with intermediate and final outputs and identified timeframes/ milestones. | 40 |
| **Criterion B- Certified Qualifications**  **Certified Qualifications of the Project Leader and team to be assigned to the project. Relevant qualification in the areas of environmental management or sciences, engineering, climate change or related fields.** There should be expertise within the team from the Energy, IPPU, Waste and AFOLU on both GHG inventory Compilation and mitigation actions assessment | 20 |
| **Criterion C-** **Demonstrated technical capability/ expertise. There should be expertise within the team from the Energy, IPPU, Waste, and AFOLU on both GHG inventory Compilation and mitigation actions assessment**  Technical Capability/ expertise and track record of key personnel to be assigned to the project in GHG inventory compilation, mitigation actions assessment, climate change reporting and reviews. Demonstration of the necessary resources and technical expertise to undertake and successfully complete the project. | 20 |
| **Criterion D- Experience and competency of the company**  The company’s / academic institution’s experience, track record and knowledge in the fields of environmental management (climate change e.g., GHG inventories, mitigation) and project management.Demonstration of relevant experience and competency of the company in climate change work including but not limited to GHG inventory compilation, mitigation actions assessment, climate change reporting and reviews. | 20 |

*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*

1. **Application procedures**
   1. 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.
   2. 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 **procurement.za@undp.org** on or before **1600hrs** on the **20th January 2023** with the subject line: **Job Code, Title, and Reference Number.**