**REQUEST FOR PROPOSAL  
TERMS OF REFERENCE FOR CONSULTING SERVICES  
PROCURING ENTITY REQUIREMENTS**

**Procurement No:** **RFP-16-CS002-22**

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1. **About the Ministry**

*The Ministry of Environment, Lands and Agricultural Development (MELAD) has four divisions all working together in accomplishing its goals and objectives set in its Strategic plan. This include the Environment Conservation Division, Land Management Division and the Agriculture & Livestock Division all cooperated in one service and managed by one Secretary and Honorable Minister. MELAD through its Environment and Conservation Division (ECD) in cooperation with the United Nation Environment Programme (UNEP) execute the facilitation of the BUR project and it funded by the Global Environment Fund (GEF).*

*The overarching goal of the BUR project is to assist the Republic of Kiribati in mainstreaming and integration of climate change consideration into national and sectoral development policies by giving continuity to the institutional and technical capacity strengthening process, partly initiated, and sustained by the National Communications.*

1. **Project Background and Objectives**

*The immediate objective of the project is to assist the Republic of Kiribati to prepare its initial biennial update report consistent with the guidelines for the preparation of biennial update report for Non-Annex 1 Parties to the UNFCCC, which are contained in the Annex III to the Decision 2/CP.17. The project is in line with objective 3 of the GEF-6 Climate Mitigation Strategy that focuses on fostering enabling conditions to mainstream mitigation concerns into sustainable development strategies. It is aligned to Program 5 for integrating findings of Convention obligations and enabling activities into national planning processes and mitigation contributions.*

1. **Service Requirements**

*The consultant will review all BUR chapters as provided, and to update, consolidate and prepare the BUR in accordance with reporting guidelines contained in UNFCCC decision 2/CP17 and the GIZ template for BUR report. He/she will be responsible also to support and assist the MELAD ECD in identifying important areas of strengthening of the Climate Change Mitigation Programme of MELAD that will support the long-term sustainability and absorption of the BUR key outcomes and its key contributions towards environment protection, management, sustainability, and resilience building against global changes including climate change, during the BUR post implementation periods. Specific tasks of the consultant will include the following activities and outputs preparation.*

1. *identifying and assessing human resources and technical capacity training needs and provide such trainings for BUR long term absorption into MELAD ECD institutional, human resources, and climate change mitigation Programme, and as relevant, in other key BUR stakeholders levels.*

*ii. Assess capacity needs for relevant BUR environment indicators database for GHG inventories, BUR, and NC.*

*iii. Conduct an uncertainty assessment in GHG emissions and removals in key sectors/categories; provide information on the level of uncertainty with inventory data and their underlying assumptions; and describe the methodologies used for estimating these uncertainties.*

*iv. Collate information needs for communications and other reports under UNFCCC on continuous basis.*

*v. Assess the extent that the needs in (iii) are met, sources of assistance, and gaps.*

*vi. Liaise with the project technical working group to provide information on financial resources, technology transfer, capacity building and technical support received from the GEF, Annex II Parties and other developed country Parties, the GCF and other multilateral institutions for activities relating to climate change, including for the preparation of the current BUR.*

*vii. Identify gaps in external support received for informational requirements, other areas of capacity needs for National communications, BUR, and other reports.*

*viii. Assess gaps and constraints, in national processes and systems relevant for UNFCCC reporting, and develop strategies to address such gaps and constraints.*

*ix. Draft & update the existing chapter on constraints and gaps, and related financial, technical, and capacity needs including support needed and received for inclusion in the BUR*

*x. Develop and draft BUR report in accordance with the reporting guidelines contained in UNFCCC decision 2/CP17 and the GIZ template for BUR reports for stakeholders and KNEG comments. The Kiribati’s BUR report would contain following chapters:*

1. *National Circumstances.*
2. *National GHG inventory (greenhouse gas emissions and absorptions).*
3. *Mitigation actions and their effects.*
4. *Financial, technological, and capacity building needs and assistance received and need.*
5. *MRV and related institutional arrangements.*
6. *Appendices*

*xi. Prepare final version of Kiribati BUR report for Kiribati Government approval and submissions to UNEP & UNFCCC.*

*xii. Assist in organizing a training workshop for ECD-CCU and other interested participants on using IPCC technical guidelines, QA/QC, GPG and IPCC software and others as appropriate.*

*xiii. Undertake other duties that the SRO through the Director/OIC of ECD delegates from time to time.*

1. **Suggested methodology**

*The scope of this work involves working closely with MELAD ECD in facilitating and supporting technical consultations with all key stakeholders, and to assist also with the drafting and finalizing the BUR for national endorsement by Government of Kiribati prior submitting it to the UNFCCC. This also includes but not limiting to the need in:*

*- providing technical backstopping support and assistance on the implementation of relevant BUR*

*project technical activities.*

*- advising on the need to organize technical meetings/workshops hosted by the project, as appropriate.*

*- Assessing human resources and technical capacity training needs for BUR long term assessing human resources and technical capacity training needs for BUR long term absorption into MELAD ECD institutional, human resources, and climate change mitigation absorption into MELAD ECD institutional, human resources, and climate change mitigation ProgrammProgrammes.es.*

*- identifying and establishing BUR technical networking links to ensure smooth collaboration for identifying and establishing BUR technical networking links to ensure smooth collaboration for enhanced BUR data and information sharing and exchange enhanced BUR data and information sharing and exchange.*

*The international consultant shall perform his/her responsibilities remotely in close consultation with MELAD consultant shall perform his/her responsibilities remotely in close consultation with MELAD ECD and will be in regular contact with relevant BUR PMU team and key stakeholders. ECD and will be in regular contact with relevant BUR PMU team and key stakeholders.*

1. **Competence requirements and allocation**

***I. Academic Qualifications***

*A Postgraduate degree, preferably Masters, in a subject related to climate*

*change, environmental studies/management, environmental economics, statistics or closely related fields.*

***II. Experience***

*• At least 5 years of relevant experts in the field of Institutional arrangement, GHG inventory, Mitigation actions and Domestic Measurement, Reporting and Verification*

*• Previous experience in a similar assignment is an added advantage Previous experience in a similar assignment is an added advantage*

*• A thorough knowledge and hands on experience with the following:*

*- Guidelines for the preparation of Biennial Update Reports and National Guidelines for the preparation of Biennial Update Reports and National Communication from Parties not included in Annex I to the Convention adopted by Conference of Parties.*

*• Experience working in a diverse team of individuals with different technical backgrounds specialties.*

*• At least five (5) years’ experience in policy analysis and development, preferably environmental and more specifically climate change related.*

***III. Competencies***

*• High proficiency in English.*

*• IT compliance relevant to this assignment.*

*• Excellent interpersonal and communication skills.*

*• Ability to meet deadlines and prioritize multiple tasks.*

1. **Environmental and Social considerations**

The analysis and derived outputs produced in the context of this consultancy shall consider environmental and social requirements and how they will be addressed. Please, refer to the Certificate of Compliance Form included in this RFP.

1. **Timetable and Reporting Arrangements**

Submission of Deliverables

Specific dates will be agreed in the Contract.

|  |  |  |
| --- | --- | --- |
| **Deliverable No.** | **Deliverables** | **Timeline**  **(from project start date)** |
| 1 | Submission of Inception Report | 1 week after contract start date |
| 2 | Regular progress reports according to work plan schedule and timelines | Monthly |
| 3 | A draft Report for stakeholder consultations following the review and validation by various stakeholders. | 1 week after consultation meetings/workshops. |
| 4 | Submission of:   1. Report on the assessment of human resource and technical capacity needs for BUR long term absorption into MELAD ECD institutional, human resources, and climate change mitigation Programmes. 2. Database on relevant Environment Indicators of the BUR collected during his/her work. | 2 months after contract effective date. |
| 5 | A draft Cabinet Memo Paper on the BUR Report for consideration at the Government’s Cabinet level. | 2.5 Months after contract effective date. |
| 6 | Submission of final report approved BUR (final report) by cabinet to be submitted to UNEP & UNFCCC portals. | 3 months |

Reporting Arrangements

*The Consultants work progress will be monitored primarily through monthly review meetings/calls, the precise schedule of which is to be determined based on consultation with the Consultant. The Consultant is also expected to produce, upon request, a formal progress report to the Contract Manager and Project Manager that includes: an overview of the project, a narrative description of project activities, detailed information on project objectives and milestones, actual achievements made against the timeline initially set, etc.*