
Terms of Reference

Hiring the Services of an International Consultant to enhance capacities of stakeholders in GHG Inventory and prepare the National Inventory Report (NIR) on Greenhouse Gas (GHG) in the context of the preparation of the Third National Communication (TNC) for the Republic of Mauritius (ROM), in fulfillment of the reporting requirement under the United Nations Framework Convention on Climate Change (UNFCCC).

1. BACKGROUND

In accordance with the requirements of the United Nations Framework Convention on Climate Change (UNFCCC), the Republic of Mauritius submitted to the UNFCCC its Initial National Communication (INC) along with a first inventory of the Greenhouse Gases (GHG), as a chapter in the report, in 1999 using 1995 figures. It submitted the Second National Communication (SNC) in 2010, along with a National Inventory Report (NIR) on GHG emissions and sinks using 2006 figures with time series emission data for the period 2000-2006.

The Republic of Mauritius has received a grant funding from the Global Environment Facility through the United Nations Environment Programme (UNEP) to prepare its Third National Communication. Implementation of the TNC started in April 2014 and is scheduled for completion by December 2016.

One of the main activities under the project includes a National Inventory of Greenhouse Gas emissions/sinks and the preparation of National Inventory Report for the period 2007 to 2013. The Technical Working Group (TWG) on GHG Inventory has been constituted during an Inception Workshop organized on 19 November 2014. Its composition comprising some 30 representatives from public and private sectors, academia and NGOs has been finalized.

Almost 50% of the members are participating for the first time in the preparation of a national communication. A local expert in GHG conducted an introductory two-day training workshop on the 10 and 11 February 2015 (on a voluntary basis), whereby some 50 stakeholders from various public and private sectors, academia and NGOs were provided with some basic knowledge to understand the concept of GHG inventories, on the level of details required, and the type of data to collect. Six sub-TWGs have been set up on (i) Energy Industries; (ii) Transport; (iii) Energy-Other Sectors; (iv) Industrial Processes; (v) Agriculture and Land Use, Land Use Change and Forestry (LULUCF) and (vi) Waste to contribute in the process for the preparation of the reports.

In view of the fact that the RoM will be called upon to submit at regular intervals Biennial Updated Reports (BURs) and Intended Nationally Determined Contributions (INDCs) to the UNFCCC and Conference of Parties, one of the main purposes of the consultancy is to develop and strengthen capacities of relevant Ministries and Institutions as well as private sectors and NGOs so that, subsequently, they can participate actively in the preparation of the regular reports in terms of GHG Inventory in line with the 1996 Revised Intergovernmental Panel on Climate Change (IPCC) Guideline, the 2000 Good Practice Guidance (GPG) and Uncertainty Management, the 2003 Good Practice Guidance on Land Use, Land Use Change and Forestry (LULUCF) and where appropriate, the 2006 IPCC Guidelines.

Following the Third meeting of the TWG on GHG on 02 March 2015 and consultation and discussion subsequently with stakeholders, it has been agreed that:

- a) The services of a local consultant would be hired as a resource person to assist and guide stakeholders in the collection of appropriate activity data in line with the Revised 1996 IPCC guidelines, Good Practice Guidance (GPG) 2000 and 2003 and 2006 IPCC guidelines, provide guidance to a small dedicated team to perform data entry and GHG computation and carry out, the data entry and computation in sectors where no dedicated team will be available; and
- b) The service of an international consultant to be hired to strengthen capacity of the local stakeholders and provide further guidance on GHG Inventory, identify gaps and needs in the activity data collected and undertake quality assessment and quality control of the data as well as prepare the National Inventory Report (NIR) for 2007-2013 and the Chapter on GHG in the Third National Communication in close collaboration with the local Consultant and stakeholders.

A local Consultant is being recruited mainly to advise and assist stakeholders in the collection of activity data. Stakeholders will be responsible for providing the activity data, perform the data entry and calculate GHG emissions and sinks. In case, no stakeholders are available for performing data entry and calculate GHG emissions and sinks, the Local Consultant is being assigned this task.

2. OBJECTIVES OF THE CONSULTANCY

The main objectives of this Consultancy are outlined as follows:

1. Assess the level of data availability and conduct a validation exercise of the 2006-2013 data series. The time series data for the period 2000 to 2006 may also be considered to obtain a more realistic trend of GHG emission over a longer period.
2. Provide further assistance and guidance to the Local Consultant in data analysis for GHG emissions and sinks and ensure that the data analysis has been performed in line with the Revised 1996 Guidelines for GHG Inventories and GPG-2000 and 2003.
3. Conduct additional training(s) with regard to inputting data in the required software for computation of the GHG emissions with focus on Quality Control/Quality Assurance of the activity data.
4. Prepare the National Inventory Report (NIR) for Republic of Mauritius on Greenhouse Gas for the 2000 to 2013 time series data and a Summary on GHG Inventory as a Chapter for the TNC report in collaboration with the local consultant and stakeholders and submit them to the Ministry of Environment, Sustainable Development, Disaster and Beach Management.

3. SCOPE OF CONSULTANCIES SERVICES

The International Consultant will work in collaboration with the Local Consultant as a team to ensure that deliverables are produced in a timely manner according to planned activities with the International Consultant being the Team Leader.

He/She will work in consultation with the Chair of the TWG on GHG Inventory and work in close collaboration with the TNC Project Management Unit (PMU). He/she will work under

the guidance of the Director of Environment and the Head of Climate Change Division, Ministry of Environment, Sustainable Development, Disaster and Beach Management, TNC National Project Coordinator, Chair of TWG on GHG and the UNEP Senior Task Manager.

He/She will be expected to conduct at least three missions in Mauritius in case he/she is based overseas.

The Local and International Consultants will work in close collaboration and interact to ensure that deliverables are produced in a timely manner according to planned activities.

The International Consultant shall be responsible for (i) undertaking training covering relevant topics as per the IPCC guidelines and GPG-2000 and 2003 (ii) providing guidance on most appropriate inventory methodology (tier system), data quality control and assessment and how to reduce uncertainties in the collection of activity data and (iii) prepare the NIR report and the GHG Inventory chapter for the TNC.

The specific tasks of the international consultant will include, *inter alia*, the following activities

- a. Ensure that collected activity data from various sectors are of reliable and excellent quality and have followed the IPCC guidelines;
- b. Overseeing that data computation for the GHG Inventory compiled by local stakeholders and local consultant has been performed done according to IPCC guidelines;
- c. Providing additional guidance on most appropriate inventory methodology (tier system),
- d. Conducting training workshop on Uncertainty Analysis and Quality Control with regard to data collection and GHG calculation;
- e. Assessing data gaps and estimations, and conducting the QA/QC of the GHG Inventory;
- f. Facilitating the validation workshop and preparing the workshop report;
- g. Putting in place a National GHG Inventory Archiving System, an Measurement, Reporting and Verification (MRV) for GHG emissions and sinks and a manual to describe the steps for conducting National GHG Inventory for sustainability and future preparation of GHG inventories;
- h. Finalizing NIR incorporating comments from concerned stakeholders and UNEP Task Manager and the Chapter on GHG inventory for the TNC in line with National as well as UNFCCC requirements;
- i. Writing the NIR and Preparing a summary for the GHG Inventory Chapter for the TNC (2000-2013); and
- j. Any other activities as may be required in line with the objectives of the assignment.

4. VENUE, OFFICE AND OTHER SUPPORT

The training to be conducted by the International Consultant will take place at a venue to be decided after consultation with all concerned stakeholders.

The Consultant will be based at the Climate Change Division of the Ministry of Environment, Sustainable Development, Disaster and Beach Management.

The PMU will assist him/her in secretarial works including the organization of the training workshop/s, coordinate relevant meetings and assist in the publishing of reports.

5. REPORTING

The Consultants shall report to the Director of Department of Environment and the Head of the Climate Change Division, Ministry of Environment, Sustainable Development, Disaster and Beach Management. Note: The data compiled by the Local Consultant shall become the property of the Government of Mauritius.

6. DELIVERABLES

The consultant will be mainly responsible for the following deliverables:

- (a) A work plan at the start of the consultancy, which clearly indicates the methodology and anticipated to achieve target outputs;
- (b) Training materials and workshop reports for local stakeholders on dates to be decided after consultation with all concerned with focus on topics mentioned in section 3;
- (c) GHG Inventory of key sectors taking into consideration Quality Control/Quality Assurance and Uncertainty Analysis;
- (d) Development of a National GHG Inventory Archiving System, an MRV for GHG emissions and sinks including a manual describing the steps for conducting National GHG Inventory for sustainability and future preparation of GHG Inventories;
- (e) A National Inventory Report (NIR) and National GHG Inventory Chapter for the Third National Communication Report;
- (f) A presentation of findings at a validation workshop on a date to be agreed by both parties;

7. TENTATIVE WORKPLAN AND TIME FRAME

The consultancy will cover 45 days spanned from date of award of contract up to November 2015. The selection of the Consultant for the project shall be based on a Quality and Cost method and eventually appointed on a **lump sum fee basis**

The consultant will prepare a workplan soon after the contract is signed and submit it within a week

	Activities	Deadline
(i)	Mission in Mauritius (for overseas)	As soon as the contract is awarded
(ii)	Training programme	Just after the contract is signed
(iii)	Data Collection, validation and analysis	September 2015
(iv)	Mission to Mauritius (for overseas)	September 2015
(v)	NIR Zero draft Report	October 2015
(vi)	Final NIR draft for validation	October 2015
(vii)	Mission in Mauritius (for overseas)	November 2015
(viii)	Final NIR Report	November 2015
(ix)	Chapter on GHG for TNC	November 2015

8. QUALIFICATION AND EXPERIENCE

I. Qualification

Have a Post Graduate degree in Environmental Science/Management, Energy related or Statistics or any other relevant qualification in related fields.

II. Experience

1. At least [10 years] international experience and have past experience and expertise in conducting GHG Inventories for National Communications and related activities;
2. Has wide experience in conducting training for trainers in GHG Inventory;
3. Has participated and played a leading role in the preparation and review of National Communications, in particular on GHG Inventories; and
4. He/She must have a thorough knowledge and hands-on experience with the following:
 - a. Guidelines for the preparation of National Communications from Parties not included in Annex I to the Convention adopted by Conference of Parties (Decision adopted by COP Decision 17/CP 8).
 - b. Revised 1996 IPCC and 2006 IPCC guidelines for GHG inventories and the 2000 Good Practice Guidance and the 2003 Good Practice Guidance on Land Use, Land-Use Change and Forestry (GPG for LULUCF).
 - c. IPCC Greenhouse Gas Inventory Software.
 - d. User manual for the Guidelines on the preparation of National Communication from Non-annex Parties.

III. Skills

- a. Ability to work with a wide variety of people from governments, agencies, non- governmental organizations, and research institutions;
- b. Highly motivated, enthusiastic, and capable of working independently; and
- c. IT literate and good knowledge in GIS and Numerical analysis scheme.

9. LANGUAGE

The reports shall be written in English language.

10. PAYMENTS

Payments will be effected upon submission and acceptance of satisfactory quality deliverables as follows: (to be discussed and agreed by both parties)

(i)	Work plan prepared and training programme completed	20%
(ii)	Data Collection, validation and analysis done	20%
(iii)	Consolidated NIR First draft Report prepared	30%
(iv)	Final NIR Report and chapter on GHG for TNC prepared	30%