

Terms of Reference
Stocktaking Exercise and the Development of Project Implementation Proposals
for the Third National Communication and First Biennial Update Report to
the United Nations Framework Convention on Climate Change (UNFCCC)

1. Introduction and background

A national communication (NC) is a report that each Party to the United Nations Framework Convention on Climate Change (UNFCCC) prepares periodically in accordance with the guidelines developed and adopted by the Conference of the Parties (COP). St Vincent and the Grenadines became party to the UNFCCC in 1996.

Specifically, a national communication is a commitment of each Party (in accordance with Article 12, paragraph 1, of the Convention) to provide information on a national inventory of anthropogenic emissions by sources and removals by sinks of all greenhouse gases not controlled by the Montreal Protocol. It also provides a general description of steps taken or envisaged by the Party to implement the Convention and any other information that the non-Annex I Party considers relevant to the achievement of the objectives of the Convention and suitable for inclusion in its communication.

Biennial Update Reports (BURs) are reports to be submitted by non-Annex I Parties, containing updates of national Greenhouse Gas (GHG) inventories, including a national inventory report and information on mitigation actions, needs and support received. Such reports provide updates on actions undertaken by a Party to implement the Convention, including the status of its GHG emissions and removals by sinks, as well as on the actions to reduce emissions or enhance sinks.

St Vincent and the Grenadines, as a non-Annex I Party to the convention, submitted its Initial and Second National Communications in September 2005 and April 2016 respectively. Currently, the Government of St Vincent and the Grenadines has been granted funds under the UNFCCC, administered by Global Environment Facility (GEF), to prepare the Third National Communication (TNC) to UNFCCC.

In this regard, the Ministry of Finance, Economic Planning, Sustainable Development and Information Technology, is seeking a short-term individual consultant to conduct stocktaking exercise and develop project implementation proposals (PIPs) for the Third National Communication and the First Biennial Update Report to the UNFCCC.

2. Objectives of the consultancy

The specific objectives of the consultancy are:

1. To conduct preparatory assessments and consultations for the preparation of GEF compliant project proposals to implement St Vincent and the Grenadines' TNC and BUR1 to the UNFCCC.

2. To identify relevant stakeholders (individuals and institutions) and coordinate/organize the stocktaking exercise through well-planned and focused workshops.
3. To conduct a gap analysis of previous national communications reports and suggest the possible solutions for encountered gaps and challenges.
4. To prepare a stocktaking report.
5. To prepare PIPs for St Vincent and the Grenadines' TNC and BUR1.

The Consultant will also be responsible for any other matters related to the development, compilation and quality assurance of the project preparation phase.

3. Scope of work

The Consultant will be responsible for the following:

- Preparing a detailed work plan for the stocktaking and preparation of the PIPs for the TNC and BUR.
- Reviewing the relevant reports, technical studies and other related documentation to inform the stocktaking process.
- Identifying relevant existing and new stakeholders in the climate change and development context.
- Developing strategies for stakeholders' engagement in order to ensure participation in the preparation of the TNC and BUR1.
- Undertaking at least two (2) rounds of consultations.
- Preparing a report on the stocktaking exercise including the key gaps and lessons learned from previous climate change enabling activities and identification of priorities, potential linkages and synergies with other activities for the TNC and BUR1.
- Preparing the PIPs for the TNC and BUR1.
- Undertaking any other actions related to the project at the request of the Client.

4. Deliverables and timeframe

The timeframe for this assignment will be 90 days and the following outputs (in Microsoft Word) will be delivered:

- Inception Report detailing the methodology (including a stakeholder engagement plan) to be used and a work plan – 2 weeks after contract signature
- Report on stocktaking exercise – 4 weeks after approval/acceptance of Inception Report
- First drafts of PIPs for the TNC and the BUR1 – 4 weeks after approval/acceptance of stocktaking report
- Final PIPs for the TNC and the BUR1 – 2 weeks after approval/acceptance of draft PIPs

5. Qualifications & competencies

The required qualification and experience of eligible consultant are the following:

- Post graduate degree in environmental science or related field. Qualifications in project development or development studies would be an asset;
- At least five (5) years of demonstrated experience in project development/assessment;
- At least two (2) similar assignments in development of NC and/or BUR project proposals completed within the last three (3) years and demonstrated knowledge of current UNEP/GEF formalities and project development requirements;
- Proven experience and skills in facilitation of multi-stakeholder workshops and broad-based consultative processes and at least two (2) stocktaking exercises for NCs and/or other climate change enabling activities;
- Demonstrated experience with development plans and priorities in Small Island Developing States (particularly the Caribbean), especially in the area of climate change and development;
- Familiarity with National Communications and other processes under the UNFCCC; and,
- Excellent written and oral communication skills in English.

6. Responsibilities of the Client and the Consultant

- The Ministry of Finance, Economic Planning, Sustainable Development and Information Technology (“the Client”) will facilitate introductions to stakeholders and assist in the facilitation of stakeholder engagement sessions.
- The Consultant will provide the office space, manpower, transportation, equipment and software required to carry out the assignment and be responsible for obtaining all information for the execution of the services necessary for the project.

7. Contracting terms and duration of the assignment

- This is a lump sum based contract for the assignment period of ninety (90) days.
- The Consultant is expected to deliver the final project documents for TNC and BUR1 within ninety (90) days after contract signature.
- After the submission of the the final project document for TNC and BUR1 to the Ministry of Finance, Economic Planning, Sustainable Development and Information Technology, the documents will be sent to UNEP and the Consultant may be asked to incorporate new comments without any other additional costs.