



GOVERNMENT OF SAINT LUCIA

DEPARTMENT OF INFRASTRUCTURE, PORTS, AND TRANSPORT

STRENGTHENING BIOENERGY DATA FOR MONITORING SDGS AND NDCS/ENERGY SURVEYS FOR NDC IMPLEMENTATION ROADMAPS IN SAINT LUCIA

Terms of Reference for consultancy:

For Development of an Energy Data Repository and Management System

1. Background

The Government of Saint Lucia relies heavily on the input and cooperation of stakeholders to provide information and data on the use and consumption of fuel. This information is used to complete the National Energy Balances and to provide guidance to the government in various areas of work, including the assessment of the effectiveness of policy measures within the energy sector. The need for a central data repository is critical to facilitate the required process of information collection and data analysis.

The Department of Sustainable Development (DSD) is the administrator of a portal for Measurement Reporting and Verification (MRV) that *inter-alia*, receives, and provides information on energy and climate change. This MRV portal supports national teams in effectively coordinating efforts toward meeting Saint Lucia's obligations under the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement. Through this portal, Saint Lucia can track climate-related challenges and their impacts, mitigation, and adaptation actions. It also reflects resource mobilization for the implementation of climate action. The required data is provided at the discretion of the stakeholders which creates inconsistency in the availability of updated information for the completion of national energy balances and associated work plans of the Ministry.

The International Renewable Energy Agency (IRENA) is providing support to the Government of Saint Lucia through the Department of Infrastructure, Ports, and Transport (DIPT) towards the Strengthening of Bioenergy Data for Monitoring SDGs and NDCs /Energy Surveys for NDC Implementation Roadmaps in Saint Lucia Project. Through this IRENA project, the DIPT is pursuing a strengthened framework for data through an enhanced MRV system.

2. Objectives

To hire a consultant to develop *an energy data repository for the management of energy data*.

3. Scope of Work

The existing MRV portal is managed by the DSD, who provides specific access to stakeholders for data input. Through this engagement, the consultant is expected to:

- a. Enhance the ability of the Energy and Sustainable Development and Environment Divisions of Saint Lucia as well as other key stakeholders to gather, analyze, utilize and;
- b. Allow users to archive energy data for NDC implementation roadmaps and inherently report on and update the NDC.
- c. Enhance the MRV Portal by adding user-specific profiles for stakeholders which would allow stakeholders to periodically update the relevant data fields as it pertains to energy.

In this context, the Government of Saint Lucia through the Department of Infrastructure seeks the services of a consultant to provide support to this project in accordance with the scope of work defined in the Terms of Reference (ToRs).

The Consultant is expected to complete the following:

Develop an energy data repository for the management of energy data;

Sub-tasks to be conducted:

1. Submit documentation on identified areas of improvement in the current national energy data system (MRV Portal) including a development plan for the revamped solution and identified choice of ICT solution for implementation.
2. Develop a functioning web-based energy data management solution accessible from the MRV Portal. Develop and submit a user manual and documentation related to maintenance of the web-based solution.
3. Training of identified stakeholders on the use of the platform.

The tasks are required to be performed sequentially, and only in the order listed. The DIPT shall not accept any work, nor will it pay for, unless and until all prior tasks have been successfully completed and related deliverables as specified below are accepted. For the avoidance of doubt, the Project shall consist collectively of all the tasks and deliverables detailed in Section 4.

1. Deliverables

Deliverable	Deliverable Description	Agreed Date
1.	A report on identified areas of improvement in the current national MRV system to support national energy data management including a development plan for a solution. This should allow for the periodic update of national energy balances, annual Energy Report Card, emissions monitoring, and any other data requirements specified by the Energy Department.	2 weeks from the signing of the contract.
2.	Develop a database system and functioning web-based energy data management solution (MRV system)	8 weeks after submission of deliverable 1
3.	Develop and submit user manual and documentation related to maintenance of the developed solution	2 weeks after submission of deliverable 2.
4.	Training for use of the platform.	2 weeks after submission of deliverable 3.

5. **Qualifications and Experience**

The consultant must:

- Have at least a Bachelor's Degree with at least five years' experience in Environmental Studies, Development Economics, or related fields in developing country Parties;
- Demonstrate prior experience and expertise in conducting Climate Change Mitigation Assessments for the National Communications or Biennial Update Reports for developing country Parties to the UNFCCC.
- Experience in the development and deployment of Saint Lucia's MRV Portal.

Successful applicants must also demonstrate a thorough knowledge/ hands-on experience with the following:

1. Decision Adopted by the COP Decision 2/CP.17: Guidelines for the Preparation of Biennial Update Reports from Parties not included in Annex 1 to the Convention Adopted by the Conference of the Parties;
2. Report of the Conference of the Parties (COP) at its Seventeenth Session, Held at Durban;

3. User Manual for the Guidelines on the Preparation of Biennial Update Reports from Non-Annex 1 Parties.

6. Timeframe

The Consultant will be contracted for a period of three and a half (3.5) months from the signing of the contract.

7. Payment Terms

Payments will be effected upon submission and approval of the deliverables.

8. Submission

Applications are to be submitted to: resdppiu@govt.lc and addressed to:

The Permanent Secretary

Ministry of Infrastructure, Ports, Transport, Physical Development, and Urban Renewal

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