

SAINT VINCENT AND THE GRENADINES

Terms of Reference

Development of Project Implementation Plan 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 a 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 and take or envisaged by the Party to implement the Convention and any other information that non-Annex 1 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 1 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 1 Party to the Convention, submitted its initial and Second National Communication in September 2005 and April 2016 respectively. Currently, the Government of St. Vincent and the Grenadines with support from the UNFCCC, through the Global Environment Facility (GEF), will prepare its Third National Communication (TNC) and First Biennial Update Report (BUR1) to UNFCCC.

2. Objective of the consultancy

The specific objectives of the consultancy are:

1. To conduct preparatory assessments and consultations for the preparation of GEF compliant Project Implementation Plan to implement St. Vincent and the Grenadines' TNC and BUR1
2. To identify relevant stakeholders (individuals and institutions) to assist in the preparation of the Project implementation (PIP).

3. To conduct a gap analysis of previous national communication reports and suggest the possible solutions for encountered gaps and challenges.
4. To prepare PIP 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 preparation of the PIP and related consultations.
- Reviewing the relevant reports, technical studies, and other related documentation to inform the NC/BUR1 process.
- Identifying relevant existing and new stakeholders for scoping and PIP preparation.
- Developing strategies for stakeholders' engagement in order to ensure participation in the preparation of the TNC and BUR1
- Update the project institutional setup.
- Preparing ToRs for the relevant teams/personnel for the project
- Undertaking at least two (2) rounds of consultations.
- Preparing the PIP for the TNC and BUR1.
- Undertaking any other actions related to the project at the request of the Client.

4. Deliverables and timeframes

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.
- First draft of PIP for the TNC and BUR1 – 6 weeks after approval/acceptance of Inception Report.
- Final PIP for the TNC and the BUR1 – 2 weeks after approval/acceptance of draft PIP.

5. Qualifications & Competencies

The required qualifications 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 the 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 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 Sustainable Development Unit within Ministry of Tourism, Civil Aviation, Sustainable Development and Culture (“The Client”) will facilitate introduction 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 base contract for 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 signing the contract.
- After the submission of the final project documents for the TNC and BUR1 to the Ministry of Tourism, Civil Aviation, Sustainable Development and Culture, through the Sustainable Development Unit, the documents will be sent to UNEP and the Consultant may be asked to incorporate new comments with no additional cost.

Closing Date for Applications

Applications, accompanied by proof of qualifications should be sent to the Permanent Secretary, Ministry of Tourism, Civil Aviation, Sustainable Development and Culture, 2nd Floor, NIS Building, Bay Street, Kingstown, to reach to her no later than **April 25th, 2023**.