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Terms of reference

Job title: International Consultant for the development of two NAMA project design documents in the frame of UNDP Low Emission Capacity Building Project, Republic of Moldova

Duty Station for International Consultant: Home based (including 2 missions to Chisinau, Moldova)

Contract type: Individual Contract (IC)

Expected workload: 50 working days over the period of July, 2015 – February, 2016

Background

UNDP Moldova together with the Climate Change Office of the Ministry of Environment (MoEN) of the Republic of Moldova is implementing the Low Emission Capacity Building (LECB) Project – Republic of Moldova. The main scope of the LECB project is to increase institutional capacities to provide appropriate mechanisms of support and coordination when addressing climate risks, to strengthen the technical knowledge in order to better understand and make use of climate information, and increasing relevant data and access to data for planning and decision-making.

The main project objective is to strengthen the institutional and technical capacity of the Republic of Moldova to develop a National Inventory System to support the development of national GHG inventory on a regular basis; to identify and formulate Nationally Appropriate Mitigation Actions (NAMAs) in the context of the national Low Emission Development Strategy (LEDS); and to measure/monitor, verify and report (MRV) progress on NAMAs and LEDS implementation.

In this context, it is requested to submit four supported and/or credited NAMA proposals to the UNFCCC NAMAs Registry. Subject of this Terms of Reference is the development of two supported NAMA proposals, selected already according to the procedures of LECB - R. Moldova project, namely:

1. Replacing incandescent bulbs with energy-efficient LED bulbs in public sector buildings (NAMA 1)
2. Afforestation of degraded, impracticable for agriculture, lands (NAMA 2)

The measures to be employed by these two project activities aim to reduce annually the GHG emissions by 167 Gg CO₂eq per NAMA1 and 772 GgCO₂eq per NAMA2.

NAMA proposals should be developed according to the UNDP MDG Carbon Nationally Appropriate Mitigation Actions (NAMA) Template (<http://www.undp.org/content/undp/en/home/librarypage/environment-energy/mdg-carbon/mdg-carbon-nama-template.html>), or any other recent UNDP template, if available.

To be able to submit to and be accepted by the UNFCCC NAMAs Registry of NAMAs proposals, UNDP is seeking to engage a qualified international consultant that will develop Project Design Document of two NAMAs selected in the frame of LECB - R. Moldova project and provide knowledge transfer to local consultants through a training workshop.

The consultant will work under direct supervision of the Senior Project Manager, the Project Manager and leader of NAMA Working Group, in cooperation with two national consultants. The International consultant shall also communicate with the other two project working groups (GHG inventories and MRV).

Scope of work

Under this assignment the consultant has to develop the Project Design Documents for both NAMA 1 "Replacing incandescent bulbs with energy-efficient LED bulbs in public sector building" and NAMA 2 "Afforestation of degraded, impracticable for agriculture, lands". Fully developed NAMA proposals are subject to be submitted to the UNFCCC NAMA Registry for registration.

Duties and Responsibilities

Under the supervision of the NAMA Team Leader, Senior Project Manager and Project Manager, and in close cooperation with two National Consultants, the International NAMA Consultant will undertake the following specific tasks, per each of two NAMAs, having support of local consultants hired to provide input assistance per each of NAMA:

- Identify and Describe NAMA Objectives and Targets, i.e. National context and background, NAMA boundaries, National GHG and Sustainable Development (SD) objectives of the NAMA, Implementation timeline (Task 1);
- Study and describe Country's National Goals and Strategies, i.e. Context within National Goals and Strategies and Summary of alignment with National Goals and Strategies (Task 2);
- Determine and describe NAMA Baseline Scenario, i.e. Scenario analysis, GHG emissions baseline of the NAMA scenario, Sustainable Development indicators baseline of the NAMA scenario, Gap analysis and readiness test of institutional, policy / regulatory, and financial needs to meet NAMA objectives and targets (Task 3);
- Establish and describe NAMA Management Structure, i.e. Actions to institutionalize the NAMA, NAMA operational & management system, Mechanisms for flexibility and adjustments, Processes to ensure quality assurance and corrective actions (Task 4);
- Develop and describe NAMA Implementation and Operation, including Enabling mechanisms to be taken under the NAMA, Environmental and regulatory compliance, Process for stakeholder consultation/involvement, Methodology for determining GHG emissions mitigation, Methodology for determining increased Sustainable Development, Implementation & operational plan and schedule, Implementation and Operation Risk analysis (Task 5);
- Develop and describe NAMA Finance, i.e. Methodology and Cost Analysis for implementation and operation of the NAMA, Financial Investment Scheme, Financial Risk Establish (Task 6);
- Describe NAMA MRV, including MRV management, Methodology for monitoring GHG mitigation and Sustainable Development, Process for reporting GHG mitigation and Sustainable Development, Process for verifying GHG mitigation and Sustainable Development, Process for financial reporting and audit (Task 7).
- Two NAMA PDD final reports in the format established by UNDP MDG Carbon Nationally Appropriate Mitigation Actions (NAMA) Template (Task 8)
- Transfer of knowledge on developed two NAMA PDD projects through a training workshop (Task 9).

Main Output and Deliverables:

The Consultant will report to UNDP through Moldova Climate Change Office (CCO). He/she will prepare a report describing his/her activities under this assignment and provide the following deliverables:

1. Mission to Moldova, findings recorded, mission report;
2. Agreed work plan for NAMAs development;
3. Agreed outline for NAMA 1 and NAMA 2;
4. Approved draft of NAMA1 and NAMA2;
5. Final NAMAs ready for submission to UNFCCC, plus training workshop.

All documents should be presented in a final, edited and publishable format, including all references, and be ready for submitting to UNFCCC NAMA Registry for registration. When necessary the consultant will provide additional comments and adjustments to the documents, based on CCO remarks and questions.

Arrangements

The International NAMA Consultant will be hired by UNDP under IC (Individual Contract) modality for 50 working days during July 2015 - February 2016.

Reporting

The consultant will report to UNDP through the Senior Project Manager and through the Project Manager / Leader of NAMA System Working Group. The entire produced documentation needs to be submitted in English.

Travel and other associated costs

Two field missions to Chisinau are expected under the assignment:

- The first fact finding mission (4 days in the week of 03 - 07 August 2015).
- Second mission (2 days in the week of 10 - 12 February 2016) – deliver presentations on developed two NAMAs on a one day training workshop.

Timetable and schedule of payment

Table 1. The indicative timeline and the schedule of payment for both NAMA PDD

#	Activities/deliverables	Indicative timeframe	Schedule of payment
1.	Mission to Moldova, findings recorded, mission report	July-August, 2015	20%, after receiving the report
2.	Agreed work plan for NAMAs development	August, 2015	10%, after work plan approval
3.	Agreed outline for NAMA 1 and NAMA 2	October, 2015	25%, after receiving the outlines for NAMA1 and NAMA2
4.	Approved draft of NAMA1 and NAMA2	January, 2016	25%, after receiving the draft of NAMA1 and NAMA2
5.	Final NAMAs ready for submission to UNFCCC, plus training workshop	February, 2016	20%, after taking into consideration the comments to NAMAs PDD and receiving the final reports

Competencies:

- Demonstrates integrity and fairness by modelling UN values and ethical standards;
- Demonstrates professional competence and is conscientious and efficient in meeting commitments;
- Observing deadlines and achieving results;
- Excellent communications, presentation, report writing and analytical skills;
- Display cultural, gender, nationality, religion and age sensitivity and adaptability.

Education:

- Minimum B.Sc. (or equivalent) in relevant area (natural, technical, environmental sciences, law). Higher degree shall be considered an asset.

Experience:

- At least five years of experience in working with NAMA, CDM and environmental projects;
- Experience in development NAMA and CDM projects;
- Work experience with international organizations or firms;
- Knowledge in the energy efficiency, LULUCF, GHG capture, environment management system, international environmental Conventions and Agreements;
- Experience in developing of financial portfolios for promotion of climate change mitigation projects.

Language:

- English language proficiency;
- Knowledge of Russian and/or Romanian language will be an advantage.