

Terms of reference

Job title: International Trainer in applying the IPCC Inventory Software of the 2006 IPCC Guidelines for National Greenhouse Gas Inventories – Energy, IPPU and Waste Sectors

Duty Station for International Consultant: Home based (with 1 in-country missions in Chisinau, Republic of Moldova)

Contract type: Individual Contract (IC)

Expected workload: Estimated 8-10 consultancy days over the period of 30 May – 30 June 2016

BACKGROUND

The UNDP Low Emission Capacity Building (LECB) Global Programme has two overall objectives:

1. to build public sector capacity on developing greenhouse gas (GHG) national inventory systems, nationally appropriate mitigation actions, low-emissions development strategies, and monitoring, verification, and reporting procedures; and
2. to build private sector capacity for mitigation actions in selected sectors.

The Global Programme, which is funded by the European Commission and the governments of Germany and Australia, is under implementation in 25 countries around the world, inclusive in the Republic of Moldova.

UNDP Moldova together with the Climate Change Office of the Ministry of Environment (MoEN) is implementing the LECB Project – Republic of Moldova.

In the Republic of Moldova, the 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 objectives are:

- i) 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;
- ii) to identify and formulate Nationally Appropriate Mitigation Actions (NAMAs) in the context of the national Low Emission Development Strategy (LEDS); and
- iii) to measure/monitor, verify and report (MRV) progress on NAMAs and LEDS implementation.

Under the first project objective the following four main outputs have been set:

- 1) The National Inventory System institutionalized through a legislative/normative act;
- 2) A 'National Inventory System Report' developed following the U.S. EPA's Template Workbook 'Developing a National GHG Inventory System' (available on the U.S. EPA's website: www.epa.gov/climatechange/emissions/ghginventorycapacitybuilding);
- 3) Level of knowledge of the national experts and partner institutions involved in the development of GHG Inventory for Energy, IPPU, AFOLU and Waste Sectors enhanced.
- 4) A data management system for tracking and archiving the inventory information used in each inventory cycle in place.

The implementation of project objectives will support the Republic of Moldova to prepare high quality National Communications (NCs) and Biennial Update Reports (BURs) to be submitted to the UNFCCC timely (i.e. once in four years in case of NCs and once in two years in case of BURs).

As GHG inventories are a key component of both the NCs and BURs, there are opportunities under the LECB Project for enhancing the professional capacities and the level of knowledge of the national experts and partner institutions involved in the development of national GHG Inventory, specifically in the light of the transition to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories in all sectors while developing the Fourth National Communication (to be submitted by July 2017) and the Second Biennial Update Report (to be submitted by March 2018) of the Republic of Moldova under the UNFCCC.

In this regard, UNDP is seeking the expertise of an international GHG inventory trainer to enhance the professional knowledge and skills of the national experts and institutions involved in the development of GHG Inventory for Energy, IPPU and Waste Sectors through a 3-day hands-on training seminar.

The consultant will submit the final report to UNDP Moldova and work under direct supervision of the LECB Project Manager and the Coordinator of the GHG Inventory Working Group.

SCOPE OF WORK

The focus of this assignment is to perform a 3-day hands-on training of the national experts involved in the development of GHG Inventory for Energy, IPPU and Waste Sectors, considering specifically as main background materials:

- a. the 2006 IPCC Guidelines for National Greenhouse Gas Inventories;
- b. the IPCC Inventory Software Version 2.17, release of 1 March 2016;
- c. the IPCC Inventory Software User Manual Version 2.17;
- d. the training programmes for inventory software users as developed by IPCC Task Force on National Greenhouse Gas Inventories (TFI).

DUTIES AND RESPONSIBILITIES

Under the coordination of the LECB Project Manager and GHG Inventory Team Leader, the international trainer will perform a 3-day hands-on training of the national experts involved in the development of GHG Inventory for Energy, IPPU and Waste Sectors, considering specifically:

1. the 2006 IPCC Guidelines for National Greenhouse Gas Inventories (<http://www.ipcc-nggip.iges.or.jp/public/2006gl/index.html>);
2. the IPCC Inventory Software Version 2.17, release of 1 March 2016 (<http://www.ipcc-nggip.iges.or.jp/software/index.html>);
3. the IPCC Inventory Software User Manual Version 2.17 (http://www.ipcc-nggip.iges.or.jp/software/files/IPCCInventorySoftwareUserManualV2_17.pdf);
4. the training programmes for inventory software users as developed by IPCC Task Force on National Greenhouse Gas Inventories (TFI) (<http://www.ipcc-nggip.iges.or.jp/meeting/meeting.html>).

Target Audience and Objective of the Training Materials

The hands-on training materials to be developed and used should be suitable for national consultants with beginner to intermediate level knowledge of national GHG inventory (Energy, IPPU and Waste sectors) development.

Following this thematic training, the target audience should:

- Have an overview of how emissions inventories are developed for the Energy, IPPU and Waste sectors following the simplest Tier 1 methods in the 2006 IPCC Guidelines for National Greenhouse Gas Inventories;
- Have a general understanding of the tier methods available, as well as of the main challenges in those particular areas;
- Be able to determine which tier methods suits the Republic of Moldova's situation best;
- Know where to find more detailed information on the topics discussed; and
- Be able apply the latest IPCC Inventory Software Versions for developing the National Greenhouse Gas Inventories.

The tentative content of the hands-on training material would include the following:

Overview

- National GHG Inventories: scope and general principles
- Development of the 2006 IPCC Guidelines and relationship to earlier IPCC Guidelines

Guidance on good practice elements

- Approaches to data collection
- Uncertainty analysis
- Methodological choice
- Key Category Analysis
- Time series consistency
- QA/QC and documentation
- IPCC tools: Emission Factor Database
- IPCC tools: Inventory Software

Sectorial sessions

- Energy
 - Fuel Combustion
 - Reference Approach
 - Fugitive emissions
- IPPU
 - Types of sources
 - Cement Industry
 - Iron and Steel Industry
 - F-gases
- Waste
 - Waste Data
 - Solid Waste Disposal and Treatment
 - Wastewater Treatment

During all sectorial sessions participants will:

- Review the methods used and work through examples
- Provide hands-on training on the Inventory Software use with simulation exercise on inventory compilation, key category analysis, reporting tables, etc.

The training materials should be developed on the basis of methodologies available in the 2006 IPCC Guidelines for National Greenhouse Gas Inventories. A special attention should also be paid during the training to the differences between the Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories and the 2006 IPCC Guidelines for National Greenhouse Gas Inventories.

MAIN OUTPUTS AND DELIVERABLES

The international trainer will submit the final report to UNDP Moldova and work under the direct supervision of LECB Project Managers and the Coordinator of GHG Inventory Working Group.

S/he will be responsible for:

#	Deliverables	Deadlines
1	Delivering background training materials, presentations and exercises on Energy, IPPU and Waste Sectors during a 3 days hands-on training workshop with the purpose of enhancing the professional knowledge and skills of the national experts involved in the development of GHG Inventory for Energy, IPPU and Waste Sectors	to be organized between 30 of May and 24 of June 2016
2	Providing the final report on undertaking activities, inclusive the hands-on training workshop report	by 30 of June 2016

All deliverables should be presented in a final, edited and publishable format, including all references.

Travel arrangements

One in-country missions to the Republic of Moldova, Chisinau City is expected. During the in-country mission (4 working days within 30 of May to 24 June 2016) consultant will undertake a 3-day hands-on training workshop organized with the purpose of enhancing the professional knowledge and skills of the national experts and institutions involved in the development of GHG Inventory for Energy, IPPU and Waste Sectors.

Institutional arrangements

- The consultant will report to UNDP Moldova through the LECB Project Manager and the GHG Inventory Coordinator;
- The estimated level of effort is approximately 8-10 days, spread between 30 May to 30 June 2016;
- The contract assignment will be for a fixed all-inclusive daily fee;
- The consultant will be given access to relevant information necessary for execution of the tasks under this assignment; and
- Payments will be made per deliverable upon satisfactory delivery and acceptance by the UNDP Moldova and LECB Project Manager. If the quality does not meet standards or requirements, the consultant will be asked to rewrite or revise (as necessary) the document before proceeding to payment.

Payments schedule

The payment for the provided services will be carried out in two instalments based on accepted deliverables:

- 40% upon providing the background training materials, presentations and exercises on Energy, IPPU and Waste Sectors during a 3 days hands-on training workshop; and finalization of the in-country mission; and
- 60% upon submission and approval of the final report on undertaking activities, inclusive the Hands-On Training Workshop Report.

Qualifications

Education

- Master's Degree or equivalent (5-year university education) in energy, industry, environment protection and other climate change related fields.

Experience

- Minimum 5 years of demonstrated experience in application of the 2006 IPCC Guidelines for National Greenhouse Gas Inventories methodologies for preparation of GHG inventories – with specific focus on Energy, IPPU and Waste sectors;
- At least 2 years of demonstrated experience in designing and/or providing professional trainings for the GHG Inventory staff;
- Proven experience in working with international or local organizations on similar assignments (successful experience in working with UN agencies) is an asset.

Competencies

- Demonstrated comprehensive technical knowledge related to estimation of national GHG inventories;
- Strong analytical, reporting, and writing abilities;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement, and report on work;
- Ability to work under pressure and tight deadlines;
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Excellent human relations, coordination, planning and team work skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

Language

- Proficient in written and spoken English;
- Knowledge of Romanian and/or Russian is a distinct asset.

Documents to be included when submitting the proposals

Documents required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Technical Proposal - explaining how applicant responds to each of the qualification requirements and why s/he is the most suitable for the work (particularly providing details on the previously implemented similar assignments and previous experience in the fields related to this consultancy as described in the terms of reference).
2. Personal information (CV and/or Personal History Form / P11) including records of past experience in similar assignments and concrete outputs obtained with three references.
3. Financial proposal (in USD, specifying a total lump sum amount).

Financial proposal

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables.