

# **INVITATION TO TENDER**

## **Saint Lucia 2010 National Greenhouse Gas Inventory (GHG) to the United Nations Framework Convention on Climate Change**

### **1. INVITATION**

The Government of Saint Lucia is inviting consultants to submit tenders for a consultancy to conduct its 2010 National Greenhouse Gas Inventory (GHG) for reporting to the United Nations Framework Convention on Climate Change. The submission should be guided by the Terms of Reference contained herein.

### **TERMS OF REFERENCE**

#### **Consultancy: Saint Lucia 2010 National Greenhouse Gas Inventory (GHG) to the United Nations Framework Convention on Climate Change**

### **2. BACKGROUND**

Through the Ministry of Sustainable Development, Energy, Science & Technology, the Government of Saint Lucia is currently embarking on preparatory activities leading up to the production of its Third National Communications (TNC) report to the United Nations Framework Convention on Climate Change (UNFCCC). This is in accordance with paragraph 1 of Article 4 of the UNFCCC.

By virtue of a Project Cooperation Agreement with the United Nations Environment Programme (UNEP) office in Nairobi, the Ministry of Sustainable Development, Energy, Science & Technology (MSDEST) will serve as the executing agency in undertaking activities towards the fulfilment of Saint Lucia's obligations in that regard.

One of the main objectives of the National Communication process is to build local, individual and institutional capacity to implement the Convention. The National Communication Process also seeks to enhance general awareness and knowledge on climate change-related issues in Saint Lucia; assist in the process of national planning and policy formulation, especially as it relates to mainstreaming vulnerability and adaptation measures within the work programme of the various stakeholder agencies; and contribute to the social and economic development of the country by reducing vulnerability associated with climate change, or proposing options to do.

Saint Lucia's GHG Inventory for 2000, which was produced as part of the Second National Communications process, has been submitted to the UNFCCC, having been compiled based on the required IPCC methodology and guidance.

### **3. INTRODUCTION**

The GHG inventory is intended to communicate to the Conference of Parties (COP) the anthropogenic emissions by sources and removals by sinks of all greenhouse gases (GHGs) not controlled by the Montreal Protocol. Saint Lucia reported to the UNFCCC its initial GHG inventory

based on 1994 figures and its second GHG inventory based on 2000 figures. Under the Second National Communications Process, preliminary figures were produced for 2008.

**The focus of this consultancy is the production of the National Inventory Report (NIR) on Greenhouse Gases (GHGs) for the year 2010 utilizing the 1996 IPCC Guidelines for Greenhouse Gas Inventories, IPCC Good Practice Guidance (GPG) 2000 and 2003 where appropriate; Completion of a validation exercise for the 2000-2008 data which has been submitted to the UNFCCC; and producing time series data for the years 2001-2009. These outputs will be submitted as part of Saint Lucia's Third National Communication to the UNFCCC.**

#### **4. OBJECTIVES**

The three main objectives of this Consultancy are outlined as follows:

- 4.1 Coordinate a validation exercise of 2000 & 2008 data used in the previous reporting period in order to enhance the capacity to conduct, prepare and report on the GHG Inventory in keeping with the Revised 1996 Guidelines for greenhouse Gas Inventories *and Good Practice Guidance (GPG) 2000 and 2003 where appropriate.*
- 4.2 Conduct training of local stakeholders and build capacity through information dissemination and supervision of local stakeholders in the use of the Revised 1996 IPCC Guidelines for Greenhouse Gas Inventories and 2000 & 2003 IPCC Good Practice Guidance (GPG) where appropriate.
- 4.3 Prepare and submit Saint Lucia's NIR on Green House Gases for 2010 along with time series data for 2001 to 2009 to the Ministry of Sustainable Development, Energy, and Science & Technology.

#### **5. METHODOLOGY**

The consultant will be expected to conduct training for local stakeholders and oversee the data collection and data input processes for the National GHG. The Consultant will work in conjunction with Climate Change Project Team and shall perform all tasks listed below in the scope of services required. The Consultant, if so required, shall work in collaboration with a local counterpart, as may be agreed in a separate sub-agreement.

1. Local training must be in a face-to-face mode so that trainees can receive maximum feedback and interaction with the Consultant;
2. The Consultant will be required to become familiar with Non-Annex I Inventory Software (NAIIS) database tool for reporting GHG inventories to the United Nations Framework Convention on Climate Change (UNFCCC) in which the information must be inserted;
3. The consultant must utilise 1996 IPCC Guidelines for Greenhouse Gas Inventories and 2000 & 2003 IPCC Good Practice Guidance (GPG) where appropriate.

4. Primary and secondary data collection must be used to validate previous reporting figures and to generate time series data for 2001- 2009 as well as to compile the 2010 NIR.

## **6. SCOPE OF SERVICES REQUIRED**

The Consultant will be required to consult the relevant documents outlined in section 4 above and work in close consultation with the Project Implementation Unit (PIU) for the Third National Communication (TNC) within the Sustainable Development & Environment Division of MSDEST. The consultant is expected to undertake the following;

- 6.1 Conducting a validation exercise for 2001-2010 data;
- 6.2 Assessment of level of data availability and collection of data for each of the key GHG emission categories of the economy for the period 2001 to 2011;
- 6.3 Complementing of the available data with data gathering surveys to make the data for the base year 2010 as complete as possible;
- 6.4 Using the compiled data to conduct statistical analysis to complete the activity data for the 2010 Inventory base year;
- 6.5 Reviewing and updating in-house training material where necessary to facilitate training of local stakeholders;
- 6.6 Conducting training workshop on the execution of the 2006 National Greenhouse Gas Emission Inventories Guidelines, with special emphasis on the GPG requirements;
- 6.7 Selection and execution of the most appropriate inventory methodology (tier system), taking into consideration the level of available national activity data;
- 6.8 Conducting key sources analysis;
- 6.9 Identification, collection and use of the required emission factors and coefficients and using appropriate defaults where national and/or appropriate regional statistics are lacking;
- 6.10 Overseeing the data compilation and input into the requisite tables and programmes for the GHG inventory compiled by local stakeholders;
- 6.11 Finalising and endorsing the GHG inventory compiled by local stakeholders;
- 6.12 Preparation and Circulation of the GHG Inventory for review and comments by PIU and Technical Expert Group;
- 6.13 Preparation of a GHG Inventory chapter for the TNC;
- 6.14 Writing the NIR which describes:
  - i. The procedures and arrangements undertaken to collect and achieve the data and information;

- ii. Methodologies used to develop the Inventory;
- iii. Areas where data may be further improved and proposed cost-effective national or regional plans and programmes to develop or improve country-specific or regional emissions factors and activity data;
- iv. Anthropogenic emissions by sources.
- v. The level of uncertainty associated with inventory data, their underlying assumptions, and the methodologies used for estimating these uncertainties.

## **7. DELIVERABLES**

The Consultant shall deliver the following:

1. A work plan at the start of the consultancy, which clearly indicates the methodology and anticipated target outputs.
2. Revised training manual within two weeks of start of consultancy.
3. Conduct a one-week training workshop for local consultants on a date to be decided with Project team.
4. A National Inventory Report (NIR) after review and validation by various stakeholders.
5. A presentation of findings at a meeting of relevant agencies.
6. National GHG Inventory Chapter for Third National Communication Report, including the methodologies used in compiling the inventory, the data sources and control procedure.

## **8. QUALIFICATIONS AND EXPERIENCE**

The consultant must:

- Demonstrate prior experience and expertise in conducting Greenhouse Gas Inventories for National Communications for developing country Parties to the UNFCCC.
- Have a University degree in Environmental Studies, Development Economics or related field with at least five years experience in working with Greenhouse Gas Inventories in developing country Parties.

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

- 8.1 Decision Adopted by the COP Decision 17/CP.8: Guidelines for the Preparation of National Communications From Parties not Included in Annex 1 to the Convention Adopted by the Conference of the Parties
- 8.2 Definitions and Methodological Options to Inventory Emissions from Direct Human-induced Degradation of Forest and De-vegetation of other Vegetation Types
- 8.3 Good Practice Guidance for Land-use, Land-use change and Forestry

- 8.4 Good Practice Guidance and Uncertainty Management in Greenhouse Gas Inventories
- 8.5 IPCC Greenhouse Gas Inventory Software
- 8.6 Report of the Conference of the Parties (COP) at its Eighth Session, Held at New Delhi (*October 23<sup>rd</sup> to 1<sup>st</sup> November 2002*)
- 8.7 Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories (Volumes 1 to 3).
- 8.8 User Manual for the Guidelines on the Preparation of National Communications from Non-Annex 1 Parties

## **9. TIMEFRAME**

The Consultant will be contracted for a period of five (5) months.

## **10. REMUNERATION**

The Consultant is required to submit a bid for evaluation, following which negotiations will be held with the successful applicant. In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, local and regional experience on similar assignments, proposed cost and existing commitments.

## **11. SUBMISSION**

Submissions must be made to the following address by 12 noon on Wednesday 21<sup>st</sup> May 2014.

**The Secretary  
Central Tenders Board  
Financial Centre  
Bridge Street  
Castries  
SAINT LUCIA**

All information must be submitted in English. Four (4) hard copies of the Submission must be received. The sealed envelope containing each submission should include the name and business address of the applicant and shall be clearly marked "**Consultancy: Saint Lucia 2010 National Greenhouse Gas Inventory to the United Nations Framework Convention on Climate Change**".