

Terms of Reference

GHG Technical Consultant

for the Third National Communications under the United Nations Framework Convention on Climate Change (UNFCCC).

Project Title

The Office of Climate Change is looking to hire a GHG Technical Consultant to facilitate the collection, analysis, reporting and archiving of Greenhouse Gases data in Palau, in order to fulfill the activities of the Third National Communications Report which include developing and implementing a GHG inventory methodology and data management system.

Background

The Third National Communication under the United Nations Framework Convention on Climate Change (UNFCCC) is a report that will give a comprehensive assessment on Palau's status and progress on mitigation and adaptation actions, GHG inventories, and national characteristics. The report also identifies data gaps and constraints for which it will address and emit national development frameworks and processes for the Republic of Palau. The overall objective of the National Communication process is to collect and report data that will support the integration of climate change considerations into relevant social, economic and environmental policies and actions. The GHG Technical Consultant will work closely with the National Technical Coordinator (NTC) to support the Third National Communications (TNC).

Scope of Work

The GHG Consultant will carry out the following:

- Facilitate, develop, and implement a GHG inventory methodology and data management system.
 - Facilitate and develop a methodology for the collection, analysis, reporting and archiving of Green House Gases data in Palau.
 - Conduct GHG Inventory workshop with key stakeholders to identify/review existing greenhouse gas emission sources in Palau and validate the GHG methodology for capturing emission data from all relevant sectors.
 - Collect new activity data for GHG emission assessment for the period 2005 to 2022 and conduct a GHG emissions assessment for Palau based on the findings of the GHG Inventory workshops.
 - Compile information on methodologies used in the assessment of anthropogenic emissions by sources and removals by sinks of greenhouse gases not controlled by the Montreal Protocol, including a brief explanation of the sources of emission factors and activity data.
 - Undertake an assessment of the uncertainty associated with emission factors and activity data used in GHG inventory assessment and provide information on the level of uncertainty associated with inventory data and their underlying assumptions, and describe the methodologies used, if any, for assessing/estimating these uncertainties.

- Identify areas where data may be further improved in future communications through capacity-building.
- Organize a 2006 IPCC technical guidelines workshop on GHG inventories as appropriate and required for the reporting under UNFCCC including supporting national team working on GHG inventory to participate in relevant regional and international trainings as appropriate to build their capacity.
- Design and establish a GHG data management system for Palau.
- Archive activity data, emission factors and conversion factors used in the inventory preparation process and describe the procedures and arrangements undertaken to collect and archive data for the preparation of the national GHG inventory, as well as the role of institutions concerned.
- GHG Technical Consultant and the National Technical Coordinator will work with Palau Energy Administration to build and institutionalize local capacity for GHG assessments, analysis, reporting and archiving.
- National inventory of carbon sinks identified and reported.
 - Hire a GHG Technical consultant/s to work with the National Technical Coordinator (NTC) to facilitate and develop a methodology for the collection, analysis, reporting and archiving of carbon sink data in Palau.
 - Create a working group to identify all possible sources of carbon sinks in Palau.
 - Conduct a carbon sink capacity assessment for Palau.
 - The Technical Consultant/s and NTC will work with the Ministry of Agriculture, Fisheries, and Environment to build and institutionalize local capacity for carbon sequestration assessment, analysis, reporting and archiving.
 - Compile the carbon sink inventory report for inclusion in the TNC as a section under the GHG inventory chapter.
- Focus group meetings organized and TNC GHG inventory chapter compiled.
 - Organize focus group meetings to review greenhouse gases data and carbon sink data and share findings with the project management unit to update the TNC steering committee.
 - Prepare a draft national inventory of GHGs sources and sinks for the period 2005-2020 using the 2006 IPCC Guidelines for review and comments.
 - Circulate the draft national GHG inventory for comments, receive comments, incorporate them and finalize the GHG inventory chapter for the TNC.

Expected Outputs

1. Schedule showing the likely time frame for the delivery of this consultancy - which should be aligned with Third National Communication timeline
2. Agenda, materials, and report for the GHG Inventory workshops
3. GHG data management system for Palau
4. Carbon sink inventory report

Institutional Arrangements

The GHG Technical Consultant will coordinate the activities closely with the Ministry of Public Infrastructure and Industries, Ministry of Agriculture, Fisheries, & Environment, Ministry of Human Resources, Culture, Tourism, & Development, and the Office of Climate Change, Bureau of Budget and Planning, and in collaboration with the National Technical Coordinator for the Third National Communications based in Climate Change Office, Bureau and Budget and Planning.

The consultant will be responsible for the logistical arrangements of the GHG Inventory Workshop (Invitations, hire of venue, refreshments) with assistance from the Project Finance Assistant, as appropriate.

Duration of Work

The target date for the commencement of the work is 1st May 2022 and the expected completion date for all the activities is 31st December 2022.

The schedule for delivery of each output is shown below.

Output	Delivery by	Nature of work
1. Schedule showing the likely time frame for the delivery of this consultancy.	7 days after signing the contract	Office work
2. Agenda and materials for the GHG Inventory workshop	End of month 1	Outreach work & reporting
3. Report on the GHG workshop including participants list, photographs and video clips	End of month 2	Outreach work & reporting
4. Coordination of a working group to identify all possible sources of carbon sinks in Palau and report on the Carbon sink inventory in Palau	End of month 3	Outreach work & reporting
5. Host 2006 IPCC technical guidelines workshop on GHG inventories and provide agenda, materials, and report	End of month 4	Capacity building
6. Design and establish a GHG data management system for Palau	End of term	Office work

Duty Station

The official headquarters for the consultant is the Office of Climate Change at the Palau National Capitol in Melekeok.

Qualifications and Skills

The consultant will have the following qualification and skills:

- Degree in natural/engineering sciences or related fields.
- Minimum 5 years of experience in GHG inventory development or related field. .
- Excellent interpersonal skills in the multicultural environment of the Pacific Islands.
- Fluency in English (oral and written).
- Excellent computer skills across necessary applications.
- Knowledge of the environmental issues in Palau
- Good understanding of climate change and sustainable development issues
- Ability to operate under strict time limits
- Previous experience in national communications is an asset

Scope of Bid Price

The contract price is a lump sum payment that includes all professional fees, office costs, travel and per diems, workshop logistical costs (venue and catering), and any other administrative costs.

Output	Delivery by	% payment
1. Schedule showing the likely time frame for the delivery of this consultancy.	7 days after signing the contract	20%
2. Agenda and materials for the GHG Inventory workshop	End of month 1	
3. Report on the GHG workshop including participants list, photographs and video clips	End of month 2	20%
4. Coordination of a working group to identify all possible sources of carbon sinks in Palau and report on the Carbon sink inventory in Palau	End of month 3	20%
5. Host 2006 IPCC technical guidelines workshop on GHG inventories and provide agenda, materials, and report	End of month 4	20%
6. Design and establish a GHG data management system for Palau	End of term	20%

Documentation to be submitted

Applicants are advised to submit an application package including the elements listed below by April 30, 2022 Palau time. In accordance with the law in Palau, applications submitted after the specified deadline will not be considered. Incomplete applications will not be considered. Only shortlisted applicants will be contacted for an interview. Applications must include the following (all submitted as PDFs):

- Cover letter not exceeding 1 page, conventionally formatted in at least 11 point font
- Curriculum Vitae or resume detailing education and work experience
- Names and contact information for two relevant references

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