



Government of St. Kitts and Nevis

Ministry of Environment and Cooperatives

Department of Environment

INTERNATIONAL CONSULTING SERVICES

COUNTRY: Saint Kitts and Nevis

NAME OF PROJECT: “Saint Kitts and Nevis First Biennial Report (BUR1)” and Third National Communication (TNC) to the United Nations Framework Convention on Climate Change (UNFCCC).

Description of the assignment/services: To enhance capacities of stakeholders in the preparation of the Climate Change Mitigation Action chapter under the BUR1 and TNC and the Domestic Measurement Reporting and Verification (DMRV), Constraints and Gaps and Related Financial, Technical and Capacity Needs and the Level of Support chapters under the BUR1.

PERIOD OF ASSIGNMENT/SERVICES: Eight (8) MONTHS

1. BACKGROUND

The Government of St. Kitts and Nevis through its Ministry of Environment and Cooperatives is currently conducting its First Biennial Update Report (BUR1) and Third National Communication (TNC) to the United Nations Framework Convention on Climate Change (UNFCCC).

Under the Project Cooperation Agreement with the United Nations Environment Programme (UNEP) office in Nairobi, the Ministry of Environment and Cooperatives will serve as the executing agency in undertaking activities towards the fulfilment of St. Kitts and Nevis commitments in this regard.

The purpose of BUR1 and TNC reports is to update the most recently submitted national communication as well as strengthen the information base and institutional capacity of the national institutions to integrate climate change priorities into development strategies and relevant sector programs.

2. OBJECTIVES OF THE CONSULTANCY

The primary purpose of the consultancy is to prepare three chapters of the BUR1 namely:

- Domestic Measurement Reporting and Verification (MRV),
- Constraints and Gaps and Related Financial, Technical and Capacity Needs
- Level of Support Received to enable the preparation and submission of BUR1

And simultaneously the Climate Change Mitigation chapters of both the BUR1 and TNC.

The firm is expected generally develop and strengthen the capacities of relevant national institutions to participate actively in the process.

The main objectives of this Consultancy are outlined as follows:

- Review and evaluate the progress made on related actions identified in prior National Communications and other reports or studies resulted therefrom.
- Build the capacity of national institutions and systems in the assessment, management and production of the reports and or chapters stated above noting the requirement of future Biennial Update Reports and National Communications.
- Prepare the various chapters of the BUR1 inclusive of strategic directions/recommendations and an improvement plan for future BURs and National Communications.

3. SCOPE OF CONSULTANCY SERVICES

The international consultant will work under the guidance of the Director of Environment and in close collaboration with the Project Management Unit (PMU) and Climate Change Committee to ensure that deliverables are produced in a timely manner.

The International Consultant shall be responsible for:

3.1. Capacity building of Stakeholders to enhance active participation in the BUR and TNC process

- Prepare training material including training manual, power point presentation, topic for working groups etc.
- Submission training materials for approval by the Department of Environment;
- Conduct capacity building training/workshops for mitigation expert team on the use of methods and tools for mitigation analyses and assessment; to conduct or cause to be conducted training workshops in support of the mitigation team.
- Build local capacity through workshops, meetings, trainings in the assessment and production of reports for the realization of a national MRV_system.

- In accordance with international guidelines, design, set up and train stakeholders in a national MRV system;
- Develop and submission of a training report (s) detailing: (i) the covered content; (ii) the conclusions and recommendations of the workshop; (iii) the way forward related to active participation of Stakeholders in the process of Climate Change Mitigation Action, Domestic Measurement Reporting and Verification, Constraints and Gaps and Related Financial, Technical and Capacity Needs and the Level of Support chapters under the BUR1.

Note: The training will cover Mitigation, MRV, Constraints and gaps, Technical and capacity Needs and level of support received. The training can be split into 2 or 3 workshops conducted in different periods

3.2. Mitigation assessment for TNC and Mitigation Actions and their Effects for BUR1

Consolidating all information on mitigation actions, including but not limited to Nationally Appropriate Mitigation Actions (NAMAs) that the government of St. Kitts and Nevis is implementing or envisage to implement.

- Demonstrating how emission reductions will be achieved as well as other non-GHG benefits, progress planned for or has already been achieved to date and, if so, just how that progress was monitored, best practices and lessons learnt.
- Preparing the detailed report and the Climate Change Mitigation chapter for the BUR1 and for TNC.

The specific tasks of the international consultant will include, inter alia, the following activities split in following steps:

3.2.1: Submit an Inception Report within one week of contract signature which describes:

- The procedure and arrangements to be taken in the collection and compilation of data and information.
- Preliminary assessment of gaps for which data collection will be carried out;
- Methodologies to be used to assess the mitigation measures (separate the Mitigation assessment methodology for TNC with the methodology for mitigation actions and their effect for BUR);
- The work plan containing a schedule of meetings, training workshops, consultations, delivery of inception report, draft report, final report and other deliverables.

3.2.2. Draft report and final reports

- Evaluate the progress of the mitigation measures expressed in the Second and First National Communications;
- Collect data and review status of the existing legal framework, key mitigation strategies (including policies, concepts, planned activities and activities being implemented), their objectives and their implementation status, and any nationally determined contributions (NDCs) or sectoral emissions reduction goals;

- Collect, collate analyze data for different sectors and set of assumptions where required;
 - Cross-checking the collected data and information and make them suitable for the software to be utilized.
- Undertake assessments to determine potential mitigation actions using: (i) guidelines contained in annex III of decision 2/CP.17, (ii) UNFCCC resource guide for preparing the national communications of non-annex I parties, module 4: measures to mitigate climate change; (iii) GIZ Biennial Update Report Template,
 - Develop GHG emission baseline scenario for the energy section for year 2016 and baseline scenarios for any other sector year. Prepare a report describing mitigation actions or group of mitigation actions, including information on indicators used, any data or information gaps and any suggestions for overcoming gaps;
 - Identify the effects of the mitigation actions;
 - Establish database with a detailed description of the mitigation or group of mitigation actions, including:
 - information on the nature of the action, coverage (i.e., sectors and gases)
 - methodologies and assumptions,
 - objectives of actions and steps taken or envisaged to achieve that action
 - Information on progress of implementation, estimated outcomes and emission reduction potential, needs, types and level of support required.
 - Development of abatement scenarios for St. Kitts and Nevis, an estimate of the GHG reduction potential against the baseline scenario including the energy sector with the use of appropriate models and tool.
 - Carry out a Cost Benefit Analysis to prioritize opportunities and measures to mitigate anthropogenic GHG emissions (under the BUR);
 - Revise the GHG abatement measures/ technology options in accordance with national priorities policies and plans and assess those measures via a multicriteria analysis to select the priorities for the energy sector et al (under the TNC).
 - Identify barriers and policy needs for implementation of prioritized measures, propose policy interventions and financing schemes to address them,
 - Define clear target areas and portfolios including project concepts, environmental and social benefits, mitigation potential and the cost of implementation
 - Prepare a status report on participation in international carbon market mechanisms;

- Draft the Mitigation assessment and programmes chapter containing measures to mitigate climate change and a national Climate Change plan of action. of the TNC circulate for review and Incorporate feedback in the final report.
- Draft the Mitigation actions and their effects chapter of the BUR and circulate for review and Incorporate feedback in the final report.

Period of consultancy:

The Mitigation Actions and their Effects component for the BUR1 shall be implemented over eight (8) months commencing April 2021 and ending December 2021.

TNC- The Mitigation Actions and their Effects component for the TNC shall be extended to an additional three months to facilitate any updated information after submission of the BUR1. The work shall commence in April 2021 and end in March 2022

3.3.Domestic Measurement Reporting and Verification

- Providing information on the description of domestic measurement, reporting and verification arrangements for St. Kitts and Nevis;
- Undertake an assessment to determine the requirements for the establishment of a domestic system for Monitoring, Reporting and Verification and
- Preparing the detailed report on the domestic measurement, reporting and verification arrangements for St. Kitts and Nevis.

The specific tasks of the international consultant will include, inter alia, the following activities:

- Collect and analyse the information on different options for establishing a domestic MRV and determine how these would be applicable to St. Kitts and Nevis;
- Through a participatory process select the preferred option for national MRV making certain to consider national circumstances and local capacity.
- In accordance with international guidelines, design, set up a national MRV system;
- Identify the structures and people in charge of ensuring the compliance with MRV procedures while developing the BUR.
- Prepare a report on the operational procedures of established MRV including support given for the process of developing the national institutional and legal framework for the establishment of the MRV system;
- Present draft report for stakeholder consultation and feedback and
- Incorporate feedback and finalize the report on domestic MRV for inclusion in the BUR.

Period of consultancy: The Domestic Measurement Reporting and Verification component shall be implemented over a period of eight (8) commencing April 2021 and ending December 2021.

3.4. Constraints and Gaps and Related Financial, Technical and Capacity Needs

Consolidating all information on the following:

- Constraints and gaps, and related financial, technical and capacity-building needs and
- Financial resources, technology transfer, capacity-building and technical support received from global partners for activities relating to climate change, including for the preparation of the current biennial update report and make recommendations for transition to Biennial Transparency Report (BTR)

The specific tasks of the international consultant will include, inter alia, the following activities:

Review and prepare an analysis of information on constraints, gaps and related financial, technical and capacity needs while undertaking the activities, measures and programmes to implement the Convention and improve BUR preparation on a continuous basis;

- Assess and compile information on technology and local know-how development needs;
- synthesize all the relevant information pertaining to constraints, gaps and related technical, financial and capacity needs;
- prepare a draft chapter on constraints, gaps and related technical, financial and capacity needs;
- circulate the draft and obtain feedback, incorporate comments/suggestions into the chapter and
- prepare the final chapter on constraints, gaps and related technical, financial and capacity needs for inclusion in the BUR1.

Period of consultancy: Constraints and Gaps and Related Financial, Technical and Capacity Needs component shall be implemented over a period of 90 days commencing August 2021 and ending November 2021

3.5. Level of Support Received to enable the preparation and submission of BURs

- Produce a report on the level of support received to enable the preparation and submission of the first BUR of St. Kitts and Nevis including support (not financial) received for technology and capacity building.

The specific tasks of the international consultant will include, inter alia, the following activities:

- Collect, analyse and compile information on financial and technical resources or other in-kind contributions including information on financial resources, technology transfer,

capacity building and technical support received from the GEF, Annex I Parties et al for activities related to climate change

- Prepare project proposals/concepts on mitigation actions for funding
- Prepare a report on support received for preparation and submission of biennial update report for section in the BUR.

Period of consultancy: The Level of Support Received to enable the preparation and submission of BUR component shall be implemented over a period of 90 days commencing August 2021 and ending November 2021.

4. VENUE, OFFICE AND OTHER SUPPORT

All relevant training to be conducted by the Firm will be decided after consultation with all concerned stakeholders.

The PMU will assist the International Consulting Firm in secretarial works including the organization of the training workshop(s), coordinate relevant meetings and assist in the dissemination of reports.

5. REPORTING

The Consultant shall report to the Director of Department of Environment or a designate and the National Project Coordinator. Note: The data compiled by the Consultant shall become the property of the Government of St. Kitts and Nevis.

6. DELIVERABLES

The consultant will be mainly responsible for the following deliverables:

- Inception reports containing the methodology for achieving the target outputs and work plans;
- Training materials
- Training workshops for local stakeholders
- Training reports
- Draft reports/chapter presented on findings at a validation workshop on a date and venue to be agreed by both parties.
- The final chapters of the aforementioned areas for approval by the Ministry.

8. QUALIFICATION AND EXPERIENCE

The consulting management firm must constitute a team (s) of experts with:

- Exceptional analytical and quantitative skills, alongside strong synthesis and strategic thinking.

- Suitable qualifications in the fields of Environmental Science/Management Economics, Energy or any other relevant field.
- Prior experience (at least five (5) years in development or reviewing Climate Change work pursuant the preparation of a National Communication and or Biennial Update Report in a developing country party to the UNFCCC.
- Prior contribution (at-least 1 year) to mitigation assessment works for national communication or biennial update reports
- Knowledge and hands-on experience with the user manual or guidelines for the preparation of the BUR1 for Non- Annex I Parties.
 - Familiarity with any of the GHG inventory or mitigation assessment software/modelling tools such as 2006 IPCC software, LEAP, ENPEP, WASP, GACMO, etc.
- Experience in climate change programme management
- The ability to work with a wide variety of people from government, agencies, non-governmental organizations, and research institutions.

Prior related work experience in the region would be an asset.

9. LANGUAGE

The reports shall be written in English language.

10. REMUNERATION

The firm is required to submit a Technical and Financial Proposal, 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, regional and international experience on similar assignments, proposed cost and existing commitments.

11. SUBMISSION

Submissions must be made to the following address **or** by email to June.hughes@gov.kn and copied to cheryl.jeffers@gov.kn no later than April 16th, 2021, by 4:00pm EST.

Ms. June Hughes

Director

Department of Environment

Ministry of Environment and Cooperatives 3rd Floor Ursula Amory Building

Corner of Central and New Street

Basseterre

St. Kitts

Any request for clarification must be sent in writing, or by standard electronic communication to the address or emails indicated above.