

INVITATION TO TENDER

Saint Lucia 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 2018 National Greenhouse Gas Inventory (GHG) for reporting to the United Nations Framework Convention on Climate Change (UNFCCC). The submission should be guided by the Terms of Reference contained herein.

TERMS OF REFERENCE

Consultancy: Saint Lucia 2018 National Greenhouse Gas Inventory (GHG) to the United Nations Framework Convention on Climate Change

2. BACKGROUND

Through the Department of Sustainable Development (DSD) of the Ministry of Education, Innovation, Gender Relations and Sustainable Development, the Government of Saint Lucia is currently embarking on preparatory activities leading up to the production of its First Biennial Update Report (BUR1) to the United Nations Framework Convention on Climate Change. 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 DSD 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 BUR1 process is to build local, individual and institutional capacity to implement the Convention on Climate Change. The BUR1 process also seeks to enhance general awareness and knowledge on climate change-related issues in Saint Lucia; and to 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 2010, which was produced as part of the Third National Communications process, has been submitted to the UNFCCC, having been compiled based on the required Intergovernmental Panel on Climate Change (IPCC) methodology and guidance. The 2018 GHG Inventory will improve previous inventories where possible, including any necessary recalculations.

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, its second GHG inventory based on 2000 figures, and its third GHG inventory based on 2010 figures.

The focus of this consultancy is the production of the National Inventory Report (NIR)¹ on Greenhouse Gases (GHGs) for the year 2018 utilizing the 2006 IPCC Guidelines for Greenhouse Gas Inventories, IPCC Good Practice Guidance (GPG) 2000 and 2003 where appropriate; Completion of a validation exercise for the 2000-2010 data which has been submitted to the UNFCCC; and producing time series data for the years 2011-2018. These outputs will be submitted as part of Saint Lucia's First Biennial Update Report to the UNFCCC.

4. OBJECTIVES

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

- 4.1 Coordinate an exercise with previously submitted inventory data (2000 & 2010)² to enhance the capacity to conduct, prepare and report on the GHG Inventory by upgrading to the 2006 IPCC 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 on the data, methods, and assumptions used to prepare previous GHG inventories, including dissemination and supervision of local stakeholders in the use of the 2006 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 2018 along with time series data for 2011 to 2018 to the Department of Sustainable Development.

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 Inventory. The Consultant will work in conjunction with the Climate Change Project Team and the Technical Working Group and shall perform all tasks listed below in the scope of services required. It is preferable that the Consultant, 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;

¹ The National Inventory Report includes a description of the data, methods, and assumptions used in preparing the GHG estimates, as well as a calculation spreadsheet to enable the verification and reconstruction of the GHG estimates and to contribute to the transparency of Saint Lucia's GHG information presented to the COP.

² This refers to data for years 2000 and 2010 as included in Saint Lucia's 2nd and 3rd national communications, respectively. These reports are available [here](#) through the UNFCCC website.

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 adhere to the reporting guidelines set out in decisions 17/CP.18 and 2/CP.17 for non-Annex I GHG inventories
4. The consultant must utilise 2006 IPCC Guidelines for Greenhouse Gas Inventories and 2000 & 2003 IPCC Good Practice Guidance (GPG) where appropriate.
5. Primary and secondary data collection must be used to validate previous reporting figures and to generate time series data for 2011-2018 as well as to compile the 2018 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 Climate Change Project Team for the First Biennial Update Report within the Sustainable Development & Environment Division of DSD. The consultant is expected to undertake the following;

- 6.1 Conducting a validation exercise for 2001-2009 data; implement the 2006 IPCC guidelines with the existing data in these previous inventories;
- 6.2 Update 2000 and 2010 Inventory tables using the 2006 IPCC Guidelines for National Greenhouse Gas Inventory.
- 6.3 Assessment of level of data availability and collection of data for each of the key GHG emission categories of the economy for the period 2011 to 2018;
- 6.4 Conduct energy balances for the Energy Sector for 2013-2018;
- 6.5 Satellite imagery interpretation for LULUCF.
- 6.6 Complementing of the available data with data gathering surveys to make the data for the base year 2018 as complete as possible;
- 6.7 Using the compiled data to conduct statistical analysis to complete the activity data for the 2018 Inventory base year;
- 6.8 Reviewing and updating in-house training material where necessary to facilitate training of local stakeholders;

- 6.9 Conducting training workshop on the execution of the 2006 IPCC National Greenhouse Gas Emission Inventories Guidelines, with special emphasis on the GPG requirements;
- 6.10 Selection and execution of the most appropriate inventory methodology (tier system), taking into consideration the level of available national activity data;
- 6.11 Conducting key sources analysis following IPCC guidelines, estimate the uncertainty for these sources, and propose an improvement plan for key categories with high uncertainty
- 6.12 Identification, collection and use of the required emission factors and coefficients and using appropriate defaults where national and/or appropriate regional statistics are lacking;
- 6.13 Overseeing the data compilation and input into the requisite tables and programmes for the GHG inventory compiled by local stakeholders;
- 6.14 Finalising and endorsing the GHG inventory compiled by local stakeholders;
- 6.15 Preparation and Circulation of the GHG Inventory for review and comments by Climate Change Project Team and Technical Expert Working Group (TWG);
- 6.16 Preparation of a GHG Inventory chapter for the BUR1;
- 6.17 Writing the NIR which describes:
 - i. The procedures and arrangements undertaken to collect and archive the data and information;
 - ii. Description of the data sources used to compile the inventory;
 - iii. Description of the methods selected from the 2006 IPCC guidelines used to develop the Inventory, as well as a description of the tool used (e.g. IPCC tool);
 - iv. Description of the assumptions behind the implementation of the methods;
 - v. 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;
 - vi. Anthropogenic emissions by sources and removals by sinks, reported by category and gas.
 - vii. The level of uncertainty associated with inventory data, their underlying assumptions, and the methodologies used for estimating these uncertainties;
 - viii. Description of the quality control procedures and quality assurances undertook for ensuring data robustness.
 - ix. Key category analysis following the 2006 IPCC guidelines;
 - x. Brief summary including a description of the emissions and removals reported in previous reports to UNFCCC and any recalculations.

Note: the consultant will be provided with a template, including all the necessary elements to comply with the reporting requirements under UNFCCC as included in decision 17/CP.8 and 2/CP.17.

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 workshops for local participants on a date to be decided with Project team. (Note: the consultant will validate the objectives, contents, and the list of participants for the workshop with DSD)
4. A National Inventory Report (NIR) after review and validation by various stakeholders.
5. A presentation of findings at a meeting of relevant agencies. (Note: the list of participants will be provided by DSD)
6. National GHG Inventory Chapter for First Biennial Update Report, including the methodologies used in compiling the inventory, the data sources and control procedure.
7. Compile a bibliography of all information sources (Documents, library, database).

8. QUALIFICATIONS AND EXPERIENCE

The consultant must:

- Demonstrate prior experience and expertise in conducting Greenhouse Gas Inventories for National Communications and Biennial Update Reports 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 Decisions 17/CP.8 and 2/CP.17
- 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 23rd to 1st November 2002)

8.7 2006 IPCC Guidelines for National Greenhouse Gas Inventories.

8.8 User Manual for the Guidelines on the Preparation of Biennial Update Report from Non-Annex 1 Parties

9. TIMEFRAME

The Consultant will be contracted for a period of six (6) 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 Tuesday August 27, 2019

**The Secretary
Central Tenders Board
Office of Director of Finance
Ministry of Finance, Economic Growth, Job Creation,
External Affairs and Public Service
2nd Floor
Finance Administrative Centre
Pointe Seraphine,
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 2018 National Greenhouse Gas Inventory to the United Nations Framework Convention on Climate Change**".