

TERMS OF REFERENCE-CONSULTANCY SERVICES

TECHNOLOGY NEEDS ASSESSMENT

Third National Communication Programme

1. BACKGROUND

The Government of Saint Lucia (GOSL), as signatory to the United Nations Framework Convention on Climate Change (UNFCCC), is legally required to periodically prepare and submit National Communication (NC) reports to the UNFCCC Conference of Parties (COP). The primary objective of this document is to enable countries to report on work undertaken and planned, in response to the adverse impacts of climate change. This enables the COP to monitor national progress towards the implementation of the UNFCCC.

Since becoming a signatory, GOSL has submitted its Initial National Communication (INC) and its Second National Communication (SNC) in November 2002 and April 2012 respectively. The preparation of the Third National Communication (Third NATCOM) was initiated in August of 2013.

The United Nations Environment Programme (UNEP), through its Umbrella Programme, will function as the implementing agency. At the national level, the Department of Sustainable Development, Ministry of Education, Innovation Gender Relations and Sustainable Development, Energy, Science and Technology, through the Sustainable Development and Environment Division (SDED), is the executing agency on behalf of the GOSL.

The UNFCCC promotes the development and transfer of environmentally sound technologies to developing countries as a means of enabling the international community to fulfill the requirements of the convention. As such the development of a climate change technology needs assessment, assists in identifying environmentally sustainable technologies for Saint Lucia and prioritizing those based on the adaptation and mitigation responses which Saint Lucia will pursue. This is in keeping with Article 4.5 of the UNFCCC. The first such report for Saint Lucia was produced in 2004.

Given the advances in technology since 2004, and the new scientific information made available through the Intergovernmental Panel on Climate Change (IPCC) as well as other international best practices, the government of Saint Lucia through the Department of Sustainable Development seeks to engage a Consultant to produce an assessment report capturing the technology needs for Saint Lucia which are key to assisting with achieving the objectives of the UNFCCC and Saint Lucia's adaptation and mitigation priorities.

2. SCOPE OF SERVICES REQUIRED

The Consultant is required to assess Saint Lucia's technology needs in the context of the 2004 Technology Needs Assessment (TNA) report with a view to identifying progress and determining current needs. This includes an assessment of the country's information technology needs in the area of climate change and other environmental issues. The objective of a TNA is *'to identify, evaluate and prioritize technology means for both adaptation and mitigation in order to achieve sustainable development ends'*. This report should take into account the recommendations from the 2004 TNA report, the Technology Transfer Section of the 2012 Other Relevant Information Report, and the 2013 Stocktaking Report for the preparation of Saint Lucia's Third National Communication.

The Consultant is expected to provide these services through the following tasks;

Task 1: Documentation Review and data/information gathering

The Consultant is required to:-

- A. Conduct a desk review of a number of key documents including but not limited to:
Reporting on Climate Change:
 - i. User Manual for the guidelines on National Communications for Non- Annex 1 countries;
 - ii. IPCC Special Report on Methodological and Technological Issues in Technology Transfer (2000);
 - iii. UNFCCC Handbook for conducting Technology Needs Assessment for Climate Change 2010
 - iv. Technology Needs Assessment section under the Other Relevant Information (ORI) Section of Stocktaking Report for the preparation of Saint Lucia's Third National Communication (2013);
 - v. Technology Needs Assessment Section of Other Relevant Information Report from Saint Lucia's Second National Communication (2012);
 - vi. National Circumstances Report for Saint Lucia's Third National Communication (2016).
- B. Consult and review other international best practices which may be applicable for Saint Lucia's circumstances.
- C. Consult with the relevant national and regional agencies within the public and private sectors, as well as national experts to yield exhaustive information based on required scope of services.

Task 2: Develop a 2016 TNA Report for Saint Lucia

The consultant is expected to develop and present a stand-alone 2016 TNA report for Saint Lucia, along with a synthesized TNA for inclusion in Saint Lucia's Third National Communication Report to the UNFCCC. The length of the report excluding Annexes should be between 28 and 40 pages. The Structure of the reports should be based on the UNFCCC Handbook for conducting Technology Needs Assessment for Climate Change 2010 as follows:

- A. Executive summary
- B. Main Report
 - i. Technology needs assessment process overview
 - ii. Identification of development priorities for the country
 - iii. Identification of key (sub) sectors for low emission and low vulnerability development
 - iv. Prioritization of technologies for low emission and low vulnerability development
 - v. Preparation of strategy and action plan for prioritized technologies
 - vi. Final conclusions and recommendations
- C. Annexes

The Consultant is also required to consider the following key requirements from the 2013 Third National Communication Project document:

- A. Database for environmentally sustainable technologies;
- B. Technology information networks; and
- C. Human, scientific, technical and institutional capacity strengthening.

Task 3: Presentation of Findings

The Consultant is required to:-

- A. Submit draft 2016 TNA for Saint Lucia and synthesized TNA to MSDEST
- B. Amend draft report based on feedback received
- C. Submit a final report to MSDEST

3. DELIVERABLES

The Consultant is required to submit the following deliverables for this consultancy;

- A. An Inception Report, one (1) week after commencement of the contract, inclusive of a:
 - i. Proposed methodology to yield the requisite information as outlined in the Scope of Work; and
 - ii. A detailed work-plan with timelines.
- B. Draft Reports four (4) weeks after the commencement of the contract.
- C. Presentation to stakeholders on contents of the report six (6) weeks after the commencement of the contract.
- D. Presentation of Final Reports within eight (8) weeks of contract signature in Microsoft Word electronic format and hard copy.

All reports should be submitted electronically in Microsoft word format.

4. QUALIFICATIONS AND EXPERIENCE

Qualifications

The minimum qualification requirements of the Consultant is a Masters Level Degree in one of the following Environmental Management Studies, Climate Change, Environmental Engineering, Resource Engineering, Environmental or Development Planning, Economics or a related field.

Experience

The Consultant must possess at least five (5) years working experience in climate change, or environmental management in Saint Lucia or the Caribbean Region.

Competencies

- A. Be able to demonstrate expert knowledge of and experience in the analysis of technology needs related to climate change;
- B. Possess a solid understanding of the institutional arrangements and resources required to carry out the scope of works;
- C. Be able to demonstrate competence in report writing, presenting information and consulting with stakeholders;
- D. Demonstrate flexibility in the event adjustments are required based on the findings during both at the organizational and technical levels, for successful implementation of the Technology Needs Assessment

REPORTING AND LOGISTICAL ARRANGEMENTS

The Consultant will report to the assigned representative of the Permanent Secretary, Department of Sustainable Development, within the Sustainable Development and Environment Division. The Consultant will be expected to make his own transportation and office arrangements.

DURATION AND COSTS

The consultant will be contracted for a period of *two (2) months*. The contract will be a lump sum contract payable based on the schedule proposed in the agreed contract between the Government of Saint Lucia and the Consultant.

SUBMISSIONS

Proposals should be submitted in a sealed envelope marked **CONFIDENTIAL**. This outer envelope should contain two separate sealed envelopes one containing the technical proposal and marked '**Technical Proposal**' the other containing the financial proposal and marked '**Financial Proposal**'. Submissions should be received by 16:30 on Tuesday 30th August 2016. Proposals should be clearly marked "*Proposal for conducting 2016 Technology Needs Assessment for Saint Lucia*" and addressed to:

**The Permanent Secretary
Departmental Tenders Board
Department of Sustainable Development
Norman Francis Building
BALATA
CASTRIES**