

Terms of Reference

Project Development for “Building Nepal’s National Capacities to Meet Requirements of the Transparency Framework of The Paris Agreement”

1. BACKGROUND

Article 13 of the Paris Agreement (PA) under United Nations Framework Convention on Climate Change (UNFCCC) established the Transparency Framework and its requirements. To support this, the Paris Decisions established a Capacity-Building Initiative for Transparency (CBIT) with the Global Environment Facility (GEF) as the operating entity to build institutional and technical capacity, both pre- and post-2020 of developing country parties, upon request. The CBIT aims to: (a) Strengthen national institutions for transparency-related activities in line with national priorities; (b) Provide relevant tools, training and assistance for meeting the provisions stipulated in Article 13 of the Agreement; (c) Assist in the improvement of transparency over time. The PA Article 13 established an enhanced transparency framework for action and support, with built-in flexibility which considers Parties’ different capacities and builds upon collective experience. The purpose of the framework for transparency of actions is to provide a clear understanding of climate change action in light of the objective of the Convention as set out in its Article 2, including clarity and tracking of progress towards achieving Parties’ individual nationally determined contributions, and Parties’ adaptation actions, including good practices, priorities, needs and gaps, to inform the global stock take under Article 14 of the Paris Agreement.

Specifically, each Party is required to provide the following information:

- (a) A national inventory report of anthropogenic emissions and removals by sources and sinks of greenhouse gases, prepared using good practice methodologies accepted by the IPCC and agreed upon by the Conference of the Parties of the Paris Agreement;
- (b) Information necessary to track progress made in implementing and achieving its nationally determined contribution under Article 4.

A Party is required to provide information necessary to track progress made in implementing and achieving its Nationally Determined Contributions (NDC). The Paris Agreement also states that countries should provide information on climate change impacts and adaptation under Article 7 of the Agreement. The purpose of the framework for transparency of support is to provide clarity on support provided and received by relevant individual Parties, and, to the extent possible, to provide a full overview of aggregate financial support provided, to inform the global stock take. Developing country Parties should provide information on financial, technology transfer, and capacity-building support needed and received under Articles 9, 10, and 11 of the Agreement. The priority for CBIT is proposals focused on countries’ specific requirements with a strong link between transparency and NDC implementation.

The transparency framework includes seven basic elements:

- i. reporting on greenhouse gas inventories;
- ii. reporting on tracking progress in implementing and achieving nationally determined contributions (NDCs);

- iii. reporting on climate change impacts and adaptation;
- iv. reporting on support provided and mobilized;
- v. reporting on support needed and received;
- vi. technical expert reviews; and
- vii. facilitative, multilateral consideration of progress.

Nepal as a party to the UNFCCC submitted its NAPA and 2 National Communications Reports, and its Intended Nationally Determined Contributions (INDC) in 2016 which were later upgraded to Nationally Determined Contributions (NDCs). Nepal is in the process developing its National Adaptation Plan (NAP), Biennial Update Report (BUR) and 3rd National Communications Report. As a signatory to the Paris Agreement, Nepal must transparently report on: (a) Mitigation actions and GHG accounting, (b) Adaptation actions and national vulnerabilities (c) TNA and Technology transferred for adaptation and mitigation (d) International climate financing received and domestic finance mobilized for mitigation and adaptation actions. The PA calls for Measurement, Reporting and Verification (MRV) infrastructures that provides information on the measures taken and the support received, provided or accounted for the NDC.

2. KEY RESPONSIBILITIES

Ministry of Forests and Environment (MoFE) is working on development of project proposal package for Capacity Building Initiative for Transparency (CBIT) to be submitted to GEF. The initial concept submitted by WWF “Building Nepal’s National Capacities to meet requirements of The Transparency Framework of The Paris Agreement” was accepted the government through an internal assessment. WWF Inc. as GEF agency has been tasked the development of a CBIT proposal for Nepal in coordination with Operational Focal Point of the Ministry of Finance and Climate Change Management Division (CCMD) of MoFE via a Project Preparatory Committee (PPC). The project document thus developed will be submitted to GEF for subsequent endorsement and funding. Under the supervision of WWF, and in close coordination with PPC a consultant (or a team) will be responsible for development of full project proposal package to be submitted to GEF to meet the country’s priorities based on the seven elements of transparency framework. The consultant in general coordinate with PPC and WWF GEF Agency for overall planning and development of the project document design and associated documentation required for GEF CEO Endorsement.

Specifically, the consultant is required to undertake the following responsibilities:

- i. Conduct consultations with MOFE, MoF and relevant project stakeholders as identified by the project preparatory committee (PPC) at CCMD including at least one consultation in all the 7 states;
- ii. Assess the status of NDC implementation, existing MRV mechanisms and capacity and infrastructure needs while identifying key priorities, appropriate strategies and partners in addressing the identified key barriers to meet transparency requirements;
- iii. Conduct consultations with potential private sector entities in the country, as determined by the PPC at CCMD, to secure their participation in the project, and for co-financing of specific activities;
- iv. Analyze capacity of CCMD and major stakeholders, including regulatory framework, policies, traditional knowledge to identify relevant human and institutional capacity development response to strengthen and improve capacity in implementing and reporting priority areas under the NDC;

- v. Develop a work plan and budget with key project partners for approval by the PPC and WWF GEF Agency that includes specific deliverables and deadlines;
- vi. Develop a WWF GEF Project Document and accompanying documentation (Request for CEO Endorsement document, GEF tracking tools, Letters of Co-financing, and other requested materials) in accordance with the approved work plan in full coordination with PPC, WWF GEF Agency and WWF Nepal.
- vii. Ensure compliance with WWF, GEF, and Government of Nepal policies and best practices for quality project development, including the use of WWF Project and Program Management Standards (PPMS), social and environmental safeguards, financial management, public involvement, gender and social inclusion mainstreaming, monitoring and evaluation, and incorporating lessons learned from past projects.
- viii. Ensure key stakeholder consultations to inform project design and compliance with WWF, GEF, and Government of Nepal policies;
- ix. Coordinate with consultant(s) for gender equality and social inclusion assessment to ensure full policy compliance and quality project design where he/she may delegate specific tasks as appropriate to the relevant expert;
- x. Assist WWF GEF Agency specialists with Financial & Administrative and Capacity Assessments to inform implementation arrangements and project implementation risk mitigation measures;
- xi. Lead organization and facilitation of project design workshops with WWF GEF Agency and WWF Nepal, including state and federal consultations and validation workshops, and other key workshops to inform project design as required to comply with the GEF standards;

3. DELIVERABLES

The proposal package will be based on the key consultations conducted at federal and state level, and will follow GEF guidelines and templates, with the set of relevant core indicators. It will include the following:

- i. ProDoc
- ii. Coordination with relevant ministries and/or government agencies for co-financing
- iii. Tracking Tools
- iv. Project governance structure with Terms of Reference for individual positions identified by the structure as appropriate (this can be part of ProDoc)
- v. Results of the capacity assessments of the key project implementing partners;
- vi. Other Annexes that may be required: GEF focal area specific annexes (e.g. GHG calculations); List of people consulted during project development; Communication/Stakeholder Engagement plan; Gender Equality and Social Inclusion (GESI) action plan; Knowledge management Strategy; Financial and/or economic analysis.

A detailed timeline for each deliverable will have to be submitted with the inception report.

4. KEY COMPETENCIES

Consulting Firm or individual consultant(s) must have:

- i. An advanced degree in Environmental/Natural/ Social Sciences, Public Policy or other related fields;
- ii. Demonstrable experience in climate change context of Nepal including knowledge on roles and responsibilities of relevant government ministries and departments while familiar with key government stakeholders and institutions;
- iii. Demonstrable experience and knowledge of the United Nations Framework for Climate Change (UNFCCC) and Paris Agreement;
- iv. Significant experience in development of similar international project proposals in climate change, GHG emissions, mitigation and capacity building;
- v. Extensive Knowledge of the Global Environmental Facility (GEF) required along with familiarity with GEF-6 Climate Change Mitigation results framework and GEF7 Replenishment Programming Directions and Programing Directions for the Capacity Building Initiative for Transparency;
- vi. Familiarity with WWF Network is an advantage; experience with Open Standards/Project and Program Management Standards (PPMS) in the GEF context is an asset.
- vii. Excellent writing and presentation skills in English with good communication skills in Nepali.

5. BUDGET

The maximum proposed budget for this consultancy will not exceed NPR 22,00,000.

6. PROPOSAL SUBMISSION

Interested VAT-registered individuals/applicants are requested to submit separately sealed hard copies of technical and financial proposals along with an application letter by **5:00 pm Nepal Standard Time**, on **30th October 2018** at the address listed below. Envelopes should be marked as “Application for WWF Nepal CBIT” with Technical and Financial proposals clearly marked and sealed separately inside as - “WWF Nepal CBIT – Technical Proposal” and “WWF Nepal CBIT – Financial Proposal”.

WWF Nepal

PO Box: 7660, Pabitra Pyara Marg, Baluwatar, Kathmandu, Nepal

Only individuals/organizations selected for further consideration will be contacted. Telephone inquiries are not entertained.

The following documents **must** be submitted:

- A) Hard copies of technical and financial proposal sealed separately inside a single envelope;
- B) Proposal accompanied by a signed (and officially stamped for organizations) application letter;
- C) CV of the consultant(s) not exceeding 3 pages each in line with the assignment;
- D) Copy of organization’s registration and renewable (if applicant is an organization);
- E) Copy of organizations/ individuals VAT registration as applicable;
- F) Latest tax clearance and audit reports of the organization;
- G) Copy of Citizenship(s) of consultants.

The technical proposal should clearly elaborate the proposed methodology, approaches for stakeholder engagement, plans for consultations and roles and responsibilities of the consultant(s). The financial cost proposal should include a detailed breakdown of the total budget including: expert fees, travel cost, communication costs, and reproduction of documents. The amount should be quoted in local currency. The payment is subject to tax deduction as per prevailing government rules. The budget should clearly mention daily rates defined at the level of number of days of engagement during various phases of the assignment for the consultant(s).

7. PROPOSED TIMELINE

- Inception report- Within 15 days of signing of the agreement (likely November week III)
- National and State level consultations- November week, IV and December week III, IV
- Validation workshops- January week I
- Write-up- January- February
- Draft proposal with all deliverables- February end
- Final deliverables- March II.