
Terms of Reference
Egypt Fourth National Communication Project (NC4-Egypt)
Developing the Project Document of the Second Biennial Update Report of Egypt
BUR2-ProDoc (National Consultants Only)

1. Background

The Fourth National Communication Project (NC4Egypt) was launched in March 2018 and it's implemented under the supervision of Egyptian Environmental Affairs Agency (EEAA) and the United Nations Development Program (UNDP) and the funded by the Global Environment Facility (GEF) to help Egypt better understand the current and expected impacts of climate change in the different sectors, identify opportunities for mitigation interventions and recommend adaptation measures to climate change.

According to Article 4, paragraph 1, and Article 12, paragraph 1 of the United Nations Framework Convention on Climate Change (UNFCCC), each Party shall communicate to the Conference of the Parties (COP), through the secretariat, the following elements of information: (a) a national inventory of anthropogenic emissions by sources and removals by sinks of all greenhouse gases not controlled by the Montreal Protocol, to the extent its capacities permit, using comparable methodologies to be promoted and agreed upon by the COP; (b) a general description of steps taken or envisaged by the Party to implement the Convention; and (c) any other information that the Party considers relevant to the achievement of the objective of the Convention and suitable for inclusion in its communication, including, if feasible, material relevant for calculations of global emission trends.

Egypt as a non-Annex I Party to the Convention has prepared and submitted its Initial, Second and Third National Communications in 1992, 2010 and 2016 respectively. In 2015, Egypt has submitted a report on the Egyptian Intended Nationally Determined Contributions (INDCs) towards achieving the objectives of the United Nation Framework Convention on Climate Change (UNFCCC) in accordance with Decisions 1/CP.19 and 1/CP.20. In 2019, Egypt has submitted its First BUR (BUR1) to the UNFCCC, Also, Egypt has developed the Low Emission Development Strategy (LEDS).

The Government of Egypt intends to apply for funding the preparation of its Second Biennial Update Report (BUR2) to the UN Framework Convention on Climate Change in accordance with its commitments as a Party to the Convention and subsequent CoP decisions. The BUR2 will update and strengthen information provided in BUR1 regarding national circumstances, inventories of greenhouse gases, policies and measures undertaken to mitigate climate change, assessments of vulnerability to climate change and steps taken to adapt to climate change. The project will also increase the capacity of experts and institutions in Egypt to produce subsequent BURs that meet all guidelines established by the CoP and that serve as a source of information for national policies and measures to mitigate and adapt to climate change in key economic and social sectors



2. Objective

The project aims to hire a national consultant to develop the project document (ProDoc) and corresponding templates required by the Global Environmental Facility (GEF) to receive necessary finance for the implementation of BUR2. The consultant will support effective delivery of the activities within the agreed work plan and transactions and supporting day-to-day report development consistent with UNDP rules and regulations, besides, working on supervise the overall guidance of the deliverables of above-mentioned experts

It is anticipated that the work conducted in close cooperation with the Ministry of Environment, key ministries, partner projects and national experts with experience in working with on-going and previous projects (e.g. NC4Egypt, CB3, LECB, BUR1, MRV, IEE, ...etc.) and fully aware of Paris Agreement and UNFCCC.

Position	Estimated number of INDICATIVE Working Days
National Consultant	30

3. Scope of Work

The consultant will prepare the Project Identification Form (PIF) and Project Document for the Second Biennial Update Report (BUR2) in the specific format for enabling activity of the Global Environment Facility (GEF)

4. Duties and Responsibilities:

Under the direct supervision of The NC4Egypt Project Manager, the consultant will be responsible for the following tasks

1. Review of available documents including, but not limited to, Egypt's previous national communication reports, first biennial update reports, guidelines, IPCC Good Practice Guidance, IPCC Guidelines for GHG inventory, UNFCCC Guidelines for GHG inventory, and methodological approaches, national policies related to climate change and greenhouse gas emissions
2. Identification of processes, programs and projects complementary to the PIF object, gathering information and preparing a database of contacts
3. Review similar PIF and project document for other countries
4. Survey of primary information through meetings, workshops, interviews, surveys and other means that are identified as ideal for the collection of information for the PIF;
5. Initial advice on potential methodologies for data collection and analysis, with special attention to the focus of capacity building and institutionalization of the EEAA
6. Review of UNDP guidelines for quality programming, the process of social and environmental diagnosis for UNDP projects and GEF requirements for planning and monitoring of projects, ensuring they are reflected in the PIF;

7. Preparation of document GEF formats PIF enabling activity for the BUR2 in English.
8. Modify the documents and respond to comments raised throughout the project preparation cycle from EEAA, UNDP and GEF Secretariat.
9. Preparation of presentations on the process of generating the PIF and its methodological components and an executive presentation on the final PIF
10. Lead at least one consultation workshop to present the project document before submission to the GEF
11. Respond to any comments and/or inquiries from the NC4Egypt Project, UNDP-GEF HQs and GEF Sec on the project document

4. Deliverables:

- Full version of the BUR2 Project Document according to GEF/UNDP formats for the BURs including logframe, workplan, budget, and annexes;
- Full version of the PIF document according to GEF enabling activity for the Biennial Update Reports;

All deliverables will have to be delivered in electronic formats to Fourth National Communication Project (NC4Egypt) as a MS Word document and PDF

5. Qualification and Experience:

All Consultants should meet the following minimum qualifications and skills:

1. A minimum of M.Sc. degree in environment or energy-related studies and other related disciplines.
2. At least of 7 years of working experience in the area relevant to the Climate Change, particularly the mentioned scope of work in section 3 above.
3. Good understanding of the national environment/development issues as well as being aware of national obligation towards the UNFCCC and Paris Agreement with an institutional development experiences.
4. Substantial involvement in previous National Communications or BUR are highly preferred.
5. Excellent communication (Written and Oral) Skills.
6. Demonstrated experience in working with government, donors and the United Nations system.
7. Appropriate experience working with government structures at local levels, and working with NGOs and private sector.
8. Excellent inter-personal skills as well as working well within a team environment.
9. Good command of English and Arabic languages



6. Duration of the Assignment

The level of work for this assignment is estimated at **30 working days** spread over the preparation of PIF document. The duration of conducting the assignment is **Three months** starting from contracting date. Consultant should exert their utmost effort to deliver on time otherwise fees will be subject to reduction as delay penalty

7. Milestones

1. The consultant in coordination with NC4-Egypt Project Manager will arrange an orientation **kick-off meeting** to agree on methodological approach and other arrangements, the meeting will be held in NC4-Egypt Project or EEAA.
2. The consultant will have at least **one follow up meeting** with NC4-Egypt Project, UNDP and EEAA.
3. The consultant will have at least **one expert meeting** to present the deliverables

8. Scope of fees and Schedule of payments

The contract price for individuals is a lump sum fixed output-based price of the here in specific duration. The consultant hired will be responsible for tax liabilities generated by this contract.

9. Payments:

#	Deliverable	Payment
1	Upon approval of PIF and Project Document by NC4Egypt Project, EEAA and UNDP HQs	60%
2	Upon GEF approval of final PIF and Project Document	40%

10. Application Process:

1. Proposals to be submitted by national experts including detailed and updated CV and the financial offer.
2. Applications will be evaluated on basis (technical 70%/ Financial 30%), the consultant will be selected according to the evaluation of CVs, experience, professional work.
3. Applications to be sent in Soft copies to
 1. Name: **Dr. Samir Tantawi, Fourth National Communication Project Manager (NC4Egypt)**
 2. Email: samir_tantawi@hotmail.com
4. **Closing Date:** Two weeks from the advertising date