

## TERMS OF REFERENCE

### LOW-EMISSION CAPACITY BUILDING (LECB) PROJECT- EGYPT

### BENBAN PHOTOVOLTAIC PROJECT

### NAMA DEVELOPMENT - NATIONAL EXPERT

#### I. BACKGROUND

In accordance with the commitment of all parties to the UNFCCC to support climate change efforts at the national level, the ongoing LECB project is in the process of enabling Egypt to strengthen national capacities to do the following: 1) Design a low-emission development strategy (LEDS); 2) Identify opportunities for Nationally Appropriate Mitigation Actions (NAMAs) in the context of national development; 3) Facilitate the design and adoption of mitigation actions by selected industries; and 4) Design systems for Measuring, Reporting, and Verifying (MRV) mitigation actions. The Project targets the Public and Private Sectors.

The LECB project also develops the capacity of experts and institutions in Egypt to respond to opportunities that have been identified for engaging Public Sector and Industry support and participation in addressing the issue of climate change. The LECB Project seeks to build on various initiatives already developed by UNDP and partners.

In October 2014, The Decree no. 1947 for the year 2014 was issued by the Cabinet of Ministers for issuing the first phase of Feed in Tariff Program (FIT), and in September 2016, the Decree no. 2532 for the year 2016 for announcing the second phase of FIT program.

Based on the results of the 2 phases of FIT Program, a 32 investor /consortium reached the financial closure for both FIT stages with a total capacity of 1465 MW. This project will be financed by international financing agencies and banks.

The first project of the 32 projects at Benban area started producing electricity and the remaining projects will start producing electricity in stages to be completed within 1 year.

#### Objectives:

Working under the direct supervision of the LECB Manager, the objective of the National Expert (also known as National Consultant) is to develop a NAMA design document for national approval. The NAMA design document shall take into consideration existing national policies and other sector level decisions, and include the core content of sector and policy background, baseline information, mitigation measures & interventions, capacity development needs, financing requirements and structure, implementation structure, and MRV.

It is anticipated that the work conducted will require close cooperation with the coordinating unit within the Egypt Environmental Affairs Agency (EEAA), other ministries, and national experts working on mitigation analysis for the National Communication and the LECB experts working on development of LEDS, MRV systems, the national GHG inventory reports, Biennial Update Report and Intended Nationally Determined Contributions.

*Some useful resources for NAMAs include:*

- Prioritizing NAMAs: [Developing Financeable NAMAs – A Practitioner’s Guide](#) (IISD, 2012)
- For NAMA research: Ecofys NAMA database ([www.namadatabase.org](http://www.namadatabase.org))
- For NAMA development: [NAMA guidebook](#) (UNDP, 2013)
- For costing NAMAs: [Methodology Guidebook for the Assessment of Investment & Financial Flows to Address](#)

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[Climate Change](#) (UNDP, 2009)

- For MRV: [Measurement, Reporting and Verification \(MRV\) Technical Paper](#) (UNDP , 2014)
- Example UNDP [NAMA design](#) (UNDP, 2015):

## II. KEY TASKS

1. Perform a sectoral assessment and gap analysis for the proposed NAMA.
2. Develop a comprehensive NAMA design document (NAMA-DD) for national approval based on guidance from the International available templates
3. Develop a comprehensive Measure, Report, Verification (MRV) plan for the selected NAMA
4. Develop financial analysis for the selected NAMA that help in promoting it to the NAMA Registry for seeking finance if needed
5. Support the national consultation and approval process of the NAMA via collaboration with EEAA and national committees and councils responsible for NAMA oversight.
6. To prepare an application for international financial support of the NAMA.

### **Task 1: Sectoral assessment and gap analysis**

- a. to undertake an assessment review of national and sectoral policies and actions (related development plans & vision statements, climate change strategy/policy, low emission development strategies, sectoral strategies, national communications, etc.), management & governance for both monitoring & reporting and government financed programs in the sector, potential GHG baseline, potential mitigation interventions & measures, and existing practices in the sector for MRV and public and private finance.
- b. to define main NAMA components and potential for private sector involvement, identify the gaps between the components and the above review, and provide recommendations for the NAMA design and further actions.

### **Task 2: Development of a NAMA Design Document (NAMA-DD)**

- a. The National Expert should prepare a comprehensive NAMA design document for national approval. This will include content based on both research of existing information and consultations with appropriate stakeholders. The content developed for the NAMA design document should be of sufficient technical and analytical quality, meeting UNDP / LECB standards for similar publications. It is not expected that the National Expert is to development new information such as new studies, surveys and planning documents. The NAMA design document will include sections on:
  - i. Executive summary (in English and Arabic)
  - ii. Introduction to the NAMA
  - iii. Background of the sector in the country
  - iv. Policy analysis
  - v. Baseline information and NAMA targets
  - vi. Measures & interventions under the NAMA
  - vii. Capacity Building

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- viii. NAMA implementation structure (including key operation bodies)
  - ix. MRV system
  - x. Risk management
  - xi. NAMA financial requirements and mechanisms
- b. For the section on MRV (ix) the National Expert should develop a workable model for information/work flow and principal parties for measuring, reporting and verifying the selected outcomes, co-benefits, and actions taken under the NAMA.
- c. For the section on finance (xi) the National Expert should develop a realistic finance model, including itemized implementation costs, national financial sources & distribution, and needs for financial support.

### **Task 3: Support the national consultation and approval process**

- a. In cooperation with EEAA, to coordinate and attend (public and private sector) stakeholder meetings as required to perform Tasks 1 and 2.
- b. To attend and contribute to the NAMA inception, mid-point, validation workshops, expert meetings, ..etc
- c. To attend and contribute to the meetings for national approval by national committee and councils responsible for NAMA oversight.

### **Task 4: Preparation of an application for international financial support of the NAMA**

- a. To prepare an application for international financial support of the NAMA (e.g. NAMA Facility), based on the content of the NAMA design document. The international institution for with submitting the application to will be selected in coordination with LECB and EEAA.

## **V. DELIVERABLES**

1. An approved inception report and action plan
2. An approved assessment and readiness test report
3. An approved draft NAMA design document and MRV plan for validation
4. An approved final NAMA design document and MRV plan for national approval
5. An approved application for international financial support of the NAMA

## **VI. QUALIFICATIONS**

- Advanced degree or higher (Master's or higher) in areas relevant to climate change, environment and national development
- Good knowledge of global and national climate change issues
- A minimum of 5 years of professional experience in the area relevant to the Project and demonstrating ability in development of policy measures and implementation plans that can also be applied to NAMAs development
- Substantial involvement in the preparation of GHG emission scenarios; knowledge and experience in modeling tools and applied methodologies of GHG emissions in renewable energy is a prerequisite
- Demonstrated team working spirit
- Good interpersonal/communication skills
- Good oral and written communication skills (in English and Arabic)

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No project staff can be simultaneously employed by government, in line with UNDP rules and regulations.

## VII. HOW TO APPLY

For application please submit the followings

- Updated CV showing the relevant experience
- Financial offer in Egyptian Pounds
- Workplan (taking into consideration the deliverables listed under section V above) including
  - detailed activities and number of working days/activity and corresponding costs/activity
  - the total time frame of delivering the final deliverables (deadlines in section VIII below can be shortened but not to be exceeded)

## VIII. DEADLINES

Deliverables to be submitted by the National Expert to LECB as consolidated technical reports as defined under deliverables 1 through 5 above according to the following deadlines from the date of contract signature\*;

1. An approved inception report and action plan (3-weeks)
2. An approved assessment and readiness test report (1 months)
3. An approved draft NAMA design document and MRV plan for validation (1.5-months)
4. An approved final NAMA design document and MRV plan for national approval (1.5-months)
5. An approved application for international financial support of the NAMA (2-months)

## IX. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS

- The contract price is a fixed output-based price of the herein specific duration and not subject to any extension or delay in the duration of engagement after the approval of implementing agency (UNDP Egypt).
- Proposer(s) should indicate price components whether it is a pure professional fees or inclusive of travel expenses or any other allowances.

**Offers (technical and financial) to be sent to**

**Dr. Samir Tantawi, Project Manager, LECB-Egypt**  
**samir\_tantawi@hotmail.com**

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