

TERMS OF REFERENCE

LOW-EMISSION CAPACITY BUILDING (LECB) PROJECT- EGYPT

PROJECT FINAL REPORT - 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.

The LECB Project is approaching to conclude by the end of Jun 2018, among other mandates, the project need to have a final report according to the guidelines annexed in annex-I.

II. KEY TASKS

The LECB Project is looking forward to hiring a national expert (also known as National Consultant), to be work under the direct supervision of the LECB Project Manager to develop the final report of the project according to the structure in Annex-I. The LECB Project Management Unit will provide necessary information, data, logos, pictures, statistics ..etc.

V.DELIVERABLES

Final project report in English as per the annexed structure

VI. QUALIFICATIONS

- Advanced degree or higher (Master's or higher) in areas relevant to climate change, energy, sustainable development, 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)

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

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VII. HOW TO APPLY

For application please submit the followings

- Updated CV showing the relevant experience
- Financial offer in Egyptian Pounds

VIII. DEADLINES

Deliverable to be submitted by the National Expert to LECB as one consolidated technical report as defined under deliverables above according to the following deadlines in **15 working days** from the date of contract signature*;

1. Draft consolidated report (2-weeks)
2. Final report (1 week from receiving comments on draft report)

Offers (technical and financial) to be sent to

Dr. Samir Tantawi, Project Manager, LECB-Egypt
samir_tantawi@hotmail.com

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Annex-I: Final Report Structure

1. Project Background
2. Summary of Project Activities
 - a. Key **activities**
 - b. Discuss activities that were **adjusted** from the original scope based on changing needs
3. Project Organization
 - a. Names, work titles, organizations, contact information of LECB **project team**
 - b. **Organizational** structure: description and effectiveness
 - c. **Partnerships** and collaboration: description, contact information of implementing partners and effectiveness
 - d. Efforts to collaborate with the **private sector**
4. Results and Achievements
 - a. **Results** for each project activity
 - b. **Success** factors
 - c. Project **co-benefits** or sustainable development benefits: capacity development, institutional successes, etc.
 - d. List **work products** (key project data, reports, training manuals, critical inst. authorizations etc.), and project communications (videos, photographs etc.)
5. Sustainability of Results
 - a. **Capacity** built to conduct mitigation activities related to training, technical assistance, new systems, community outreach, etc.
 - b. Ensuring **follow-up** by national counterparts
 - c. Plans to **reproduce** or scale-up
6. Lessons and Recommendations
 - a. **Barriers** and solutions
 - b. **Recommendations** to improve future programming or similar projects
 - c. **Risk management**: measures taken and recommendations
 - d. How easy would it be to **replicate** the successes in another context/county?
7. Project Closure
 - a. **Authorization** from steering committee that project is officially closed, if relevant
 - b. **Hand-over** of remaining assets
 - c. Use of remaining **budget**, if any
 - d. Date of project **closure**

Acknowledge project donors.

Comply with branding requirements, including logos of UNDP and donors.

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