

TERMS OF REFERENCE - CONSULTANCY SERVICES

Other Relevant Information to the Achievement of the Objectives of the United Nations Framework Convention on Climate Change (UNFCCC) **Third National Communication Project**

1. BACKGROUND

The Government of Saint Lucia (GOSL), as a 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 and is expected to conclude in June 2016. The outstanding deliverables under the Third NATCOM are the (i) National Circumstances, (ii) Vulnerability and Adaptation Assessment, (iii) Other Relevant Information which has four sub-components and (iv) Gaps and Constraints.

The United Nations Environment Programme (UNEP), through its Umbrella Programme, functions as the implementing agency. At the national level, the Ministry of Sustainable Development, Energy, Science and Technology (MSDEST), through the Sustainable Development and Environment Division (SDED), is the executing agency on behalf of the GOSL.

The UNFCCC, National Communications Guidelines states that “In order to facilitate the formulation and implementation of sustainable development programmes, non-Annex I Parties”, like Saint Lucia, “are encouraged, as appropriate, to provide information on any steps they have taken to integrate climate change considerations into relevant social, economic and environmental policies and actions.

In light of the foregoing, this Ministry seeks to engage a Consultant to produce a report capturing Other Relevant Information to the achievement of the objectives of the UNFCCC, which builds on the work produced under the Second National Communication, and incorporates recommendations from the Stocktaking process for the Third National Communication. This report should present its findings for the following topics as stipulated by the UNFCCC:

1. Steps taken to integrate climate change considerations into national development and policy formulation;
2. Activities related to the transfer of environmentally sustainable technologies;
3. Information on climate change research and systematic observation;
4. Information on climate change education, training, and public awareness;
5. Information on capacity building activities, options and priorities; and
6. Measures to promote information exchange and networking.

2. SCOPE OF SERVICES REQUIRED

The Consultant is required to render services to substantiate the following components as per the outlined structure:

Task 1: Documentation Review and Data/Information Gathering

The Consultant is required to:-

- a. Conduct a desk review of a number of critical 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. Other Relevant Information Section of Stocktaking Report for the preparation of Saint Lucia's Third National Communication;
 - iii. Other Relevant Information Report from Saint Lucia's Second National Communication;
 - iv. National Circumstances Report for Saint Lucia's Third National Communication as well as;
 - v. Relevant national socio-economic and environmental publications and reports.
- b. Consult with relevant agencies, both Public and Private, as well as national experts, to yield exhaustive information as per the outlined "Scope of Services"

Task 2: Development of Other Relevant Information Report

The consultant is expected to develop and present a report on Other Relevant Information which covers the UNFCCC-required topics. The Structure of the Report should be as follows:

A. Information preceding the UNFCCC required topics;

- i. Acknowledgements, Executive Summary, Introduction, Approach and Methodology.

B. Information on UNFCCC-required topics as follows:

- 1) Steps taken to integrate climate change considerations into national development and policy formulation as per the following:
 - i. Linkages between the national communication process and national development priorities;
 - ii. Efforts to integrate climate change considerations into social, economic and environmental policies and actions;
 - iii. Enhanced institutional arrangements to create a sustainable national communication process;
 - iv. Indicators to evaluate the impacts of the national communication process at different levels.
 - v. Challenges associated with, and recommendations (including prioritisation of action) for, integrating climate change considerations into national development and policy formulation
 - vi. Entry points that are, and can be, utilised by the government and the private sector for integrating climate change considerations into national development and policy formulation

- 2) Activities related to transfer of environmentally sustainable technologies
 - i. Technology Needs Assessment (TNA);
 - ii. Database established on environmentally sustainable technologies;
 - iii. Technology information networks established;
 - iv. Human, scientific, technical and institutional capacity strengthened.
 - v. Challenges associated with, and recommendations (including prioritisation of action) related to, transfer of environmentally sustainable technologies
 - vi. Opportunities for the transfer of environmentally sustainable technologies
- 3) Information on climate change research and systematic observation
 - i. Measures and recommendations to improve national programmes for research and systematic observation;
 - ii. Activities related to participation in global research and observation systems;
 - iii. Identification of challenges, gaps, needs, options and priorities for climate change research and systematic observations.
 - iv. Opportunities for improving climate change research and systematic observation
- 4) Information on climate change education, training, and public awareness
 - i. Initiatives to assess the level of awareness and understanding of climate change issues at the national level
 - ii. Initiatives to increase awareness and understanding of climate change issues;
 - iii. Initiatives and programmes for education, training and public awareness;
 - iv. Institutional framework for public participation in climate change activities;
 - v. Co-operation to promote education, training and public awareness;
 - vi. Challenges, gaps, needs, options and priorities identified in climate change education, training and public awareness.
 - vii. Entry points that are, and can be, utilised by the government and the private sector for improving climate change education, training, and public awareness
- 5) Information on capacity building activities, options and priorities
 - i. Identification of specific challenges, gaps, needs, options and priorities for capacity building to address climate change issues;
 - ii. Participation of wide range of stakeholders in issues related to climate change;
 - iii. Activities related to co-ordination and sustainability of capacity-building activities;
 - iv. Dissemination and sharing of information on capacity-building activities;
 - v. Opportunities for capacity building related to climate change
- 6) Capacity-building activities aimed at integrating adaptation, mitigation and loss and damage into medium and long-term planning:
 - i. Promotion of synergy in implementation of the Rio Conventions
- 7) Capacity-building activities aimed at integrating loss and damage into medium and long-term planning:
 - i. Understanding adaptation, disaster risk management and loss and damage
 - ii. Identification of challenges, gaps, needs, options and priorities
- 8) Measures to promote information exchange and networking
 - i. Activities to promote information sharing;
 - ii. Participation in, and contribution to, information networks
 - iii. Identification of specific challenges, gaps, needs, options and priorities to facilitate information exchange and networking
 - iv. Opportunities for promoting information exchange and networking

C. Information following the UNFCCC required topics;

- a. Challenges, Opportunities, emerging issues, and recommendations (with prioritisation), Conclusions, Bibliography and Annexes.

Task 3: Presentation of Findings

The Consultant is required to:-

- a. Present findings in draft report covering elements from task two (2) above to be shared in advance with MSDEST and subsequently to stakeholders for validation in-keeping with section three (3) below.
- b. Amend draft report based on feedback received from validation process in-keeping with section three (3) below.
- c. Submit a final report to MSDEST in-keeping with section three (3) below.

3. DELIVERABLES

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

- a. An Inception Report, one (1) week after the commencement of contract, inclusive of the following:
 - i. Proposed methodology to yield the requisite information as outlined in the Scope of Work
 - ii. A detailed work-plan with timelines
- b. Submission of Draft Report to MSDEST, eight (8) weeks after the commencement of contract covering all aspects of the prescribed elements of the ORI report as outlined in task 2 above.
- c. Presentation of approved draft to stakeholders through consultations organized by MSDEST on contents of the report ten (10) weeks after the commencement of contract.
- d. Submission of Final Report within 12 weeks of commencement of contract incorporated feedback and recommendations where applicable, based on consultative process. This report should be presented in Microsoft Word electronic format and hard copy.

4. QUALIFICATIONS AND EXPERIENCE

Qualifications

The Consultant is required to possess qualification of at least a Masters Level Degree in one of the following, or related, fields; Environmental Management Studies, Climate Change or Developmental Economics.

Experience

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

Competencies

- a. Be able to demonstrate expert knowledge of, and experience in, the analysis of Other Relevant Information (ORI) topics
- b. Possess a solid understanding of the institutional arrangements and resources required to carry out the scope of works
- c. Possess competence in report writing, presenting information and consulting with stakeholders

Demonstrate flexibility in the event adjustments are required based on the findings, both at the organizational and technical levels, for successful implementation of the ORI consultancy.

REPORTING AND LOGISTICAL ARRANGEMENTS

The Consultant will report to the assigned representative of the Permanent Secretary, Ministry of Sustainable Development, Energy, Science and Technology within the Sustainable Development and Environment Division. The Consultant will be expected to provide his/her own transportation and office arrangements.

DURATION AND COSTS

The consultant will be contracted for a period of *three (3) 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** inclusive of an itemized financial costing by **4:30p.m** on **24th June 2016**. Proposals should be addressed to:

The Permanent Secretary
Departmental Tenders Board
Ministry of Sustainable Development, Energy, Science & Technology
Norman Francis Building
Balata
CASTRIES