



MINISTRY OF ENVIRONMENT

MALE' REPUBLIC OF MALDIVES

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National Consultant /Technical Reviewer of the Maldives First Biennial Update Report

9th July 2019

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Terms of Reference

1. INTRODUCTION

Ministry of Environment is in the process of finalizing the first Biennial Update Report (BUR) of the Maldives. This report composes of a description of the national circumstances, on the basis of which the country will address climate change and its adverse impacts, a national inventory of anthropogenic emissions by sources and removals by sinks of all greenhouse gases (GHGs) with a consistent time series to the last inventory submission, a thorough assessment of the national mitigation efforts including future projections to understand the cumulative effect of those efforts and information on support needs and received for means of implementation (technology transfer, capacity building and finance) as well as information on domestic measuring, reporting and verifying (MRV) system.

In this regard, Ministry is seeking the expertise of a technical reviewer to perform the peer review of BUR.

2. SCOPE OF WORK

The focus of this assignment is to:

- Perform the peer review of BUR developed in accordance with the UNFCCC guidelines set out Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41 and it's Annex III. (See link for the guidelines: <https://unfccc.int/process-and-meetings/transparency-and-reporting/support-for-developing-countries/guidelines-and-manuals-for-the-preparation-of-non-annex-i-national-reports-and-international>)

3. DUTIES AND RESPONSIBILITIES

Peer review of BUR

- a- Under the supervision of the assigned technical official of the Ministry, and in close collaboration with BUR technical consultants, the reviewer will conduct a detailed peer review assignment of the BUR, focusing on the 7 key chapters; (1) National circumstances, (2) Institutional arrangements, (3) GHG inventory, (4) Mitigation Analysis, (5) Additional Information, (6) Financial Resources, Technology Transfer, Capacity Building and technology support received and needed & (7) Domestic MRV
- b- S/he is responsible for producing a timely peer review report of high quality, conforming in extent possible to meet the guiding tools and reference manuals published by international organizations on the subject matter, and as guided by technical officials of the Ministry

- c- The reviewer is expected to examine the data, methodologies, and procedures used in preparing the BUR. S/He is also expected to pay particular attention to key support areas and needs with reference to seeking national and international support
- d- The reviewer is expected to ensure that all chapters are strongly in line with the BUR guidelines set by UNFCCC (link under scope of work).
- e- The reviewer will verify that, comments, suggestions and feedback provided by the stakeholders, government agencies and participants of the regional and national workshops are being considered while preparing the report. S/He will highlight any errors, inconsistencies, and data gaps and will provide comments on discrepancies including explanations of the possible sources of error.
- f- In the above mentioned context, the peer review report must include main conclusions and recommendations to improve the report, inclusive for all chapters: (1) national circumstances, (2) institutional arrangements, (3) GHG inventory, (4) Mitigation Analysis, (5) Additional Information, (6) Financial Resources, Technology Transfer, Capacity Building and technology support received and needed & (7) Domestic MRV

4. KEY DELIVERABLES

The consultant shall provide the following deliverables:

Deliverable	Due Date*
Initial Review Report	30 calendar days
Presentation of the Initial Review Report to the BUR Team for technical discussions	35 calendar days
Final Review Report of the BUR with the agreed recommendations/comments incorporated	45 calendar days

* From the date of contract signing

5. QUALIFICATION CRITERIA

To be eligible for this assignment the consultants should meet the following criteria:

- Minimum Master's degree (5-year university education) in climate change, environmental science, or related fields.
- Minimum 5 years of experience in the field of climate change mitigation and energy sector
- Familiarity with UNFCCC reporting process and guidelines is an added advantage

- Experience in writing/reviewing of technical reports/scientific articles on issues such as, on environment, climate change, environmental economics etc
- Advanced knowledge and skills of MS Office, including Word, MS Excel, MS PowerPoint is required
- Strong analytical, reporting and writing abilities
- Proficient in written and spoken Dhivehi and English

6. REPORTING

The Reviewer is expected to work closely with the technical staffs of Climate Change Department of the Ministry, whose duties will be amongst others, to provide and advise; on technical inputs into the work of the consultant, quality checks on compliance with consultancy terms of reference (ToR) and make recommendations.

- The consultant shall be responsible for their own office, technical equipment and any related costs unless agreed otherwise.
- The consultant shall update the BUR Project Coordinator on the progress via email or meetings weekly.

7. CONTRACT DURATION

The estimated contract duration will be 45 calendar days from the commencement of the assignment.

8. PAYMENT

Deliverable	Allocation
Submission of the Initial Review Report	20%
Presentation of the Initial Review Report to the BUR team for technical discussions	20%
Submission of the Final BUR Report with agreed recommendations/comments incorporated	60%

9. APPLICATION

Interested consultants may submit the expressions of interest with the proposal including the following.

- CV of the consultant

- Valid reference letters from the clients for the relevant assignments carried out in the past.
- Attested copies of educational qualifications
- Copy of national identity card
- Financial proposal with a lump sum amount for the entire scope of work, indicative of the per day rate.
- Business Registration under Ministry of Economic Development under sole proprietorship

The following criteria's will be applied during the evaluation of the proposals and attention should be paid while preparing the proposals.

Criterion	Weightage
Relevant academic qualification(s)	20%
Relevant experience in the field of climate change mitigation and energy sector (<i>5 years– 10 points, 7 years and above –20 points</i>)	20%
At least 2 similar works done writing or reviewing (<i>2 works – 10 points, for each subsequent work – 5 points, max – 20 points</i>)	20%
Financial proposal (fees for the assignment)	40%

10.SUBMISSION

Applications must be received no later than **1300 hrs of 18th July 2019** and should be addressed to the following. Bids will be opened on the same day of submission.

Procurement Department
 Ministry of Environment
 Handhuvaree Higon, Maafannu
 Male', 20392
 Republic of Maldives

Envelopes should be clearly marked with:

“Review Editor for Maldives First Biennial Update Report”

It is the applicant's responsibility to ensure that the envelope is stamped with date and time on receipt at the reception.

The Ministry will not be held responsible for any applications that maybe lost as result of not following these instructions.

11.QUERIES

For any queries please email to procurement@environment.gov.mv and CC to climate@environment.gov.mv. Answer will be provided to all the queries received before the deadline and will be made available via the Ministry website (www.environment.gov.mv).