



Ministry of Environment and Energy
Republic of Maldives

Recruitment of National/International Consultants to propose and design an MRV system and guidelines for tracking climate finance in the Maldives

Terms of Reference

1. BACKGROUND

Maldives has been a party to the UNFCCC since 1992 and is one of the first countries to ratify the Kyoto Protocol in 1998. Being a party to the convention, every party has to submit their Biennial Update Report to the UNFCCC as per the guidelines set-out Dec. 1/CP. 16 par. 60 and Dec 2/CP. 17 par. 41 and its Annex III. Biennial Update Report consists 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.

Maldives submitted its First National Communication (FNC) in 2001. Maldives submitted its Second National Communication (SNC) in 2016. SNC includes the latest GHG inventory submitted to UNFCCC as well as information on the ongoing mitigation efforts and its MRV.

The Ministry of Environment and Energy is seeking potential national/international consultants to perform as a technical team of experts to propose and design an improved national system for MRV.

2. OBJECTIVES OF ASSIGNMENT

The primary objective of this task is to propose and design an improved national system for MRV to support the implementation of mitigation actions, and support received. The consultants are to provide an analysis of the existing reporting mechanisms and institutional arrangements for data collection, protocols to determine emission reductions and financial support received towards the implementation

of these mitigation actions and propose an improved MRV system based on the gap analysis conducted as part of this assignment.

The consultants would work closely with the BUR project team established in the climate change department of the Ministry of Environment and Energy of the Maldives to achieve these objectives.

3. SCOPE OF WORK

The consultancy team should include the following experts:

Expert on climate change, mitigation and MRV

The tasks of the expert on climate change, mitigation and MRV includes but is not limited to the following:

1. Assess existing reporting mechanisms, existing protocols to determine the emission reductions at projects and programme level
2. Identify the gaps and barriers for the implementation of the existing sectoral MRV systems
3. Evaluate different options for the improvement of existing MRV systems and propose improved MRV systems reflecting on national circumstances, local capacity and existing and anticipated mitigation actions
4. Ensure that the improved MRV systems meets the requirements under the UNFCCC
5. Identify the resources for pilot-testing of the improved MRV system including a timeline for the implementation of the MRV framework
6. Present the results of the gap analysis and the proposed improved MRV systems at a workshop conducted by the BUR technical team:
 - To discuss and validate the findings and its relevance in the Maldivian context
7. Collect feedback from the stakeholders and incorporate them to deliverables outline in this TOR

Expert on climate finance and accounting/auditing

The tasks of the expert on climate finance and accounting/auditing includes but is not limited to the following:

8. Identify and assess existing national systems and protocols to measure and track the financial flows including sources of finance such as bilateral or multilateral, delivery channels, type of support received (i.e. finance for adaptation, mitigation, cross-cutting, technology transfer or capacity building), financing instruments (grants, concessional loans, non-concessional loans etc) and the supported activities (type of NAMA or adaptation intervention) at projects and programme level
9. Identify the institutional arrangements for the existing donor procedures/guidelines for tracking, reporting and verifying the support received towards climate change mitigation and adaptation in the Maldives
10. Identify the gaps and barriers for the implementation of these existing systems
11. Evaluate different options for the improvement of existing MRV systems and propose guidelines to establish a national mechanism to track finances received towards climate related activities and enable tracking of national budgetary expenditure on climate change.
12. Ensure that the improved MRV system for support received meets the requirements under the UNFCCC
13. Identify the resources for pilot-testing of the improved MRV system including a timeline for the implementation of the MRV framework
14. Present the findings and orient the stakeholders for the proposed guidelines on climate finance tracking
15. Collect feedback from stakeholders and revise the proposed guidelines as per the stakeholder consultation

4. KEY DELIVERABLES

The hired team of experts should provide the following deliverables:

Deliverable	Due Date *
Review report on existing MRV systems for mitigation actions and support received including a detailed gap analysis	4 weeks

Stakeholder Consultation Workshop**	8 weeks
Report on the improved domestic MRV system including recommendations. This report should include the following information: <ul style="list-style-type: none"> - Improves institutional arrangement with well-defined roles of each stakeholder - Data collection points and potential data from these points - Resources for pilot testing and a timeline for implementation of the improves MRV system 	10 weeks
Draft guidelines for tracking the support received for climate related activities	10 weeks

* From the date of contract signing

** Logistical and financial arrangements for workshop (venue, catering and invitations) will be supported by the BUR Project. Proponents should NOT include this cost in the financial proposal

5. QUALIFICATION CRITERIA

Expert on climate policy, mitigation and MRV

- Educational Background in energy or environmental sciences or project management or data management (at least Master's degree)
- Minimum of 7 years work experience in the development and implementation of climate change national plans and MRV systems
- Demonstrated experience of minimum 5 years working as an expert and advisor regarding climate change mitigation
- Demonstrated skills and experience (minimum 5 years) with the preparation and conduct of stakeholder processes in the context of climate change policy and MRV framework development
- Working experience with relevant stakeholders for climate change actions and for MRV in SIDS will be an added advantage

- Knowledge of reporting requirements for both developed and developing countries under the UNFCCC
- Familiarity with the MRV systems of a variety of countries that could serve as models and provide lessons
- Demonstrated English Language skills
- Excellent interpersonal skills and demonstrated ability to communicate with stakeholders is essential.

Expert on climate finance and accounting/auditing

- Educational background in climate finance or accounting or auditing or related field (Minimum Master's degree)
- Minimum of 7 years of relevant work experience
- Demonstrated experience of minimum 5 years working as an expert and advisor regarding climate financing or auditing
- Knowledge of reporting requirements for both developed and developing countries under the UNFCCC
- Familiarity with the MRV of support received of a variety of countries preferably from SIDS context
- Demonstrated English Language skills
- Excellent interpersonal skills and demonstrated ability to communicate with stakeholders is essential.

6. REPORTING

The consultant is expected to work closely with the BUR team, and the consultant will report directly to the Project Coordinator (PC).

The consultants shall update the PC on the progress via email or Skype on monthly basis. Team members are required to be present in person for the following:

- **Stakeholder Consultation Workshops and Meetings**

For meetings held under this consultancy, the Minutes of the meeting must be provided to the BUR PMU within 2 days of the meeting.

7. CONTRACT DURATION

The contract duration will be a maximum of **3 months** from the commencement of the assignment.

8. PAYMENT

Payment would be made in accordance with the schedule specified below:

Deliverable	Allocation
Submission and Approval of Review report on existing MRV systems for mitigation actions and support received including a detailed gap analysis	20%
Submission of Draft Report on the improved domestic MRV system	20%
Submission of Draft guidelines for tracking the support received for climate related activities	20%
Submission and acceptance of Report on the improved domestic MRV system with comments from stakeholders incorporated	20%
Submission and Acceptance of Draft guidelines for tracking the support received for climate related activities with comments from stakeholders	20%

9. SELECTION CRITERIA

The consultants will be selected based on the following criteria.

Criterion	Expert on climate change, mitigation and MRV	Expert on climate finance and accounting/auditing
Academic Qualifications	5 points	5 points
Professional Experience in prescribed sector	10 points	10 points
Experience in similar consultancy assignments	15 points	15 points
Financial Proposal	40 points	

10. APPLICATIONS

Interested consultants may submit the expressions of interest indicating the following.

- CV of the consultant(s)

- Valid reference letters from the clients for the relevant assignments carried out in the past
- Attested copies of educational qualifications
- Proposed methodology of work
- Total cost of the assignment with cost breakdowns for all assignments as indicated in the deliverables

11. ADDITIONAL INFORMATION

- The BUR PMU of MEE has overall responsibility for the management of the contract and contractual reporting obligations
- Documents and data provided by the government for the purpose of this assessment which is not of public nature shall be considered confidential and should not be disclosed to any other party.
- All outputs and materials produced as part of this TOR shall be handed over to the BUR-PMU at the end of the contract and will become the sole property of MEE
- Obtaining any necessary visa and documents are the responsibility of the consultant. MEE will only provide a visa facilitation letter if necessary
- For the Stakeholder Consultation: invitation, catering and venue will be financed directly by the project. This cost should NOT be included in the price quotation.

12. QUERIES

For any queries please email to procurement@environment.gov.mv and CC to climate@environment.gov.mv before 1130hrs on 31th January 2018. 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).

13. SUBMISSION

Proposals must be delivered in sealed envelopes titles ‘Do not Open Before 1100 hours of 31st January 2018 – Recruitment of National/International Consultants to propose and design an MRV system and guidelines for tracking climate finance in the Maldives’ and the submitting party’s name and address to the address below on or before **1100 hours of 31st January 2018** local time. Electronic submission is not permitted. Late proposals will be rejected. Proposals will be opened on **1st February 2018 at 1000**

hours in the presence of the proponents' representatives who choose to be present at the address below at the time of proposal opening.

Procurement Section

Ministry of Environment and Energy

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Republic of Maldives