

TERMS OF REFERENCE FOR NATIONAL CONSULTANT/PROJECT COORDINATOR

TERMS OF REFERENCE

National Consultant/Project Coordinator for the Initiative for Climate Action Transparency (ICAT)

Project Name: *Expansion of the National GHG Inventory Management System and Data institutionalization for NDC tracking and policymaking*

1. Background

The project will focus on building Fiji's capacity in:

- implementing the IPCC good practices in activity data collection for livestock category;
- Addressing HFC emissions from using of the ODS substitutes in Fiji in compliance with the 2006 IPCC methodology and good practice
- Rising awareness of the mitigation potential associated with the use of biogas facilities in the waste sector, and
- measuring the performance of the targeted climate policies and actions in the agriculture sector
The specific project goals are:
- Further improving the capacity of Fiji in the agriculture inventory sector addressing the core issue with the activity data collection in the agriculture sector identified in Phase I of the project and enabling robust activity data collection for livestock for the government Extension Officers.
- Extending the methodology for the national systems, previously used for the agriculture sector, to the biggest source category of the IPPU sector – Ozone depleting substances to enable the framework for sectoral data collection, processing and reporting as well as provide the robust data and information base for policymaking;
- Building capacity to calculate emissions from key ODS emission sources (refrigeration and air conditioning) using 2006 IPCC methodology to promote the growth of domestic climate MRV expertise in the sector.
- Enhancing mitigation efforts of Fiji in relation to municipal and industrial waste treatment and utilization through estimating the GHG impact of the currently running and known new biogas projects, and estimating the GHG mitigation potential of such projects in Fiji in consistency with the waste sector data in the national GHG inventory.

2. OBJECTIVE OF THE ASSIGNMENT

This position will provide organizational and technical leadership to the project on behalf of Fiji encompassing expansion of the National GHG Inventory Management System and Data institutionalization for NDC tracking and policymaking for the prioritized sectors and categories (agriculture, ODS, and solid waste disposal).

3. Scope of Work

- i. Organize the national workshops and training activities in Fiji as per project plan; lead and coordinate post-workshop assignments.
- ii. Lead dedicated project experts in production (and be the lead author) of
 - a. Fiji national livestock survey draft for the agriculture sector and supporting templates;
 - b. Instruction manual for livestock survey;
 - c. The National guidance for estimating HFC emissions from the consumption Ozone depleting substances and their blends in refrigeration and air conditioning category; and
 - d. Lead dedicated project experts in production of the Fiji national GHG inventory for ODS consumption (Refrigeration and Air conditioning);
- iii. Coordinate Fiji project experts in specific analysis and writing report on the agriculture policy analyses for two policies assessing:
 - a. the GHG mitigation potential of the biogas projects for Fiji; and
 - b. presenting the findings in the project report on the GHG mitigation potential of the biogas projects for Fiji.
- iv. Coordinate Fiji feedback to key project reports and outputs as per project plan.
- v. Participate in the interim discussions and liaise with the project technical resource team from Greenhouse Gas Management Institute.
- vi. Undertake training and supervise the training of the national experts as per the project plan.

4. Output/Reporting Requirements/Deliverables

Deliverable 1 – Inception meeting report.

Deliverable 2 – Organize inception GHG inventory training (from Fiji side) on ODS inventory issues and the with GHGMI.

Deliverable 3 – identify and organize the data provision (best available data sets) for calculating GHG inventory for the following subsectors:

- Refrigeration and air conditioning.
- Solid Waste disposal on land.
- Biogas projects.

Deliverable 4 – Organize two hands-on workshops with key Government agencies and other identifies national experts to master the GHG inventory techniques in the following subsectors:

- ODS – Refrigeration and air conditioning.
- Mitigation potential of the biogas projects for solid waste disposal on land.

Deliverable 5 – Organize the guided workshop with key Government Extension officers and other identifies national experts and relevant personnel on setting up MRV systems in agriculture.

- Livestock data collection templates.
- Piloting Livestock survey.

Deliverable 6 – Data flow diagram from collection to compilation for the ODS subsector (RAC category) and the National guidance for estimating HFC emissions from the consumption ODS and their blends in refrigeration and air conditioning (RAC) category.

Deliverable 7 – Fiji national emission estimates using the national data, wherever possible, for:

- RAC category and the baseline for the Kigali Amendment to the Montreal Protocol.
- Solid waste disposal on land category.

Deliverable 8 – Data collection templates for the Livestock.

Deliverable 9 – Instruction manual for livestock survey.

Deliverable 10 – Livestock survey draft.

Deliverable 11 – A report on the GHG mitigation potential of the biogas projects for Fiji.

Deliverable 12 – Organize project lessons learnt workshop.

Deliverable 13 – Project budget report for Fiji side.

Deliverable 14 – Feedback to the final project report.

5. Reporting

All reports must be in English, prepared in accordance with the ICAT general requirements, and submitted in electronic formats along with complete sets of raw data, research materials and related information.

During the fulfillment of the assignment, the consultant/project coordinator will ensure regular communication with the GHGMI project team, and will ensure a timely delivery of the expected outputs and will regularly inform the project team of the progress as well as any obstacles that might occur. The consultant/project coordinator should be based in Fiji and will report to the ICAT project manager (GHGMI) and the Fiji ICAT Focal Point at CCD, under the overall guidance of the ICAT secretariat and GHGMI.

6. Qualifications/ Experience/ Expertise

- Advanced degree (Masters or Ph. D.) in a relevant field, such as Science, Environmental Policy, Engineering, Development Economics, Environmental economics, Environmental technology, or any related qualification.
- At least 5 years of technical experience in the agriculture sector.
- A proven experience in research or inventory work associated with HFCs consumption and emissions and a strong interest in their inventory and data institutionalization.
- Proven leadership and coordination skills working with technical experts.
- Exceptional analytical and quantitative skills, alongside strong synthesis and strategic thinking skills.
- Strong interest in the climate change mitigation potential analysis in the waste sector.
- Project delivery experience, including managing the delivery of results on time and on budget.

- Proven experience in establishing and maintain working relations with government officials. Demonstrate experience and success in the engagement of, and working with both the public and private sector, especially in Pacific region is an advantage.
- Ability to apply sufficient analytical and technical skills to acquire relevant information/knowledge from a variety of sources which are often difficult to access, in support of delivery of a good quality output.
- At the minimum – intermediate MS Office skills (Excel, Word, PowerPoint).
- Excellent written and spoken communications skill in English is required.

7. Duration of Contract

The overall duration of the assignment is spread over a period of 10 months from the date of contract signature.

- Start date: February, 2023