



MINISTRY OF HUMAN RESOURCES, CULTURE, TOURISM & DEVELOPMENT

BUREAU OF HUMAN RESOURCES

3rd Floor, Executive Building, National Capitol, Ngerulmud

P.O. Box 6011, Melekeok, Republic of Palau 96940

Telephone: (680) 767-2415 / Fax: (680) 767-2416

E-Mail: hr@palaugov.org Website: <http://www.palaugov.org/bpss>

REQUEST FOR PROPOSAL

Date of Issue: **October 3, 2023**

RFP No.: **PCS-2023-027**

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2023-027

Solicitation Title: to provide the following positions for the Office of Climate Change:

- Greenhouse Gas (GHG) Technical Consultant
- Mitigation Analysis Consultant
- Vulnerability & Adaptation Technical Consultant

Date of Issue: October 3, 2023

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: October 9, 2023 (Monday) 4:00 pm Palau Time

Answers/ Response: October 13, 2023 (Friday) 11:00 am Palau Time

Expression of Interest: October 17, 2023 (Tuesday) 4:00 pm Palau Time

Proposal Due Date and Time: October 18, 2023 (Wednesday) 4:00 pm Palau Time

RFP Opening Date: October 19, 2023 (Thursday) 10:00 am Palau Time

Anticipated Contract Award: By November 17, 2023

Terralyn R. Nabeyama
Director/Procurement Officer

SECTION A – RFP INFORMATION

I. RFP Purpose, Type, Process

- a. Purpose. The Bureau of Human Resources of the Government of Palau is soliciting proposals from interested qualified individual, business agencies or institutions to **provide a Vulnerability & Adaptation Technical Consultant, and a Greenhouse Gas Technical Consultant, and Mitigation Analysis Consultant for the Office of Climate Change.**
- b. Interested vendors may obtain copies of specifications by contacting the Bureau of Human Resources Procurement website <http://palaugov.pw/rfp-bids/> or calling 680-767-2415/1126.
- c. Type of RFP. This is a *competitive negotiated contract where evaluation is based on various criteria.*
- d. Funding. This project will be fully funded by the **Third National Communication** grant. Award of contract is subject to the availability of funds. Offers or proposals may also be rejected, and no contract may be awarded by the Procurement Officer pursuant to the Republic of Palau Procurement law.
- e. Inspection. Offeror acknowledges that the submission of a proposal provides the Republic of Palau the right to inspect at reasonable time the part of the plant or place of business of a contractor or subcontractor which is related to the performance of any contract awarded by the government. Failure to allow inspection may result in the rejection of the proposal/offer.
- f. Business Laws and Taxes. A successful contractor must comply with local business laws and shall be subject to applicable Republic of Palau taxes and fees. In order to be awarded a contract, **a vendor shall provide proof of applicable ROP Business License (Applicable Business License)** as well as be in good standing with the Bureau of Revenue and Taxation.
- g. Potential finalist interviews/demonstrations: If necessary, the Procurement Officer will notify vendors for additional information and/or discussions. However, it is required that **proposals shall be inclusive of any and all information** needed for the ROP to make a determination on the best proposal.
- h. Award. It is anticipated that a vendor will be awarded within 30 days of the Bid opening unless otherwise approved by the Procurement Officer.

II. Preparation/Submission of Proposal

- a. Intention to Bid. In order for your business to be considered for this RFP, you **MUST** submit a written Expression of Interest (EOI) to the Procurement Officer by **October 17, 2023** by emailing hr@palaugov.org or providing a written EOI to the Bureau of Human Resources Office located at the 3rd Floor Executive Building in

Ngerulmud, Melekeok. The email or letter shall include Business or organization Name, Point of Contact or Authorized Representative, phone number, email address, and statement of your interest to bid.

- b. Vendors are invited to participate in the competitive selection process for the Services outlined in this RFP. Responding parties shall review their Proposal submissions to ensure the following requirements are met.
- c. Required Submittal Details and Quantities. ***Proposals must be submitted in electronic format (in a USB/thumb drive) of the finalized proposal, one (1 original printed proposal and three (3) hard copies). Proposals must be enclosed in an envelope and addressed to the above address with the RFP No. indicated on the envelope.*** In addition to the hard copies of the proposal, one complete and exact copy of the entire proposal on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office compatible format or PDF format shall also be submitted. The electronic copy must be a mirror image of the hard copy. Proposals must be received by the Bureau of Human Resources Office in the Capitol **by 4:00pm (Palau Time) on October 18, 2023**, which is the closing date of this RFP. Proposals received before the issuance date and after the closing date of this RFP will not be considered.
- d. Proposal Format. Please comply with the following format:
 - i. Section 1 – Provide the Company Information – Name and contact information of authorized representative, copy of Business License, other information relevant to the service.
 - ii. Section 2 – Description services, schedules, etc.
 - iii. Section 3 – Total Cost of Proposal.
- e. Vendor Responsibilities. All Vendors shall:
 - i. examine the entire RFP,
 - ii. seek clarification of any item or requirement that may not be clear,
 - iii. check all responses for accuracy before submitting a Proposal and,
 - iv. submit the entire Proposal by the Proposal Due Date and Time.
- f. Cost of Proposal Preparation. The ROP does not reimburse the cost of developing, presenting or providing any response to this solicitation. Proposals submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner. The Vendor is responsible for all costs incurred in responding to this RFP. All materials and documents submitted in response to this RFP become the property of the ROP and will not be returned.

III. Inquiries

- a. All Inquiries and Clarification shall be received by email hr@palaugov.org no later than 4 pm (Palau Time) **October 9, 2023**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on **October 13, 2023**.

IV. RFP Timeline:

Bidding Period	October 3, 2023 – October 18, 2023
Inquiries/Clarification Due	October 9, 2023 (4pm Palau Time)
Answers Responses will be Posted After	October 13, 2023 (11am Palau Time)
Expression of Interest	October 17, 2023 (4pm Palau Time)
RFP Closing Date	October 18, 2023 (4pm Palau Time)
RFP Opening Date	October 19, 2023
Anticipated Contract Award	November 17, 2023

Terms of Reference

Consultancy Title	Greenhouse Gas Inventory and Mitigation Analysis Consultant
Location	Republic of Palau
Type of Contract	International Consultant/Firm
Language required	English (required); Palauan (desirable)
Duration of Initial Contract	July 2023 to February 2024
Supervisor	National Technical Coordinator for TNC
Reporting requirements	Office of Climate Change & TNC
Total payment amount	GHG Inventory Chapter: \$56,000 USD Mitigation Chapter: \$25,000 USD

GHG Inventory

The Office of Climate Change is looking to hire a Greenhouse Gas (GHG) Technical Consultant to facilitate the collection, analysis, reporting and archiving of GHG and Carbon Sink data in Palau, in order to fulfill the activities of the Third National Communication (TNC) which include developing and implementing a GHG inventory methodology and data management system, as well as completing the GHG Chapter of the TNC.

BACKGROUND:

The United Nations Framework Convention on Climate Change (UNFCCC) was adopted in 1992 as the basis for a global multilateral response to the threat of anthropogenic climate change. The Convention invites Parties (national states) to become signatories, and to thereby commit themselves to taking actions to limit or reduce GHG emissions that contribute to anthropogenic climate change, as well as to cooperate in adapting to the impacts of climate change, dependent on their common but differentiated responsibilities and respective capabilities. As a Party to this Convention, Palau is obliged to comply with all the requirements of Non-Annex I Parties under the UNFCCC. Amongst the requirements for the Non-Annex I Parties are the reporting requirements to the Conference of Parties (COP) on what the country is doing to implement the Convention. The commitment for Parties to communicate to the COP information relating to the implementation of the Convention is guided by Articles 4 and 12 of the Convention.

At the 16th Conference of Parties (COP 16) in Cancun, Mexico in 2010, the Parties decided to enhance reporting in national communications from non-Annex I Parties on National GHG Inventories, mitigation actions and their effects, and support received. It was also decided that developing countries, consistent with their capabilities and the level of support provided for reporting, should submit their first Biennial Update Reports (BURs) by December 2014 and every second year afterwards. The Least Developed Countries (LDCs) and Small Island Developing States (SIDs) may submit this report at their discretion.

Non-Annex I Parties are required to submit their first NC within three years of entering the Convention, and every four years thereafter. The NCs shall be prepared in accordance with the guidelines contained in decision 17/CP.8. As required by decision 17/CP.8, each Party not included in Annex I to the Convention (Non-Annex I Party) shall, as appropriate and to the extent possible, provide in its national inventory, on a gas-by-gas basis and in units of mass, estimates of anthropogenic emissions of carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O) by sources and removals by sinks.

The focus of this consultancy is to prepare an updated national GHG inventory, including a national inventory report prepared for the time series 1994-2022. As such the consultant inventory report for the

years 1994-2022 covering all sources and/removals categories, including technical annexes that detail the inventory procedures and calculations.

OBJECTIVES:

The objective of the assignment is to carry out GHG emissions estimates for all relevant sectors as per the IPCC methodology, ensuring the inventories are complete, consistent, comparable, transparent, and accurate for the time series 2006-2022. Specific objectives include:

1. Improve and upgrade previous GHG inventory including improved documentation, archiving, and inclusion of country specific data.
2. Establishment of a network of contacts for accessing data and designing a system for data management for the sector.
3. Elaborate a report on GHG emissions for all sectors using the 2006 IPCC Guidelines.
4. Recommendations on areas to improve future inventories and to suggest ways for addressing data gaps.
5. Organizing and conducting training workshop on the use of 2006 IPCC guidelines for GHGI.
6. Improvement of local capacities to prepare a GHG Inventory.
7. Identify shortcomings and gaps of previous GHG Inventory for all sectors.
8. Drafting GHG Chapter for the TNC.

SCOPE OF WORK:

The consultant will be responsible for designing the National Greenhouse Gas Inventory (NGHGI) for the Energy, IPPU, Agriculture Forestry and Other Land Use (AFOLU), and Waste sectors, and the development of the Chapters on GHG Inventory as part of the Third National Communication (3NC) for period 2006 to 2022. This includes working together with stakeholders, including capacity building activities and trainings on data collection, analysis, indicators, the use of 2006 IPCC guidelines on national greenhouse gas inventories, the 2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories the IPCC good practice guidance on the National GHG inventories and Uncertainty Management, the IPCC Good Practice Guidance on Land use, land-use change and forestry and implementing and maintaining a National Greenhouse Gas Inventory system.

The national GHG inventory report is meant to be an update of the most recent National Communication submitted in 2013 covering the inventory years 1994 to 2005. This includes the NGHGI data covering the Energy/PPU/Agriculture/LULUCF/Waste sectors. To generate this information, the consultant will be responsible for analyzing the national available information for the year of the inventory to estimate the emission of the year based on the IPCC 2006 IPCC Guidelines.

Activity data collected should be combined with available country specific emission factors. If information on this is missing, default emission factors from the 2006 IPCC Guidelines can be used. In any case the origin of the data needs to be documented.

The specific references that should be reviewed and will form the basis for the study are:

1. The Initial and Second National Communications

The following Methodologies for inventories should be considered:

1. 2006 IPCC Guidelines for National Greenhouse Inventories.
2. 2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories
3. Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventory (2000) as the reference and standards for performing inventory estimates in the present work.
4. Good Practice Guidance on LULUCF (2003).
5. Emission Factor Database (EPDB).

6. The 2003 UNFCCC User manual for the guidelines on national communication from NAI countries.
7. Field surveys, depending on the need to compile or verify data for the inventory calculation.
8. Self-Completion Questionnaire to be sent to concerned institutions that can provide activity data.
9. Default IPCC spread sheets of GHG inventory, and where possible, incorporate national data (such as mangroves and forest data from MAFE).

TASKS:

1. Prepare a detailed work plan with milestones that will ensure a final NIR can be completed by agreed date and the final GHG Inventory Chapter of TNC can be completed by agreed date.
2. Undertake the Key Source Analysis to determine priority areas of inventory work (e.g., those sources that are more significant in terms of their contribution to national GHG emissions so that resources and efforts are prioritized).
3. Choose the estimation methods as appropriate.
4. Determine if the recalculation of inventories carried out under the INC and SNC would be needed to ensure consistency of a time series (to be reported under the 3NC).
5. Identification and collection of new activity data needed for estimates of GHG emissions for period 2006 to 2022 (TNC) for the sectors (Energy/IPPU/Agriculture/LULUCF/Waste).
6. Carry out GHG emission calculation as per 2006 IPCC Guidelines for National GHG Inventory in the five sectors of emissions and removals for period 2006 to 2022 (3NC) by using the IPCC GHGI software (updated version).
7. Consider country specific emission factors in comparison with international averages, if applicable.
8. Undertake or design of surveys or stakeholder consultations for the base year and the years to be considered if no activity data is available. Specific institutions and/or individuals may be interviewed for the purpose of getting of compiling data and ensure support.
9. Recalculations may be carried out for previous inventory based on higher tier methodologies and refined activity and emission factor data.
10. Selection of emission factors to be utilized. Determine the application of Tier 1, 2, or 3 for the sector as appropriate (following the IPCC guidelines).
11. Determine if the establishment of country specific emission factors is feasible (dependent on whether emission factors at country level are available).
12. Improve system for archiving, managing and updating the inventory for the country.
13. Calculating the level of uncertainty associated with the inventory data for each considered sector, if feasible.
14. Sectoral tables will be produced using the excel sheets recommended by the IPCC Guidelines.
15. Address quality assurance and quality control procedures.
16. Determine data gaps and future needs.
17. Prepare training materials and provide GHG Inventory workshops as trainer and participate in stakeholder workshops to raise awareness among them.
18. The training materials to be developed and used should be suitable for national experts and stakeholders with beginner to intermediate level knowledge of national GHG Inventory development. Following this thematic training, the target audience should:
 - a) Have an overview of how emissions inventories are developed;
 - b) Have a general understanding of the methods available, as well as of the main challenges in particular areas;
 - c) Be able to determine which methods suits Republic of Palau's situation best; and
 - d) Know where to find more detailed information on the topics discussed.

19. Training and capacity building of the thematic working groups and stakeholders for efficient and timely development and submission of GHG inventories, trainings on data collection, analysis, indicators, the use of 2006 IPCC guidelines on national GHG inventories, the 2019 Refinement to the 2006 IPCC guidelines, the IPCC good practice guidance on the National GHG inventories and Uncertainty Management, the IPCC Good Practice Guidance on Land use, land-use change and forestry and implementing and maintaining a National Greenhouse Gas Inventory system.
20. Organize validation workshop for presentation and discussion on the results obtained from the GHG inventory for the sector.
21. Provide Inventory Improvement plan and highlight key improvement areas where technical support would be needed.
22. Incorporate comments and prepare final GHG Inventory Report following the UNFCCC guidelines for inclusion in the TNC.

Key outputs:

1. Schedule showing the likely time frame/workplan for the delivery of this consultancy
2. GHG emissions calculations using 2006 IPCC guidelines
3. National GHG Inventory
4. Carbon sink inventory report
5. Training and capacity building of technical working groups, national experts, and stakeholders.
6. An updated draft national inventory report for the time series 1994-2022 prepared and submitted to the 3NC Project Management Unit (PMU).
7. A final updated national inventory report based on the stakeholder's feedback and comments completed and submitted to the 3NC PMU.

DELIVERABLES AND PAYMENT SCHEDULE:

Signing of Contract & Acceptance of workplan	10%
Hands on training on general inventory practices as per the IPCC 2006 guidelines completed	20%
GHG emissions calculations using IPCC guidelines and tools, National GHG Inventory, and Carbon Sink Inventory report	20%
Updated draft GHG inventory report for 3NC prepared for time series 1994-2022 submitted to PMU	20%
Validation workshop	10%
Final GHG inventory report for 3NC prepared for time series 1994-2022 submitted to PMU	20%

DURATION OF THE ASSIGNMENT:

The consultancy work will be for 120 days over a period of 5 months with the work completed by **December 2023**. Phasing of the consultancy work is at the consultant's discretion and is based on the work methodology that forms part of the workplan.

QUALIFICATIONS:

Education:	Master's degree or equivalent as in energy science, climate change, natural resource management or any relevant qualification in related field.
Experience:	<p>A minimum of 5 years of relevant experience in conducting GHG Inventories for National Communications (NC) and/or Biennial Update Reports (BUR), presentation of NC and BUR to the UNFCCC and related activities;</p> <p>Substantial experience with the 2006 IPCC guidelines for GHG-I and the IPCC GHGI Software.</p> <p>Proven experience in designing and/or providing professional trainings for the GHG Inventory staff</p> <p>Proven experience in working with international or local organizations on similar assignments.</p> <p>Successful experience in working with UN agencies is an asset</p>
Competencies:	<p>Good analytical and communication skills, including the ability to draft and to articulate ideas in a clear and concise manner;</p> <p>Good interpersonal skills and ability to work well in a team whilst also having the capacity and initiative to work independently;</p> <p>Highly developed oral and written communications skills with excellent writing skills in English.</p>

Mitigation Analysis

The Office of Climate Change is looking to hire a Mitigation Analysis Consultant to work with local stakeholders to determine national emission targets for all key sectors, such as energy, transport, waste, forestry, agriculture, etc., and the national carbon sequestration targets in Palau, as well as compile relevant information on programmes and measures implemented or being considered by Palau for future implementation to mitigating climate change, in order to fulfill the activities of the Third National Communication (TNC) which include capacity building, hosting a national workshop, as well as completing the Mitigation Chapter of the TNC.

BACKGROUND:

The United Nations Framework Convention on Climate Change (UNFCCC) was adopted in 1992 as the basis for a global multilateral response to the threat of anthropogenic climate change. The Convention invites Parties (national states) to become signatories, and to thereby commit themselves to taking actions to limit or reduce greenhouse gas (GHG) emissions that contribute to anthropogenic climate change, as well as to cooperate in adapting to the impacts of climate change, dependent on their common but differentiated responsibilities and respective capabilities. As a Party to this Convention, Palau is obliged to comply with all the requirements of Non-Annex I Parties under the UNFCCC. Amongst the requirements for the Non-Annex I Parties are the reporting requirements to the Conference of Parties (COP) on what the country is doing to implement the Convention. The commitment for Parties to communicate to the COP information relating to the implementation of the Convention is guided by Articles 4 and 12 of the Convention.

At the 16th Conference of Parties (COP 16) in Cancun, Mexico in 2010, the Parties decided to enhance reporting in national communications from non-Annex I Parties on National GHG Inventories, mitigation actions and their effects, and support received. It was also decided that developing countries, consistent with their capabilities and the level of support provided for reporting, should submit their first Biennial Update Reports (BURs) by December 2014 and every second year afterwards. The Least Developed Countries (LDCs) and Small Island Developing States (SIDs) may submit this report at their discretion.

Non-Annex I Parties are required to submit their first NC within three years of entering the Convention, and every four years thereafter. The NCs shall be prepared in accordance with the guidelines contained in decision 17/CP.8. As required by decision 17/CP.8, each Party not included in Annex I to the Convention (Non-Annex I Party) shall, as appropriate and to the extent possible, provide in its national inventory, on a gas-by-gas basis and in units of mass, estimates of anthropogenic emissions of carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O) by sources and removals by sinks.

The focus of this consultancy is to assist to develop the Mitigation Analysis chapter for the Republic of Palau Third National Communication (TNC) to the UNFCCC.

OBJECTIVES:

The main objective of this consultancy is to first build the capacity of national experts and assist the Republic of Palau in the analysis of mitigation in Palau for the Third National Communication (TNC) Report

The specific objectives of this Consultancy are outlined as follows:

1. Provide further assistance and guidance to the national experts in the analysis of mitigation scenario and ensure that the data analysis has been performed in line with the IPCC and UNFCCC Guidelines.

2. Assess the level of data availability and revisit measures carried out in previous NCs and update, proposing new GHG reduction measures and technologies in accordance with national priorities and policies
3. Conduct Assessment of policy options within the most important GHG Sectors to meet the NDC targets
4. Conduct training(s) and validation exercise with stakeholders in regard to inputting data for the development of Mitigation Analysis Chapter
5. Development and submission of the Mitigation Analysis Chapter for the Palau's TNC report

Scope of Work:

The consultant will be responsible for designing the Mitigation Analysis chapter to be submitted as part of the Third National Communication (TNC).

The International Consultant shall be responsible for:

- (i) Undertaking training of national experts and institutions involved in the assessment of mitigation scenarios. This will be carried out through a learning-by-doing workshop, which will be organized on the basis of findings from the Palau's mitigation scenario assessment.
- (ii) providing guidance on most appropriate tools, methodologies, and reporting requirement for mitigation assessment chapter.

The specific tasks of the international consultant will include, inter alia, the following activities:

1. Ensure that collected activity data from various sectors are of reliable and excellent quality and have followed the IPCC and UNFCCC guidelines.
2. Assessment of mitigation scenario according to IPCC and UNFCCC guidelines.
3. Identification of all potential mitigation options for each sector listed in the GHG inventory- and prioritization of mitigation option for each sector and categorize as long, medium, and short-term priorities.
4. Identify and elaborate on the existing and proposed mitigation activities; estimated implementation costs; estimated mitigation potential; and arrangement for project coordination.
5. Develop a table on action to mitigate climate change, including:
 - a) Name and description of the mitigation action including information on the nature of the action coverage, qualitative goal, and progress indicators.
 - b) Information on methodologies and assumptions.
 - c) Objectives of the action and steps taken or envisaged to achieve that action.
 - d) Information on the progress of implementation of the mitigation action and the underlying step taken or envisaged and the results achieved such as estimated outcome and estimated emission reduction.
 - e) Information on international market mechanisms.
6. Provide additional guidance on the development of mitigation scenarios set, using existing information and the updated emissions inventories. Make sure these scenarios will propose different pathways to achieve mitigation objectives as set out in the NDC. Sectors at all levels must be included in these scenarios, so that everyone is empowered to act more effectively. The mitigation action should include Palau's International commitments and domestic mitigation policies.
7. Provide guidance on the reviewing of the status of relevant policy and legal frameworks including sectoral implementation, summaries of findings and approximation of measures and also guidance on the process of the compiled data in the required format for entering in the GHG emissions scenario.

8. Provide guidance on updating the developments in the relevant policy and legal framework (Paris Agreement and pollution regulations) for mitigation scenario development.
9. Training of the national experts and institutions involved in the Assessment of the Mitigation Scenario.
10. Development of Mitigation Scenario training materials for the TNC Mitigation Analysis Chapter by:
 - i. Looking at the latest guidance of mitigation analysis under IPCC and UNFCCC, and
 - ii. Preparing power point presentations for the stakeholders.
11. Target Audience and Objective of the Training Materials: The training materials to be developed and used should be suitable for national experts and stakeholders with beginner to intermediate level knowledge of national Mitigation Analysis development. Following this thematic training, the target audience should:
 - a) Have an overview of how emissions inventories are developed;
 - b) Have a general understanding of the methods available, as well as of the main challenges in particular areas;
 - c) Be able to determine which methods suit Palau's situation best; and
 - d) Know where to find more detailed information on the topics discussed.
12. Develop a revised GHG emissions BAU scenario onwards using the most recent software available and a final revised BAU scenario that will cover the 'business-as-usual' baseline scenarios of all Sectors incorporating comments from concerned stakeholders and Project Management Unit (PMU)
13. Develop the Chapter on Mitigation Analysis for the TNC in line with National as well as UNFCCC requirements.
14. Assessing data gaps and identification of barriers and policy needs for implementation of prioritized measures, propose policy interventions and financing schemes to address them.
15. Put in place an Archiving System for all Climate Change mitigation analysis related studies and assessment.
16. Organize validation workshop for presentation and discussion on the results obtained from the Mitigation Analysis.
17. Incorporate comments and prepare final Mitigation Analysis chapter following the UNFCCC guidelines for inclusion in the TNC.
18. Any other activities as may be required in line with the objectives of the assignment.

Key outputs:

1. Training materials
2. Training and capacity building of technical working groups, national experts, and stakeholders.
3. Training report
4. A draft Mitigation analysis chapter prepared and submitted to the TNC Project Management Unit (PMU).
5. A final updated national inventory report based on the stakeholder's feedback and comments completed and submitted to the TNC PMU.

DELIVERABLES AND PAYMENT SCHEDULE:

Signing of Contract & Acceptance of workplan	10%
Training materials and presentation	20%
Hands on training mitigation assessment and training report	20%
Draft Mitigation Analysis chapter for TNC submitted to PMU	20%
Validation workshop	10%
Final Mitigation Analysis chapter for TNC submitted to PMU	20%

DURATION OF THE ASSIGNMENT:

The consultancy work will be for 120 days over a period of 5 months with the work completed by **February 2024**. Phasing of the consultancy work is at the consultant's discretion and is based on the work methodology that forms part of the workplan.

QUALIFICATIONS:

Education:	Master's degree or equivalent as in energy science, climate change, natural resource management or any relevant qualification in related field.
Experience:	<p>A minimum of 5 years of international experience in environment /climate change sector focused on mitigation assessment, development of mitigation option and their cost, cost benefit analysis;</p> <p>Well acquainted with IPCC Assessments specially Mitigation Reports.</p> <p>Experience in the use of mitigation models and software.</p> <p>Knowledge of climate change international system and its institutions.</p> <p>Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality knowledge pieces.</p> <p>Experience in conducting similar training activities before.</p> <p>Published papers and or teaching experience in climate change is an advantage.</p> <p>Experience of working or understanding of the context in Pacific region would be an asset.</p>
Competencies:	<p>Good analytical and communication skills, including the ability to draft and to articulate ideas in a clear and concise manner;</p> <p>Good interpersonal skills and ability to work well in a team whilst also having the capacity and initiative to work independently;</p> <p>Highly developed oral and written communications skills with excellent writing skills in English.</p>

Terms of Reference: **Vulnerability & Adaptation Technical Consultant** for the Third National Communication (TNC)

Location	Office of Climate Change, Palau
Type of Contract	Individual Contract
Starting Date	September 2023
Duration of contract	6 months
Language	English (required); Palauan (desirable)
Supervisor	National Technical Coordinator for TNC
Reporting requirements	Office of Climate Change & TNC
Salary	\$22,500 inclusive of all fees

VULNERABILITY & ADAPTATION CONSULTANT

The Office of Climate Change is looking to hire a Vulnerability & Adaptation (V&A) Technical Consultant to facilitate the collection, analysis, reporting and archiving of Vulnerability and Adaptation data in Palau, in order to fulfill the activities of the Third National Communication (TNC) which include hosting a validation workshop, as well as completing the V&A Chapter of the TNC.

BACKGROUND

The United Nations Framework Convention on Climate Change (UNFCCC) was adopted in 1992 as the basis for a global multilateral response to the threat of anthropogenic climate change. The Convention invites Parties (national states) to become signatories, and to thereby commit themselves to taking actions to limit or reduce greenhouse gas (GHG) emissions that contribute to anthropogenic climate change, as well as to cooperate in adapting to the impacts of climate change, dependent on their common but differentiated responsibilities and respective capabilities. As a Party to this Convention, Palau is obliged to comply with all the requirements of Non-Annex I Parties under the UNFCCC. Amongst the requirements for the Non-Annex I Parties are the reporting requirements to the Conference of Parties (COP) on what the country is doing to implement the Convention. The commitment for Parties to communicate to the COP information relating to the implementation of the Convention is guided by Articles 4 and 12 of the Convention.

At the 16th Conference of Parties (COP 16) in Cancun, Mexico in 2010, the Parties decided to enhance reporting in national communications from non-Annex I Parties on National GHG

Inventories, mitigation actions and their effects, and support received. It was also decided that developing countries, consistent with their capabilities and the level of support provided for reporting, should submit their first Biennial Update Reports (BURs) by December 2014 and every second year afterwards. The Least Developed Countries (LDCs) and Small Island Developing States (SIDs) may submit this report at their discretion.

Non-Annex I Parties are required to submit their first NC within three years of entering the Convention, and every four years thereafter. The NCs shall be prepared in accordance with the guidelines contained in decision 17/CP.8.

The focus of this consultancy is to assist to develop the Adaptation Analysis chapter for the Republic of Palau Third National Communication to the UNFCCC.

SCOPE OF WORK

The **Climate Change Vulnerability and Adaptation Technical Consultant** will have the following duties:

- Prepare a work plan of all relevant activity;
- Advise on selection and application of appropriate methodologies to assess V&A
- Assist in data quality assistance and key source analysis
- Supervise an assessment of vulnerability and climate change impact
- Assist in organizing the national review (validation workshop) and any training workshops on vulnerability and adaptation measures
- Suggest technical capacity building activities and participate in regional and international trainings on integrated assessment modeling
- Prepare & finalize V&A Chapter of the TNC

KEY OUTPUTS

- Schedule showing the likely time frame/work plan for the delivery of this consultancy
- Training and capacity building of technical working groups, national experts, and stakeholders, as appropriate
- Draft V&A Chapter
- Validation Workshop for the V&A chapter
- A final V&A chapter inclusive of stakeholder's feedback and comments completed and submitted to the TNC.

DELIVERABLES AND PAYMENT SCHEDULE:

Signing of Contract & Acceptance of work plan	10%
Draft V&A Chapter	35%
Validation workshop	35%
Final V&A Chapter	20%

DURATION OF THE ASSIGNMENT:

The consultancy work will be completed over a period of **6 months** with the work finalized by December 2023. Phasing of the consultancy work is at the consultant's discretion and is based on the work methodology that forms part of the work plan.

QUALIFICATIONS:

Education	Master's degree or equivalent as in climate change, natural resource management, social sciences or any relevant qualification in related field.
Experience	<p>A minimum of 5 years of relevant experience in conducting vulnerability assessments and community meetings for National Communications (NC) and/or Biennial Update Reports (BUR), presentation of NC and BUR to the UNFCCC and related activities;</p> <p>Substantial experience with the Vulnerability and Adaptation assessments</p> <p>Proven experience in designing and/or providing professional trainings for the National team coordinating the NCs</p> <p>Proven experience in working with international or local organizations on similar assignments.</p> <p>Successful experience in working with UN agencies is an asset</p>
Competencies	<p>Good analytical and communication skills, including the ability to draft and to articulate ideas in a clear and concise manner;</p> <p>Good interpersonal skills and ability to work well in a team whilst also having the capacity and initiative to work independently;</p> <p>Highly developed oral and written communications skills with excellent writing skills in English.</p>

Activities, Outputs & Deliverables

Component 4. Measures to facilitate adequate adaptation to climate change
Output 4.1: A Palau-focused vulnerability and adaptation assessment methodology is developed and implemented
4.1.1 Identify the scope of Palau's vulnerability and adaptation assessment, including vulnerable areas that are most critical.
4.1.2 Work with consultants and local experts to develop a Palau focused vulnerability and adaptation assessment methodology that is culturally appropriate, gender inclusive and scientifically robust.
4.1.3 Conduct at least four trainings on the assessment methodologies and tools including supporting national team working on vulnerability and adaptation assessment to participate in relevant regional/international trainings/workshops on vulnerability and adaptation assessment.
4.1.4 Conduct state/community-based vulnerability and assessments and incorporate findings into the TNC including a description of approaches, methodologies and tools used in the assessments as well as scenarios for the assessments of vulnerability and adaptation to climate change.
4.1.5 Undertake an evaluation of strategies and measures for adapting to climate change in key areas, identify adaptive capacity indicators to climate change and determine baseline for Palau's 16 states.
4.1.6 Identify actions that provide benefits for both mitigation and adaptation to climate change including if applicable, the use of policy frameworks such as national adaptation programmes of action, plans and policies for developing and implementing adaptation strategies and measures.
4.1.7 Identify climate risks and impacts that threaten the long-term viability of Nature-based solutions. (This Activity was discussed and completed at the NbS Validation Workshop- see meeting minutes)
4.1.8 Prepare draft vulnerability and adaptation (V&A) chapter for review and comments by relevant stakeholders/experts.
4.1.9 Incorporate the review comments if any and finalize the vulnerability and adaptation (V&A) chapter of the TNC.
<i>Another section to consider? (Not included in TOR but relating to vulnerability)</i>
Output 5.7: Gender and vulnerable group assessment on their access and participation in climate change programs, knowledge of climate change issues and uptake of climate change adaptive measures are provided.
5.7.1 Identify vulnerable groups and disaggregate gender data (ex: age, income strata, urban vs rural etc.) to identify most vulnerable subgroups within each gender designation.
5.7.2 Conduct a Knowledge, Attitude and Practice (KAP) survey of climate change on the groups mentioned in activity 5.7.1.
5.7.3 Incorporate findings on gender mainstreaming and social inclusivity relevant to climate change into the TNC.

Evaluation Criteria

No.	Criteria	Percentage
1	Education	40%
2	Experience	30%
3	Competencles	30%
	TOTAL	100%

The maximum possible total combined score for a proposal is 5 weighted points. Each Major category is assigned a weight, and each evaluator will rate the categories with the following points:

Points	Description
0	Fails
1	Poor
2	Fair
3	Good
4	Very Good
5	Excellent

Proposals will be evaluated based on the following formula:

Criteria 1 Points x Weight % = Criteria 1 Score

Criteria 2 Points x Weight % = Criteria 2 Score

Criteria 3 Points x Weight % = Criteria 3 Score

Criteria 1 + Criteria 2 + Criteria 3 = TOTAL SCORE