

**Saint Vincent and the Grenadines**

**FIRST BIENNIAL TRANSPARENCY REPORT (BTR1)/ THIRD NATIONAL  
COMMUNICATION (TNC)**

**TERMS OF REFERENCE (ToR)**

**PREPARATION OF THE NATIONAL INVENTORY REPORT UNDER THE  
ENHANCED TRANSPARENCY FRAMEWORK**

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## 1. BACKGROUND INFORMATION

Saint Vincent and the Grenadines (SVG), as a Party to the Paris Agreement, is preparing its First Biennial Transparency Report (BTR1) and Third National Communication (TNC) in compliance with the Enhanced Transparency Framework (ETF) under Article 13 of the Paris Agreement. Under the ETF, Saint Vincent and the Grenadines is required to periodically submit a National Communication (NC) every four years and a Biennial Transparency Report (BTR) every two years to the Conference of Parties (COP). The BTR1 will be developed in line with the Modalities, Procedures, and Guidelines (MPGs) for the ETF (FCCC/PA/CMA/2018/3/Add.2) and the common reporting tables and tabular formats adopted at COP26 (Decision 5/CMA.3).

To facilitate the timely preparation of a combined BTR1/TNC, the Government of Saint Vincent and the Grenadines seeks qualified consultants to support the development of the following:

**National inventory report of anthropogenic greenhouse gas emissions by sources and removals by sinks for the years 2016 – 2024 for Energy, IPPU, AFOLU, Transport and Waste sectors using 2006 IPCC Guidelines for National Greenhouse Gas Inventories.**

## **2. OBJECTIVES OF THE CONSULTANCY**

The primary objective of this task is to prepare the Saint Vincent and the Grenadines' National Inventory Report. The report must follow the Modalities, Procedures and Guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (FCCC/PA/CMA/2018/3/Add.2). This report will be presented in the BTR1/TNC as Chapter 1.

### 3. SCOPE OF WORK

The scope of this work will include the following:

#### Chapter I - National Inventory Report

The consultant will be responsible for the preparation of the NIR for the period 2016 - 2024 to be submitted as part of the BTR<sup>1</sup>.

Information to be provided in this chapter includes but is not limited to:

- A section on national circumstances and institutional arrangements related to GHG inventory
- A section on methodologies and metrics used (methodologies, parameters and data, key category analysis, time series consistency and recalculations, uncertainty assessment, assessment of completeness, QA/QC)
- General trends of national emissions and removals
- Inventory of national Emission per sector and per gas
- Key category analysis
- Time-series consistency and recalculations
- Uncertainty assessment
- Assessment of completeness
- Quality Assurance/ Quality Control
- Metrics for the 100-year time-horizon global warming potential
- Specific flexibility provisions applied
- Information on areas of improvement in relation to reporting

The expected work to be undertaken, in order to provide the above information, taking into account SVG's current national circumstances/priorities/needs and gaps identified in the previous national communication reports, is detailed in but is not limited to the description of deliverables and activities outlined below.

- GHG inventory activities will include the following:
  - moving to a higher tier of reporting in certain sub-sectors;
  - addressing problems identified in a technical analysis or peer review of the national greenhouse gas inventory;
  - expanding the number of gases to be covered;
  - improving the collection of activity data in certain subsectors;
  - training data providers, including data providers from major emission sources in the private sector;
  - development of an inventory improvement plan;
  - expanding or improving uncertainty analysis;

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<sup>1</sup> The detailed Outline of the national inventory document can be found in the Annex V (p. 41) of the Decision -/CMA.3 Guidance operationalizing the modalities, procedures and guidelines for the enhanced transparency framework referred to in Article 13 of the Paris Agreement, available at: [https://unfccc.int/sites/default/files/resource/cma3\\_auv\\_5\\_transparency\\_0.pdf](https://unfccc.int/sites/default/files/resource/cma3_auv_5_transparency_0.pdf)

- improving QA/QC procedures or plan;
- selecting and/or developing methodologies for data analysis;
- resolving discrepancies in data received from different providers in the same sector;
- other areas identified.

The above proposed scope of work is categorized into the following three main deliverables:

**1.1 A national circumstances and institutional arrangements section related to GHG inventory:**

- Describe national inventory arrangements, including institutional, legal, and procedural arrangements for the continued estimation, compilation, and timely reporting of NIRs.
- Compile information related to inventory planning, preparation and management - that includes information on national focal points responsible for inventory and inventory preparation process, data archiving of all information and processes for the official consideration and approval of the inventory.

**1.2 A section on methodologies and metrics (methodologies, parameters and data, KCA, time series consistency and recalculations, Uncertainty assessment, assessment of completeness, QA/QC):**

- Collect, review and compile data and conduct the national GHG inventory for the years 2016 - 2024, incorporating the ETF guidelines.
- Compile information on the methodologies used in the GHG inventory process including the descriptions, assumptions, references, and sources of information used for the emission factors and activity data used to compile the GHG inventory.
- Conduct key category analysis, uncertainties assessment, and assessment of completeness for the national GHG inventory for years 2016 - 2024.
- Carry out QA/QC for the national GHG inventory for the years 2016 - 2024.
- Prepare the chapter on the national GHG inventory for the BTR1/TNC.

**1.3 The national inventory report (consisting of a national inventory document, the common reporting tables (CRTs), and an improvement plan):**

- Compile sectoral greenhouse gas inventory reports for development of NIR.

- Fill out the common reporting tables (CRTs) for the national inventory
- Develop a national improvement plan.
- Update the GHG inventory archive for the inventory in accordance with the protocols of the national focal point agency.
- Conduct stakeholder meeting and consultation sessions with working groups / technical teams and data providers on the GHG reporting cycle (processes, methodologies, and QA/QC procedures).
- Facilitate national peer reviews for the national inventory report.
- Conduct a validation workshop [include working group / technical team if one will be involved] to review and approve the NIR.
- Conduct and provide training for project staff, National Technical Advisory Committee on Climate Change (NTACCC) and partners on IPCC methodologies, good practice guidelines, etc.
- Conduct and provide training for existing sector leads (refresher course) on the GHG inventory and training for new sector leads, involving multiple experts from each institution to ensure that institutional knowledge is retained in the event of staff turnover.
- Develop written guidelines for each sector on GHG calculations and data collection.
- Finalize summary reports of the national GHG inventory for submission with the BTR1/TNC.

### **Review**

The consultant must also be available and provide support during the Technical Expert Review (TER) process, as well as during any subsequent review processes prior to and following the submission of the BTR1/TNC.

#### 4. TIMEFRAME AND DELIVERABLES

Payments will be based on the following schedule (upon submission and acceptance of respective deliverables). The Consultant will be contracted for a period of 6 months and is expected to deliver the following:

DELIVERABLES	TIMELINE	PAYMENT
Inception Report to be submitted and should include the following: <ol style="list-style-type: none"> <li>1. A proposed methodology in undertaking the scope of works;</li> <li>2. A proposed work plan with time frames for outputs;</li> <li>3. A Training plan; and</li> <li>4. Feedback on the TORs and any other recommendations to enhance the process</li> </ol>	Two (2) weeks after contract signature	10% of the contract amount shall be paid upon approval of the inception report.
Submit a <b>progress report</b> to update on the status of the assignment.	End of Month 2	10% of the contract amount shall be paid upon approval of the progress report.
Submit a <b>report</b> including the national inventory report (consisting of a national inventory document, the common reporting tables (CRTs), and an improvement plan) for feedback and suggestions.	End of Month 4	40% of the contract amount shall be paid upon approval of the report.
Submission of the <b>final report</b> including: <ol style="list-style-type: none"> <li>a. Final GHG Inventory report</li> <li>b. Final data packages and common reporting tables by sector</li> <li>c. Final worksheets/workbooks by sector</li> </ol>	End of Month 6	40% of the contract amount shall be paid upon approval of the final report.

## **5. REQUIRED QUALIFICATIONS**

### **A. Company requirements**

- a. Experience in developing climate change related assessments, reports/analysis, climate change/energy programs, projects or policy level and/or technical assistance for energy and climate change management services
- b. Experience in compiling and developing the GHG inventory to the requirements of the UNFCCC and Paris Agreement guidelines

### **B. Expert requirements - GHG Inventory and Climate Change Mitigation Expert**

#### **a. Academic qualification**

- i. Minimum Qualifications: Master's degree in Climate Change, Science, Energy, Environmental Management, Engineering, Developmental Studies, or in a relevant thematic area.

#### **b. Requirements of Knowledge and Experience**

- i. Minimum 10 years of work experience in climate change/environmental sector
- ii. Demonstrable experience in data collection, management, and analysis related to the Energy, IPPU, AFOLU, Transport, and Waste sectors.
- iii. Demonstrable thorough understanding of the 2006 IPCC Guidelines for National Greenhouse Gas Inventories and the UNFCCC reporting requirements.
- iv. Extensive knowledge and proven experience in the development of national greenhouse gas inventories, preferably using the IPCC Guidelines.
- v. Demonstrable experience and strong quantitative and analytical skills, including experience with emission calculation methodologies, conducting climate change mitigation analysis and long-term GHG emissions projections
- vi. Experience or familiarity with relevant modelling tools and software for GHG emissions projections and inventory development (e.g. the IPCC Inventory Software) is desirable.
- vii. Demonstrable understanding of the reporting requirements for developing countries under the Enhanced Transparency Framework, with previous experience in preparing national communications and biennial update reports considered an asset.
- viii. Experience in conducting QA/QC procedures for GHG inventories.
- ix. Excellent English language skills, including strong writing and interpersonal abilities, with a demonstrated capacity to

effectively communicate with stakeholders in English is essential.

- x. Experience in capacity building and knowledge transfer is an asset.
- xi. Experience working in Small Island Developing States (SIDS) or the Caribbean region is an advantage.

*Consultants are expected to engage in-country as part of the consultancy. If a consultant is unable to travel or be present in-country, they will be required to subcontract a suitably qualified local expert - whose qualifications align with those listed above - to engage on their behalf.*

## 6. REPORTING AND COORDINATION

- a. The Director of the SDU and the National Project Technical Coordinator (NPTC) have oversight of the management of the contract.
- b. The consultant is expected to work closely with the BTR1/TNC Project Team and report directly to the NPTC. Additionally, the consultant shall engage with the NTACCC as required and attend periodic progress meetings to provide updates on the consultancy.
- c. The consultant shall submit monthly progress reports in electronic format (Word or PDF), summarising activities undertaken, progress made against deliverables, any challenges encountered, and proposed next steps. These reports must be submitted via email to the NPTC and copied to the Director of the SDU and the wider BTR1/TNC Project Team.
- d. All draft deliverables must be submitted in editable formats (e.g., Word, Excel, PowerPoint) for review and feedback. Drafts should be sent via email to the NPTC, with copies to the Director of the SDU and relevant members of the BTR1/TNC Project Team. The final deliverables must be submitted in both editable and PDF formats, incorporating all agreed-upon revisions, and shared in the same manner.
- e. Documents and data provided by the Government for the purpose of this assessment which are not of public nature shall be considered confidential and should not be disclosed to any other party.
- f. All outputs and materials produced as part of this consultancy shall be handed over to the BTR1/TNC Project Team at the end of the contract and will become the sole property of the Sustainable Development Unit, acting on behalf of the Government of Saint Vincent and the Grenadines.

## **7. APPLICATION PROCESS**

Interested consultants should submit the following documents:

- Technical Proposal detailing methodology, work plan, and experience.
- Financial Proposal outlining consultancy fees and expenses.
- CV(s) of Key Experts demonstrating relevant experience.
- Proof of similar experience or at least two references from past assignments.

*Previous experience working in the Caribbean region would be an asset.*

## 8. SUBMISSION DEADLINE

The aforementioned documents must be submitted by **Friday 6th June, 2025** to:

**Director  
Sustainable Development Unit  
2nd Floor Administrative Complex  
Bay Street,  
Kingstown**

By emailing:

[emdsvg@gmail.com](mailto:emdsvg@gmail.com) copying [tourism@gov.vc](mailto:tourism@gov.vc) and [naf.richardson@gmail.com](mailto:naf.richardson@gmail.com)

***Late submissions will not be considered.***