

Appendix 1: Statement of Work

Technology Needs Assessment project

Expert Consultants for:

- (i) **Mitigation to Climate Change: Energy and Forestry Sectors**

1 Background

The current Global TNA project, deriving from window (i) of the Strategic Program on Technology Transfer, is designed to support countries to carry out improved Technology Needs Assessments within the framework of the UNFCCC.

The purpose of the TNA project is to assist participant developing country Parties identify and analyse priority technology needs, which can form the basis for a portfolio of environmentally sound technology (EST) projects and programmes to facilitate the transfer of, and access to, the ESTs and know-how in the implementation of Article 4.5 of the UNFCCC Convention. Hence TNAs are central to the work of Parties to the Convention on technology transfer and present an opportunity to track an evolving need for new equipment, techniques, practical knowledge and skills, which are necessary to mitigate GHG emissions and/or reduce the vulnerability of sectors and livelihoods to the adverse impacts of climate change. The main objectives of the project are:

1. To identify and prioritize through country-driven participatory processes, technologies that can contribute to adaptation and mitigation goals of the participant countries, while meeting their national sustainable development goals and priorities (TNA Report).
2. To identify barriers hindering the acquisition, deployment, and diffusion of prioritized technologies (BAEF Report).
3. To develop Technology Action Plans (TAP) specifying activities and enabling frameworks to overcome the barriers and facilitate the transfer, adoption, and diffusion of selected technologies in the participant countries (TAP Report).

Further, the TNA process will develop Concept Notes for attracting funding to implement selected technologies in priority areas of national relevance.

A work plan detailing the components and timeline for the TNA project is shown in the General Work-Plan in Table 1.

To support and facilitate the TNA process, national experts are being recruited for the execution of activities in relation to climate change mitigation in the **Energy and Forestry** sectors, under the direct supervision of the National TNA Coordinator.

The general and key tasks of the Expert Consultant for the **Energy and Forestry** sectors are described below.

2 Overall tasks

The expert consultant in the **Energy and Forestry** sectors will work in close collaboration with the TNA Coordinator, and the national TNA team, including other expert consultants for the TNA project. In relation to the project work plan detailed in Table 1, it is expected that the project work will be completed by May 2023. His/her overall task is to support the TNA process for mitigation in the **Energy and Forestry** sectors, ranging from engaging with stakeholders, attending and contributing to technical meetings and develop the national TNA project reports for selected technologies in the **Energy and Forestry** sectors. Consistent with domestic and global objectives, the Expert Consultant will be responsible for providing the national TNA teams with the process-related and methodological/technical advisory services needed for developing Technology Action Plans (TAPs) at the country level. The role of the Expert Consultant will thus be to lead and undertake activities such as research, analysis and synthesis for the **Energy and Forestry** sectors in support of the TNA exercise and in close collaboration with the TNA teams. The Expert Consultant will apply a participatory approach to the TNA process, involving a wide range of stakeholders while ensuring a multi-sector and multi-disciplinary scope. Moreover, the Expert Consultant will facilitate the tasks of communication with the national TNA team members, outreach to stakeholders, formation of networks, information acquisition, and coordination and communication of work products.

In close collaboration with the rest of the national TNA team and the TNA Coordinator and regional centre, the Expert Consultant will be responsible for, inter-alia:

- a) Organising consultative stakeholders meetings and workshops (inception, TNA Validation, and TAP finalisation/validation).
- b) Identification and prioritization of technologies for the **Energy and Forestry** sectors through a participatory process with a broad involvement of relevant stakeholders, including;
 - (i) identification and link-up with relevant stakeholders and facilitation of the sector working groups to be set-up,

- (ii) identification of institutions for data and other support, and
 - (iii) collecting, analysing and synthesising information and data to prepare technology fact sheets for the sector.
- c) leading the process of analysing with the stakeholder groups how the prioritized technologies can be implemented in the country and how implementation circumstances could be improved by addressing the barriers and developing an enabling framework based, *inter-alia*, on undertaking of local market and other assessments, as may be required;
- d) Prepare and finalize the TNA, BAEF and TAP reports, with project ideas, and advocacy and policy briefs, and with inputs of stakeholders included.
 - (i) Prepare working papers and other TNA-related documents as may be required to ease the consultative process and harnessing inputs from stakeholders during meetings, workshops, amongst others.
- e) Provision of any other inputs, as may be required, relevant to related part of the TNA process and output targeted as may be requested by the TNA Coordinator, the UNEP DTU Partnership (UDP), Regional Centres and the national TNA Committee.

The Expert Consultant will be required to use best practices, guidelines, methodologies and technical guidance available through the UDP and other approved sources.

The following table provides an overview of the key tasks to be conducted by the Expert Consultant.

3 Specific tasks for the expert consultant

	Activities/Tasks	Deliverables	Timeframe	Additional remarks
1.	<p>Identify priority technologies for adaptation (in the Energy and Forestry sectors)</p> <p>Review of existing document at the national level (NDC, sectoral policies, National Communications, first TNA, etc.)</p> <p>In close collaboration with the TNA Co-ordinator, and the other TNA consultants, the Expert Consultant will support and facilitate:</p> <ul style="list-style-type: none"> • working groups consisting of technical experts and practitioners within each of these sectors. • through a participatory process, the identification of relevant technologies. • based on a multi-criteria analysis, the prioritization of the selected technologies (between 8 and 12 technologies). 	1.Portfolio of technologies for the sector (long list and short list of technologies)	As per work plan	Detailed methodological guidelines for prioritizing technologies will be provided at a regional capacity building workshop.
2.	<p><u>Prepare report on priority technologies (TNA report)</u></p> <ul style="list-style-type: none"> • Prepare TNA report, which will be validated by TNA coordinator and TNA team through workshops, and the TNA Steering Committee. 	2. TNA report, containing prioritized list of technologies and describing the process followed, for the sectors;	As per work plan	Outline for TNA report to be provided by UDP.

3.	<p>Conduct barrier analysis and prepare Enabling Framework for the deployment and diffusion of prioritized technologies.</p> <p>Conduct:</p> <ol style="list-style-type: none"> 1. Analysis of market and barriers for development, deployment and diffusion of priority technologies for the 8-12 prioritised technologies per sector. 2. identify measures to overcome barriers 3. Propose Enabling Framework to overcome barriers identified for the 8-12 prioritised technologies. 	3. Report on Barrier Analysis and Enabling Frameworks for development, deployment and diffusion of priority technologies in the sectors;	As per work plan	<p>TNA Expert Consultants will participate in a regional TNA capacity-building workshop on barrier analysis and Enabling framework development.</p> <p>An outline for the BAEF report will be provided by UDP</p>
4.	<p>Prepare a Technology Action Plan (TAP)</p> <p>In collaboration with TNA Coordinator, TNA team and stakeholders the Expert (Energy and Forestry) will:</p> <ul style="list-style-type: none"> • Develop technology action plan for deployment and diffusion of prioritised technologies in the country. • Propose project/programme concepts based on priority technologies selected for future funding. 	4. Technology Action Plan based on format agreed for the project	As per work plan	<p>Template for the TAP will be shared by UDP at the regional capacity-building workshop.</p>

5.	<p>Support development of sector advocacy and policy briefs (one per sector) and organise dissemination event</p> <p>Based on the work previously delivered in the TNA project,</p> <ul style="list-style-type: none"> • The Expert Consultant will prepare a targeted sector brief, support its dissemination and present it in a national TNA dissemination and donor engagement event organised by the National TNA coordinator. 		As per work plan	
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4 Support documents

Process related:

- Organising the National Technology Needs Assessment (TNA) Process
- Multi-criteria analysis guide notes, mitigation and adaptation
- Overcoming Barriers to Transfer and Diffusion of Climate Technologies
- Guidance for preparing a Technology Action Plan
- Presentations provided at capacity building workshops

Technology related

- Six Technology guidebooks from UDP
- Climatetechwiki (Online Technology database)
- TNA Technology factsheet database
- CTCN website

Other documents

- Report of past TNA, National communications, sectoral Policies, Strategies and Action Plans, nationally relevant management plans, etc.

5 Profile and Skills

The Expert Consultant(s) should have applied knowledge in "Energy and Forestry" sectors for mitigation" related technologies in the context of the country. He/She should have extensive knowledge of - and experience with - climate change mitigation strategies (as relevant), technologies and policies at the national level. More specifically, he/she should be familiar with national development objectives and relevant sector policies have overall insights in climate change science, and potential climate change impacts, as well as mitigation needs for the country in the relevant sector. Moreover, the Expert Consultant should have good coordination and facilitation skills, and possess proven analytical capabilities, as well as excellent writing skills.

6 Working Arrangement

The Expert Consultant will be contracted directly by the UNEP DTU Partnership (UDP) on a part-time basis, and will be required to be available for the performance of the tasks and delivery of the required outputs. He /She will be required to be available for the timely delivery of milestones (see Table 2 for a list of major milestones) relevant to the specified tasks over the duration of the project, as required by the TNA Coordinator. Payment of fees will be based on the deliverables.

7 Payment

Payment of fees will be based on the deliverables, and transferred directly to the bank account of the consultant by UDP upon approval of outputs by the National TNA Coordinator and UDP.

8 Language

All working papers, draft reports and Final Report must be prepared and submitted in soft copies in English Language.

9 Intellectual Property Rights

All information, results and products, whether tangible or intangible, resulting from the project will be considered as the property of UDP and the Ministry of Environment and Cooperatives of St. Kitts and Nevis. The consultants will be duly acknowledged within the reports for their contribution

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Table 1: General Work-plan

Act. no.	Activity	2021				2022				2023		
	Month	Jan - Mar	Avr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Avr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Avr - Jun	Jul - Sep
4.1	Appoint a TNA Coordinator (June 2021) and select sectors											
4.2	Identify consultants											
	Identify working groups											
4.4	Inception mission, including national workshop											
	· Develop a detailed draft work plan											
	· Select and contract national consultants											
4.6	· Hold National Inception Workshop											
4.7	Participate in Global Workshop											
	· tbd											
	· January 2023											
	Participate in Reg. Capacity Building workshops											
	· Sep Oct 2021 (BA&EF)											
	· May Jun 2022 (TAP)											
4.8	· January 2023 (Project Concept Note)											
	Prioritise technologies											
4.8	Finalise the prioritised technologies report (TNA report): Sept-Oct 2021											
	Identify barriers and develop an Enabling Framework for transfer, deployment and diffusion of prioritised technologies (March 2022)											
4.9	Finalise the BA&EF report : April-June 2022											
	Prepare the Technology Action Plan (TAP report): Septembre 2022 + Project ideas reprot											
4.10	Seek political endorsement and integration of the TAP into national energy policy/ development plans											
	Finalise TAP + project ideas report: December 2022											
4.11	Develop sector policy briefs											
4.12	National round table event											
4.13	Develop project concept											
4.14	Prepare and implement launching workshop											
4.15	Prepare and submit the Final Report: May 2023											
4.16												

Table 2: Milestones

Milestones	Date
National consultant contracted	June 2021
First capacity building, virtual	June 2021
Experience sharing workshop	tbd
First draft TNA reports	July - Sept 2021
Final TNA reports	Sept - Oct 2021
First regional capacity building workshops - <i>BAEFs</i>	end September 2021
First draft Barrier analysis and Enabling Framework reports	March 2022
Final BA&EF reports	April-June 2022
Second regional capacity building workshops - <i>TAPs</i>	May -June 2022
First draft TAP reports	Sept 2022
Final TAP reports including project ideas	Dec 2022
Third regional capacity building workshops - <i>Project concept note and proposal development</i>	Jan 2023
Final Project Concept notes, 1 per country	May 2023
Global experience sharing workshop	Jan 2023