TERMS of REFERENCE

Project: The 1Gigaton Coalition

Duration

- Contract planned starting date: 15 June 2015
- Contract planned ending date: 15 December 2015

1. Scope

Renewable energy and energy efficiency programs in developing countries are making great strides towards closing the gap in greenhouse gas emissions required to reach the goal of limiting global warming to 2 degrees Celsius. However, most of these efforts have neither been measured nor reported. In order to highlight the importance of their contribution to closing the emissions gap, The 1Gigaton Coalition will support countries to measure and report reductions of greenhouse gas (GHG) emissions resulting from their activities and initiatives in the energy sector. Participation in the 1Gigaton Coalition is open to both developed and developing countries, as well as to intergovernmental organizations, representatives of the private sector, and civil society.

The Coordination Team of the 1Gigaton Coalition, hosted by UNEP, will coordinate the collection of data and the production of annual reports by working with existing initiatives and agencies who already collect and analyse data to ensure effective collaboration and to avoid any unnecessary duplication. Reports will be gradually developed according to agreed guidelines and methodologies relevant to those under the UNFCCC and the Sustainable Energy for All (SE4ALL) initiative.

A consultant is required to support the coordination of the 1Gigaton Coalition. This consultancy is home-based, with some travel anticipated.
2. Ultimate result of services

*Data analysis & methodology development*

**Output 1** – Analyse the energy data collected by REN21 and convert these into savings of greenhouse gas emissions.

**Output 2** – Work in coordination with relevant organisations (e.g. REN21, UNFCCC, IPCC, IEA, World Bank) to develop a common methodology for measuring and reporting GHG emissions savings in the energy sector.

*Annual report*

**Output 3** – Write (and deliver on time) the first report of the Coalition based on the data collected and analysed to report on countries’ GHG emissions savings resulting from their activities in the energy sector.

**Output 4** – Work closely with relevant experts to ensure the high quality and credibility of the data and content of the report.

**Output 5** – Assist with promoting the findings of the reports at relevant meetings and events, particularly within the UNFCCC domain.

*Launch of the report*

**Output 6** – Provide organisational support for the launch of the 2015 Coalition report, including the production of communication materials such as a policy summary and slides.
3. Workplan

Expected outputs of services (with indicative dates).

<table>
<thead>
<tr>
<th>Output</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Carry out calculations of GHG emissions savings, working in close collaboration with REN21 Secretariat who is collecting countries’ data.</td>
<td>15 July 2015</td>
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<tr>
<td>Produce an outline of the report.</td>
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<td>Submit a preliminary draft of the report for review by UNEP Publishing Board.</td>
<td>07 August 2015</td>
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<tr>
<td>Finalise the review of draft report, including a draft summary.</td>
<td>14 Sept 2015</td>
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<tr>
<td>Submit a draft final report for approval by UNEP Publishing Board.</td>
<td>01 Oct 2015</td>
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<tr>
<td>Submit the final report and summary</td>
<td>30 Oct 2015</td>
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<tr>
<td>Assist with promoting the final report and its key findings at COP21 in Paris.</td>
<td>30 Nov 2015</td>
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<tr>
<td>Produce a monthly progress report.</td>
<td>Every month</td>
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Performance indicators

- Work produced is of high quality including documents, presentations and reports.
- Persistence is shown when faced with difficult problems or challenges.
- Time is used efficiently and multiple requests are accommodated at short notice.
- Timeliness and quality of written and oral communications are shown including prompt responsiveness to email and phone queries.
- Quality of work relationship is developed and maintained with UNEP staff and relevant stakeholders.
- All outputs listed under the work plan are delivered on time to the proposed deadlines, and budget.

Specific tasks and responsibilities

*Data analysis & methodology development – Outputs 1-2*

- Design methodologies to be used for the collection of data on renewable energy and energy efficiency. Ensure the issues of additionality and double counting are addressed.
- Work closely with the REN21 Secretariat to obtain the data needed for calculations of emissions savings.
- Undertake calculations to convert the collected data into greenhouse gas emissions savings for all countries.
• Work with the relevant organisations to understand their methodologies and explore the possibility for producing a common methodology for the measurement and reporting of GHG emissions from the energy sector.
• Produce monthly progress reports.

**Annual report – Outputs 3-6**

• Analyse the data collected and convert these into GHG emissions savings in different countries.
• Produce a draft final report to be reviewed by UNEP Publishing Board.
• Produce the final report to the agreed deadline.
• Produce a summary for policy makers based on the findings in the final report.
• Produce presentations and communication material to be used to promote the findings of the report.
• Assist with the launch of the final report including with communications material such as slides, press release.
• Produce monthly progress reports.