KAMPALA CAPITAL CITY AUTHORITY

Terms of Reference for the Low Carbon and Climate Resilient Policies Consultant

Background

1. Kampala Capital City Authority received funds from the European Union to implement the Kampala Climate Action Strategy under the Kampala Climate Change Project. The Project activities are divided into 5 components;

    i. Component 1: aimed at strengthening the data and quality management system for the Climate Action Plan developed by KCCA in 2016

    ii. Component 2: aimed at addressing the specific stake of sustainable urban development models as concrete actions for the achievement of the objectives of the Climate Change Action Plan

    iii. Component 3: aimed at promoting green solutions and encouraging the transition to a green circular economy

    iv. Component 4: aimed at promoting and enhancing public participation and stakeholder engagement in climate action

    v. Component 5: dedicated to developing a network of cooperation between cities and districts at GKMA level and Uganda dedicated to climate change action.

Specifically, the Low Carbon and Climate Resilient Policies Consultant will support the Project team in the implementation of the Project activities specified under Components 1 and 5. Within these components, the Consultant will support the Project team in;

1. The development of a data and quality management system for KCCA's Climate Action Plan dedicated to energy, water, GhG emissions and air quality.

2. Preparation of sustainable energy access and climate action plans (SEACAPs) for the co-beneficiary municipalities of Entebbe and Kasese.

3. Development of a simplified toolbox to support climate action planning for municipalities/local urban authorities

Objectives of the consultancy

The objectives of the required consultant are;

1. To develop a simplified tool and guidelines for an integrated Quality Management System (QMS) dedicated to energy, water, GhG and air quality for KCCA;

2. To implement a simplified methodology for tracking and reporting emissions at the KCCA, Kampala and GKMA levels.

3. To elaborate sustainable energy access and climate action plans (SEACAPs) for the co-beneficiary municipalities of Entebbe and Kasese.

4. To develop simplified tools and sufficient capacity at the urban authority level for climate vulnerability self-assessments and the elaboration of climate action plans

Tasks for the Consultant:

The Consultant will work with the Project team to deliver the following;

1. Develop an Integrated Quality Management System (QMS) for KCCA dedicated to energy and GhG emissions. Specific tasks to include;

    a. Prepare a benchmark on QMS based on the ISO standards

    b. Develop a simplified QMS tool, defining the usage protocol and a governance scheme for the QMS.

    c. Define a methodology for the organization of the data collection processes, mapping of data and data sources required for the QMS and inventories for the Climate Action Plan

    d. Develop and present the QMS guidelines for the institutional QMS dedicated to energy, water, GhG and air pollution.

    e. Define guidelines for the integration and dissemination of QM systems to support implementation at municipality and district level

2. Provide quality assurance for the climate change (CC) vulnerability assessments conducted by the Project team. Specific tasks will include;

    a. Review and validate the tools used by the Project team for the CC vulnerability assessments

    b. Review and validate the vulnerability assessments draft reports prepared by the Project team

    c. Review the municipalities' emissions data collected by the team and provide guidance for the treatment, analysis and presentation of the data.

d. Develop a data collection plan/ strategy for emissions data at the territories level and support the team in the implementation and rolling out of the strategy.

3. Elaborate sustainable energy access and climate change action plans (SEACAPs) for the municipalities of Entebbe and Kasese. Specific tasks for the Consultant will include:

   a. Benchmark on SEACAP components, tools and architecture

   b. Define objectives for the municipality climate action plans

   c. Define the specific climate change adaptation and mitigation actions to be undertaken by the municipalities based on the outcomes of the vulnerability assessments

   d. Define emissions reduction targets and a measurement framework to track progress on achieving the specified targets.

4. Build capacity for KCCA staff in climate action planning. Specific tasks will include;

   a. Assess training needs for KCCA staff in energy management, emissions monitoring and reporting, and climate action planning.

   b. Conduct training workshops for KCCA staff to fill the gaps identified.

   c. Popularize the use of the validated simplified tools and templates for CC action planning

5. Recommendations for the establishment of the UGCities4Climate network. Specific tasks for the Consultant will include;

   a. Review and validate the draft concept note for the creation of the network.

b. Review and provide recommendations on the draft strategies defined for the development of the Network

c. Work with the Project team to develop a Commitment Charter, enrolment strategies, competition and award categories and criteria for the UGCities4Climate Network.

6. Provide technical backstopping for the Project team.

Reporting:

The Consultant shall report to the Project Team Leader (PTL) for validation of outputs and work closely with the Component Heads to coordinate the cross-cutting needs.

The specific administrative arrangements and reporting requirements to apply are as follows;

Administrative arrangements:

An office desk will be availed for the Consultant (as and when available).

However, he/she is expected to carry a personal computer with the latest program management and statistical software.

Reporting requirements:

Consultant will be required to present;

a. An inception report
b. QMS guidelines, a simplified QMS tool and usage protocol
c. Validated CC vulnerability assessment and data collection tools and temaplates
d. A validated SEACAP for each co-beneficiary municipality
e. Reports from the training needs assessment and training workshops conducted
f. Validated concept and Commitment Charter for the UGCities4Climate.

Duration of the assignment

The consultant engagement for the assignment will be spread over the remaining period of the Project as agreed upon together with the Project team

Activity	Time allocation (days)
Task 1	20
Task 2	20
Task 3	10
Task 4	15
Task 5	5
Task 6	5

Qualifications and experience

The required Consultant is expected to possess the following qualifications and experience;

- Advanced degree in Climate Sciences and/or Sustainable Development, Environmental modelling.

- At least eight (8) years of work experience in elaborating low carbon development policies and action plans in both developed and developing countries.

- A very good understanding of the ISO standards including: 90001, 14001, 50001 and their application to the subject matter.

- Possess good knowledge in the SEACAP development process and possess good understanding of the Covenant of Mayors toolbox and climate planning methodologies.

- A thorough understanding and appreciation of the global trend in climate change content and the opportunities at every level: international, regional, national, local

- An appreciation of the climate finance schemes that can be used to translate the city resilient strategy into action

- Strong interpersonal and communication skills.

- High proficiency in spoken and written English. Knowledge of a second language will be an added advantage.

The short listing criteria will include:

- Valid identification. This may be a National Identity Card or Passport;

- an up-dated, detailed and signed Curriculum Vitae (CV), certified academic certificates and transcripts;

- the fee rate of the consultant;

- A covering letter stating the suitability and availability of the consultant, for the assignment.