

Terms of Reference (ToR)

National Consultant - Chief Editor & Reviewer for Fourth National Communication Report on Climate Change

1. Background

The Government of Egypt (GoE) is in the process of finalizing its Fourth National Communication (FNC) Report on Climate Change to be submitted to the United Nations Framework Convention on Climate Change (UNFCCC). The FNC report will provide an update on the country's progress in addressing climate change, including greenhouse gas (GHG) inventories, mitigation measures, adaptation strategies, and capacity-building efforts.

To ensure the report meets the highest standards and adheres to UNFCCC guidelines, the GoE is seeking a qualified National Consultant to act as the Chief Editor & Reviewer.

2. Objectives

The overall objective of this consultancy is to provide a comprehensive and independent review of the draft Fourth National Communication Report on Climate Change, ensuring it meets the following objectives:

- **Technical Accuracy:** Verify that all data and information presented in the report are factually accurate. Ensure consistency in terminology and reporting structure throughout the document. Confirm that the report adheres to the reporting guidelines and expectations set forth by the United Nations Framework Convention on Climate Change (UNFCCC).
- **Completeness:** Assess whether the report addresses all essential elements required by the UNFCCC, including but not limited to: A comprehensive overview of national circumstances related to climate change, detailed Greenhouse Gas (GHG) inventories, including methodologies and assumptions used, thorough documentation of mitigation actions and their expected impacts, vulnerability assessments encompass various sectors and communities, clear and actionable adaptation strategies are designed to address identified vulnerabilities, and any constraints or barriers encountered in addressing climate change challenges.
- **Clarity and Conciseness:** Evaluate the report's writing style for clarity, ensuring that complex information is presented straightforwardly. Ensure that the report is concise, avoids unnecessary jargon, and is structured logically for easy navigation by a diverse audience. Recommend improvements where necessary to enhance readability and audience engagement.
- **Policy Relevance:** Analyze whether the report effectively conveys the country's climate change priorities and policy directions to stakeholders, including government agencies, NGOs, and the public. Assess the alignment of the report with national and international climate commitments and frameworks. Ensure that the recommendations and findings are articulated in a way that supports decision-making processes at various governance levels.

3. Scope of Work

The National Consultant (Chief Editor & Reviewer) will undertake the following tasks:

- **Document Review:** Thoroughly review all relevant documentation including UNFCCC reporting guidelines, previous National Communication reports, data received from different governmental entities and other stakeholders, and any additional background materials provided by the GoE.
- **Draft Assessment:** Conduct a detailed and comprehensive assessment of the draft Fourth National Communication Report. Focus areas include (as mentioned in section 2: Objectives): completeness of information, accuracy of data, consistency with past reports and guidelines
- **Feedback Provision:** Provide detailed, constructive feedback on the draft report, including Identification of errors and inconsistencies, highlighting any missing or unclear information, and addressing issues of relevance to the effectiveness of communication.
- **Improvement Suggestions:** Offer actionable suggestions for enhancing the draft report's: structure and organization, clarity and readability, and overall presentation, including visual aids and formatting
- **Collaborative Work:** Collaborate closely with the FNC/1BTR/5NC+2BTR Project Manager to discuss and address any identified issues and ensure that necessary revisions are made so the final report meets or exceeds the required standards.

- **Comprehensive Review Report:** Prepare a comprehensive review report that includes a summary of findings from the draft assessment, recommendations for improvements, and documentation of any outstanding issues that require further attention or clarification.

4. Deliverables

- **Bilingual Review Report (Arabic/English):** A detailed report outlining findings, recommendations, and outstanding issues identified during the review process.
- **Implementation of Comments:** Provide necessary comments and suggestions for revision to enhance the quality of the report.

5. Qualifications and Experience

The ideal candidate will possess the following qualifications and experience:

- **Education:** Advanced degree (Masters or PhD) in climate change, environmental science, or a related discipline.
- **Experience:** Minimum of 5 years of relevant experience in climate change policy and reporting.
- **Skills:** Proven experience in reviewing and editing technical reports, with a strong understanding of UNFCCC reporting guidelines for National Communications.
- **Analytical Skills:** Excellent analytical and writing skills.
- **Independence:** Ability to work independently and meet deadlines.
- **Desirable:** Experience working in a developing country context.
- **Language Proficiency:** Fluency in Arabic and strong English language skills are essential.

6. Reporting

The National Consultant will report directly to the Project Manager

7. Duration of the Assignment

The consultancy is expected to be completed within **21 Working Days**

8. Payment Schedule

#	Deliverable	Due Date	Payment
1	First Draft of FNC Report	2 weeks from contracting	25%
2	Final FNC Report	3 weeks from contracting	65%
3	Presenting final FNC Report to the National Council of Climate Change	Upon request by the Ministry of Environment	10%

9. Selection Process

1. Proposals to be submitted by national experts including Technical and Financial Offers as well as an updated CV.
2. The Consultant shall indicate in her/his proposal a clear timetable work plan considering the deliverables and milestones mentioned above
3. The consultant has the right to apply for one or more sectors depending on his/her areas of expertise
4. Applications will be evaluated on a basis (technical 70%/ Financial 30%), and the team of experts will be comprised according to the evaluation of CVs, experience, professional work, and in consultation with the potential team leader.
5. Applications are to be sent in soft copies to:

Dr. Samir Tantawi, Project Manager
Email: samir_tantawi@hotmail.com
Closing Date: January 19th 2025