



**ANTIGUA AND BARBUDA  
Department of Environment**

**Terms of Reference**

<b>Job Title:</b>	Data Consultant
<b>Type of Contract:</b>	Individual Consultant
<b>Project Title:</b>	Capacity Building for Improved Transparency on Climate Actions through an Environment Registry in Antigua and Barbuda (CBIT)
<b>Contracting Authority:</b>	Department of Environment Ministry of Health, Wellness and the Environment
<b>Duration:</b>	12 months
<b>Location:</b>	Antigua and Barbuda
<b>Date of Issue:</b>	6 <sup>th</sup> March 2020
<b>Application Deadline:</b>	27 <sup>th</sup> March 2020
<b>To Apply:</b>	<p>Individual consultants are invited to apply for this opportunity. Please email the Procurement Officer at <a href="mailto:DOE@ab.gov.ag">DOE@ab.gov.ag</a> and copied to <a href="mailto:antiguaenvironmentdivision@gmail.com">antiguaenvironmentdivision@gmail.com</a> the following:</p> <p>Request for Consultancy Services</p> <ul style="list-style-type: none"> <li>• Cover letter</li> <li>• Curriculum Vitae</li> <li>• Contact information for three (3) references</li> </ul> <p>Please use email subject line: “Application for the CBIT Data Consultant”.</p>
<b>Equal Employment Opportunity:</b>	The DOE provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The DOE also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programmes.

## I. About the Department of Environment

The Department of Environment (DOE) is a Government agency within the Ministry of Health, Wellness, and the Environment. The overall mission of the DOE is to provide technical advice on the environment and to design and implement projects on behalf of the Government and the people of Antigua and Barbuda. These interventions are designed to protect and enhance the country's environment, as well as seek common solutions to national, regional and global environmental challenges.

The DOE accomplishes its mission inter alia through:

- An integrated environmental planning and management system established on the basis of public participation and interagency collaboration,
- Efficient implementation of appropriate programmes, projects and technical services,
- Providing accurate council on environmental management as well as effective and consistent enforcement of environmental laws and regulations, and
- The provision of easily accessible information and technical assistance on environmental issues to the public.

The DOE manages projects within four main programmes that are aligned with national legislation and international environmental agreements:

1. Climate Change (adaptation, mitigation, and capacity building) Programme
2. Biodiversity Programme
3. Pollution Programme
4. Monitoring, Evaluation and Data Management Programme

The DOE has an active portfolio of 14 projects, with project sizes ranging from USD 50K to USD 20 million— with an additional 16 projects under development. Partners of the DOE include UN Environment, United Nations Development Programme, *International Union for Conservation of Nature* (IUCN), Caribbean Development Bank, the Government of Italy, Global Environment Facility (GEF), Green Climate Fund (GCF), the Adaptation Fund (AF), among others. The DOE was accredited as a Direct Access Entity to the AF in 2015 and to the GCF in 2017. The DOE is focused on designing high-impact, transformational projects that maximize funding directly available to the public, private and civil society actors in order to meet an ambitious environmental agenda.

### ***Monitoring, Evaluation & Data Management Unit (DMU)***

The DMU is responsible for the monitoring and evaluation (M&E) of the implementation of environmental projects, coordinating field data collection, managing environmental databases and coordinating environmental data-driven projects. The Unit has developed an M&E Framework that has been applied to the internationally funded projects being implemented by the DOE. This Framework is adaptable and has been used as a template to design M&E tools for specific ongoing project activities. Additionally, DMU also provides support in identifying and developing M&E plans during project development and collecting relevant baseline information.

DMU is also responsible for field data collection and implements traditional mapping techniques, to include biodiversity baseline data collection and an environmental monitoring programme. The Unit utilizes technology-based mapping methods such as Global Positioning Systems (GPS) and Unmanned Aircraft Systems (UAS). The DMU is responsible for managing the various environmental databases

of the DOE, including the environmental Geographic Information Systems (GIS) database, i.e. the Environmental Information Management and Advisory Systems (EIMAS), the Environment Statistics database and the Knowledge Information Management Systems (KIMS). These systems were developed to directly manage environmental information in an open and transparent manner (Part X: Environmental Information, sections 84 – 99 of the EPMA, 2019).

Additionally, the DMU coordinates the Monitoring, Evaluation & Data Management Programme of the DOE. Presently, the Unit is finalizing the Biennial Update Report (BUR) project and actively implementing both a Cross-Cutting Capacity Development (CCCD) project as well as the current Capacity Building Initiative for Transparency (CBIT) project.

## **II. Background and Context of the CBIT Project**

The Department of Environment has recently received approval from the Global Environment Facility (GEF) to implement the project: *Capacity Building for Improved Transparency on Climate Actions through an Environment Registry in Antigua and Barbuda (CBIT)*. The overall objective of this project is to promote mainstreaming of Nationally Determined Contributions (NDC) monitoring, reporting and verification (MRV) into domestic systems and strengthen institutional capacity to enable routine, concurrent and participatory monitoring processes that enhance transparency under the Paris Agreement. The main sector that will directly benefit from this project is the environmental sector and specifically the Environmental Information Management Systems. Other sectors that will indirectly benefit are the tourism, water, energy, finance, fisheries, etc.

The CBIT project has two outcomes, i.e. (i) the Environment Registry MRV function is established through a participatory process that includes a resilience assessment and (ii) the Environment Registry becomes the official national source for NDC monitoring, reporting and verification.

The three-year project will achieve the following outputs:

- **Output 1.1:** Regulations, procedures and guidelines for monitoring, reporting and verifying climate change data are developed
- **Output 1.2:** Environment Registry is accessible to the public to promote accountability and transparency
- **Output 1.3:** Data security and climate resilient assessment for the Environment Registry is conducted
- **Output 1.4:** Country-specific indicators in line with Nationally Determined Contribution targets are developed
- **Output 2.1:** Training to government agencies, private sector, and civil society is provided in order to appropriately and efficiently contribute data to the Environment Registry
- **Output 2.2:** Evaluation, learning and scaling up of the transparency initiative are conducted

The CBIT project is in direct support of Article 2 of the United Nations Framework Convention on Climate Change (UNFCCC) which calls for clarity and tracking of progress towards achieving Parties' individual NDCs, and Principle 10 of the Rio Declaration on access, transparency, and accountability in environmental matters through participation of all concerned citizens, at the relevant levels. The UNFCCC enhanced transparency framework demands substantial and immediate progress in the countries' domestic Monitoring Reporting and Verification (MRV) systems and strategic decarbonization planning. This entails moving from often disintegrated and often different-

methodological approaches in data management to an integrated and robust system. The success of the Paris Agreement hinges on enhanced transparency of action and support, as a critical foundation to making its bottom-up, country-led approach work, as well as building mutual trust and confidence amongst Parties. GEF-CBIT will support Antigua & Barbuda in establishing an overarching structure across all sectors that will ensure high quality in its transparency instruments; and create the capacities to respond to UNFCCC's reporting requirements. CBIT's most important contribution will occur by building capacity and setting up systems to collect data and track NDC implementation.

### **III. Purpose and Objective of Consultancy**

The Department of Environment (DOE) within the Ministry of Health, Wellness and the Environment is seeking a qualified and experienced Data Consultant to work within the Monitoring, Evaluation and Data Management Unit (DMU) and contribute to the implementation of the DMU Work Programme as well as the CBIT Project.

The consultant will be primarily assigned to work with the Data Manager of the DMU and the CBIT Project Coordinator to contribute to the DMU Work Programme activities as well as plan and implement relevant CBIT project activities.

### **IV. Scope of Work**

The consultant will have the following duties and responsibilities:

Responsibilities under the DMU Work Programme:

- Contribute to the maintenance of the DMU environmental GIS database, i.e. the Environmental Information Management and Advisory System (EIMAS)
- Contribute to the preparation of the national Greenhouse Gases (GHG) inventory
- Contribute to the documentation and execution of procedures and processes to improve quality of existing data and maintain the quality of newly captured data.
- Identify any local, regional or international work which can contribute to (EIMAS) or the Environment Registry
- Contribute to the drafting of guidelines for the GIS Unit which will be responsible for collation, collection, management, analysis and dissemination of environmental data in Antigua & Barbuda under the EPMA 2019.

Responsibilities under the CBIT Project based on guidance from the Data Manager and Project Coordinator:

- Participate in trainings to develop GHG inventories and reporting on adaptation
- Develop and formalize methodologies and guidelines for data collection, management and
- Develop QA/QC standards for data that will be collected by the various stakeholders
- Train key stakeholders in applying the QA/QC plan and the new data collection guidelines
- Design a legal structure for climate data collection and sharing to be integrated into MOUs and other formal agreements

### **V. Evidence Based Outputs/Deliverables**

Outputs/Deliverable		Deadline
1	Work Plan	2 weeks after contract signing
2	Monthly technical reports	Monthly
3	Guidelines for data collection, management and sharing developed and formalized	Within 6 months of contract signing
4	QA/QC standards for data management developed (based on IPCC 2006 guidelines)	Within 9 months of contract signing
5	Legal structure for climate data collection and sharing	Within 12 months of contract signing
6		

## VI. Qualifications and Experience

The consultant should have the following skills and qualifications:

- Advanced university degree in an environmental field and demonstrated familiarity with the circumstances related to data management and/or environmental information systems;
- A minimum of 3 – 5 years professional experience in areas related to climate and/or data management;
- Proven experience in working with environmental information in national level reporting.
- An understanding of Geographical Information Systems and data quality.
- Ability to work with senior government officials, research institutes, non-governmental organizations (NGOs), and local communities;
- Experience in facilitation meetings or discussions;
- Experience working with regional and international partners;
- Strong analytical and communication skills and demonstrated skills in report writing;
- Fluency in written and spoken English;
- Proven understanding of the Paris Agreement and Antigua & Barbuda's climate targets will be an asset.

## VII. Evaluation Criteria

The evaluation criteria and weightings that will be applied to the terms of reference are as follows:

Category	Description	Weighting
1	Qualifications of consultant and availability to report for assignment	30

2	Experience of consultant in data management and similar work	25
3	Demonstrated track record of success, supported by references	25
4	Capability to carry out tasks and adherence to TOR specifications and related requirements	20
	<b>Total</b>	<b>100</b>