



## **Terms of Reference for a TNA Project Specialist consultant for the Technology Needs Assessment (TNA) project in Afghanistan**

### **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 adaptation goals of the participant countries, while meeting their national sustainable development goals and priorities (TNA).
2. To identify barriers hindering the acquisition, deployment, and diffusion of prioritized technologies.
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.

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 found at Annex 1.

A consultant is being recruited for the duration of the project to execute and also supervise the implementation of activities under the TNA project. He/She will be required to coordinate and



facilitate the implementation of the project under the supervision of and reporting to the national TNA Coordinator.

There is a TNA explanatory note on the institutional arrangements. The countries are encouraged to go through this and adapt it to the country conditions and come up with an institutional structure for their country on the basis of this. The essential elements of the institutional arrangement within the country include a National TNA Committee, Sectoral / Technology workgroups, National Consultants /Experts and a TNA Coordinator.

ATNA Steering Committee would be set up to provide guidance for acceptance and final recommendations for consideration/approval at Ministry and Governmental level to the TNA process/outcome. The Steering Committee should be made up of high-level representatives from the institutions responsible for policy making related to the selected technologies with regard to both adaptation and mitigation.

The general and key tasks of the TNA Project Specialist consultant are described below.

## 2. General Tasks

The consultant will work in close collaboration with the TNA coordinator and the national TNA team. His/Her overall task is to support the entire TNA process –ranging from engaging with the stakeholders, identification of technology needs, its prioritisation and assessment, to the development of national TAPs. In line with domestic and global objectives, the consultant will be responsible for providing the national TNA teams with the process-related and methodological/technical advisory services needed for conducting TNAs, preparing Barrier Analysis and Enabling Framework (BAEF) report and developing Technology Action Plans (TAPs) at the country level. The TAP will outline essential elements of an enabling framework for technology transfer consisting of market development measures, institutional, regulatory and financial measures, and human and institutional capacity development requirements. It will also include a detailed plan of actions in order to implement the proposed policy measures and estimate the need for external assistance to cover additional implementation costs.

**The consultant will assist the TNA coordinator in applying a participatory approach to the TNA process, involving a wide range of stakeholders while ensuring a multi-sector and multi-disciplinary scope. Moreover, the consultant will be tasked with communicating on behalf of the national coordinator with the national TNA team members, outreach to stakeholders, formation of networks, information acquisition, and coordination and communication of**

**work products. In addition, his/her role will consist in assisting in the coordination and implementation of the project, in assuring the quality of products delivered by the adaptation and mitigation experts and in drafting and editing planned reports in the framework of the project.**

In collaboration with the national TNA team, the TNA coordinator of the project and the mitigation and adaptation experts, the consultant will be responsible for the timely provision of tasks . These tasks include, *inert-alia*;

- (a) Organising consultative stakeholders meetings and workshops (inception, TNA validation, TAP validation, national dissemination and donor engagement event),
- (b) Development of a detailed draft work plan
- (c) support adaptation and mitigation experts in identifying and prioritizing technologies for mitigation and adaptation through a participatory process with a broad involvement of relevant stakeholders, including;
  - i. invite relevant stakeholders to project workshops,
  - ii. identify local institutions that can supply relevant data and/or inputs from local experts.
- (d) Communicating with the lead consultants on a regular basis to ensure that the analytical work match the project objectives and that all project deliverables are completed on time. This also includes supporting and overseeing the TNA team and consultants responsible for the process of analyzing 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;
- (e) Supporting and overseeing, and make sure deliverables are submitted on time, the mitigation and adaptation expert consultants in preparation and finalization of TNA, BAEF and TAP reports and final project closure report for the country.
- (f) Support consultants in preparing 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.
- (g) Provision of any other inputs, as may be required, relevant to the TNA process and output targeted as may be requested by the TNA Coordinator, UNEP DTU Partnership (UDP, Denmark), the TNA regional centre and the national Project Steering Committee.

The consultant will be required to follow 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 consultant:

### 3. Specific Tasks

	Tasks	Deliverables	Timeframe	Additional Remarks
1.	<p><b>Support identification of priority technologies for mitigation and adaptation in the prioritised sectors</b> Review of the existent national documents (e.g. NDC, NAP, National Communications, Energy plans, previous TNA, NES, NEP, NEAP, etc).</p> <p>In close collaboration with the TNA team, the consultant will support the mitigation and adaptation expert consultants in the following:</p> <ul style="list-style-type: none"> <li>• on the basis of the sectors selected, the constitution of working groups consisting of technical experts and practitioners within each of these sectors.</li> <li>• through a participatory process, the identification of relevant mitigation and adaptation technologies.</li> <li>• based on a multi-criteria analysis, the prioritization of the selected technologies.</li> </ul>	1.Portfolio of technologies for mitigation and adaptation	As per workplan	Detailed methodological guidelines for prioritizing technologies will be provided at a TNA regional capacity building workshops, in which the mitigation and adaptation experts and the consultant are going to participate.
2.	<p><b>Validation of the reports on priority technologies (TNA reports)</b> The mitigation and adaptation expert consultants will prepare TNA reports on priority technologies and submit these to the consultant should ensure that the TNA reports will be validated by TNA coordinator and</p>	2.TNA report, containing a prioritized list of technologies for mitigation and adaptation and		Outline for TNA report will be shared by UDP at the TNA regional capacity building workshop.

	<b>Tasks</b>	<b>Deliverables</b>	<b>Timeframe</b>	<b>Additional Remarks</b>
	the TNA team through workshop, as well as the TNA Steering Committee.	describing the process followed, based on format agreed for the project		
3.	<p><b>Support development of Barrier Analysis and Enabling Framework report (BAEF)</b></p> <p>Supervise and support the works of adaptation and mitigation experts in the evaluation of the market, the analysis of barriers and the identification of enabling frameworks for the development, deployment and diffusion of priority technologies.</p> <ol style="list-style-type: none"> <li>1. Support and overview the work of the adaptation and mitigation experts in the analysis of the evaluation of the barriers to development, deployment and diffusion of priority technologies and of advantageous frameworks to overcome obstacles identified for identified technologies.</li> <li>2. Assure that products delivered by the mitigation and adaptation experts are homogeneous and correspondent to requests of the TAPs.</li> <li>3. Assure the quality of products delivered by the mitigation and adaptation experts.</li> </ol>	3. BAEF report for the deployment and diffusion of priority technologies, based on format agreed for the project.		<p>Outline for TNA report will be shared by UDP at the TNA 2nd regional capacity building workshop.</p> <p>The consultant will be required to participate in a capacity building workshop in the field of market barriers analysis and of the development of an advantageous framework.</p>

	<b>Tasks</b>	<b>Deliverables</b>	<b>Timeframe</b>	<b>Additional Remarks</b>
4.	<p><b>Support development of Technology Action Plan (TAP)</b></p> <p>Based on the work previously delivered by the adaptation and mitigation experts, the consultant, with the assistance of the TNA committee, will</p> <ul style="list-style-type: none"> <li>• support consultants in developing TAPs for deployment and diffusion of prioritised technologies in the country.</li> </ul> <p>The TAP will be validated in a workshop and approved at the level of the TNA Steering Committee, following its finalisation with relevant inputs of stakeholders incorporated.</p>	<p>4.TAPs for each prioritised technology based on format agreed for the project</p>		<p>Template for the TAP will be shared by UDP with the consultant and the mitigation and adaptation experts at the regional capacity building workshop.</p>
5.	<p><b>Support development of sector advocacy and policy briefs (one per sector) and organise dissemination event</b></p> <p>Based on the work previously delivered in the TNA project, the consultant will support the adaptation and mitigation experts in preparing targeted briefs and facilitate their dissemination</p> <ul style="list-style-type: none"> <li>• the consultant will disseminate the briefs to the relevant stakeholders</li> <li>• the consultant will, in collaboration with the TNA coordinator, organise one national TNA dissemination and donor engagement event</li> </ul>			

## 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**

- 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. Qualifications

- i. The Consultant should possess at least a postgraduate degree in a relevant field for the tasks
- ii. The Consultant should possess at least 3-5 years of work experience in at least one of the mitigation sectors for TNA in Afghanistan or related fields.
- iii. Experience of working with data
- iv. Ability and experience to engage with government agencies and private sector

## 6. Profile and Skills

The consultant should be in possession of strong inter-personal and verbal communication skills, good coordination and facilitation skills, and possess proven analytical capabilities, as well as excellent writing skills. The consultant should have good knowledge of - and experience with - climate change strategies, technologies and policies at the national level. More specifically he/she should be familiar with national development objectives and sector policies, have overall insights in climate change science, and potential climate change impacts, as well as mitigation and adaptation needs for the country.



## **7. Working Arrangement**

He/She will report to the National TNA coordinator. The consultant would provide inputs on a full time-time basis. The consultant will be required to be available for the performance of the tasks and delivery of the required outputs. His/Her inputs should be equivalent to number of working days, as indicated in the budget, spread over the duration of the project, as required by the TNA Coordinator. In order to facilitate good interaction between TNA Coordinator and the consultant, office space at no cost would be provided within the office of NEPA.

## **8. Budget**

The project has a budget of USD 21,000 for covering the time of the consultant.

## **9. Payment**

Payment of fees will be based on the approval of the following deliverables.

- a) TNA Report
- b) Barrier Analysis and Enabling Framework report
- c) TAP Report
- d) Policy briefs

All the deliverables will be reviewed by UDP and the Regional Centre and the final document would be routed through the TNA Coordinator for payment.

## **10. Language**

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

## **11. Intellectual Property Rights**

All information, results and products, whether tangible or intangible, resulting from the project will be considered as the property of the national TNA coordinating entity, and UNEP DTU Partnership.

## **12. Time for completion**

The assignment will commence from May 2019 and will end in Oct 2020.