
Terms of Reference
Egypt Fourth National Communication Project (NC4-Egypt)
Editor and Compiler for Preparation of Forth National Communication (FNC) Report -
(National Experts only)

1. Background

The Fourth National Communication Project (NC4Egypt) was launched in March 2018 and it's implemented under the supervision of Egyptian Environmental Affairs Agency (EEAA) and the United Nations Development Program (UNDP) and the funded by the Global Environment Facility (GEF) to help Egypt better understand the current and expected impacts of climate change in the different sectors, identify opportunities for mitigation interventions and recommend adaptation measures to climate change.

According to Article 4, paragraph 1, and Article 12, paragraph 1 of the United Nations Framework Convention on Climate Change (UNFCCC), each Party shall communicate to the Conference of the Parties (COP), through the secretariat, the following elements of information: (a) a national inventory of anthropogenic emissions by sources and removals by sinks of all greenhouse gases not controlled by the Montreal Protocol, to the extent its capacities permit, using comparable methodologies to be promoted and agreed upon by the COP; (b) a general description of steps taken or envisaged by the Party to implement the Convention; and (c) any other information that the Party considers relevant to the achievement of the objective of the Convention and suitable for inclusion in its communication, including, if feasible, material relevant for calculations of global emission trends.

Egypt as a non-Annex I Party to the Convention has prepared and submitted its Initial, Second and Third National Communications in 1992, 2010 and 2016 respectively. In 2015, Egypt has submitted a report on the Egyptian Intended Nationally Determined Contributions (INDCs) towards achieving the objectives of the United Nation Framework Convention on Climate Change (UNFCCC) in accordance with Decisions 1/CP.19 and 1/CP.20. In 2019, Egypt has submitted its First Biennial Update Report (BUR1) to the UNFCCC, Also, Egypt has developed the Low Emission Development Strategy (LEDS).

2. Objective

The project aims to hire a national consultant to work as an **Editor and Compiler** for editing and compilation of all chapters of the Fourth National Communication Report

It is anticipated that the work conducted in close cooperation with the national experts who develops the chapters of NC4-Egypt with experience in working with previous projects (e.g., LECB, BUR, MRV, IEE, ...etc.) and fully aware of Paris Agreement and UNFCCC.

3. Scope of Work.

The roles and responsibilities of the consultant will include inter alia the followings:

1. Integrate, review, analyze the chapters of Fourth National Communication Report including,

- 1 National Circumstances,
- 2 National Greenhouse Gas Inventory (GHGI),
- 3 Mitigation Policies and Measures (PaMs),
- 4 Vulnerability assessment and adaptation measures (V&A),
- 5 Other Information
 - i. Education, public awareness, gender and technology transfer
 - ii. Research & Systematic Observations
 - iii. Constraints, Gaps and Support
2. Ensure by guiding the National Experts to prepare the final report in compliance with the UNFCCC and IPCC guidelines.
3. Compiling the NC4-Egypt Report in consultation with the Project Manager, and National Experts.
4. Editing the NC4-Egypt Report maintaining the consistency among the chapters and the quality of the report.
5. Preparation of Executive Summary, Table of Content and other (inner and outer) pages of NC4-Egypt Report in the same format for all chapters
6. Participating in consultative, validation meetings related to the chapters of the report.
7. Editing and compilation of all chapters of the Fourth National Communication Report grammatical accuracy, factual accuracy, coherence and quality assurance of the report.
8. Proofreading the NC4-Egypt Report with a focus on improving its structure, clarity, style and to assure that it confirmed with the UNFCCC and IPCC guidelines
9. Formulate the final report in designed, ready-to-print format in English and Arabic version.

4. Deliverables:

The consultant shall deliver the comprehensive NC4-Egypt Report for UNFCCC in English and Arabic versions according to the following indicative contents:

4.1 A Final Fourth National Communication report as per the following indicative ToC:

1. List of Figures
2. List of Tables
3. List of Contributors
4. List of Abbreviations
5. Executive Summary
6. Chapter I. National Circumstances
7. Chapter II. National Greenhouse Gas Inventory
8. Chapter III. Climate Change Mitigation Policies and Measures (PaMs)
9. Chapter IV. Vulnerability Assessment and Adaptation Measures
10. Chapter V. Other Information
11. Chapter VI. Constraints, Gaps and Support
12. Summary and conclusion

The delivered Final Report shall be

- a) Edited
- b) Proofread
- c) Layout designed (Ready-to-Print)
- d) Bilingual (English and Arabic)



4.2 Two presentations of the final NC4-Egypt Report to the National Council on Climate Change and the Project Steering Committee [or as identified by the Project Manager]

All deliverables will have to be delivered in electronic formats to Fourth National Communication Project (NC4Egypt) as a MS Word/PowerPoint document and PDF.

5. Qualification and Experience:

All Consultants should meet the following minimum qualifications and skills:

1. A minimum of Master degree in scientific research or environmental research related studies and other related disciplines.
2. Good understanding of the national environment/development issues as well as being aware of national obligation towards the UNFCCC and Paris Agreement with an institutional development experiences.
3. At least of 7 years of working experience in the area relevant to the Climate Change, particularly the mentioned scope of work in section 3 above.
4. Substantial involvement in previous National Communications or BUR are highly preferred.
5. Demonstrated experience in editing, designing, translating and proofreading of similar reports
6. Good command of English and Arabic languages

6. Duration of the Assignment

The level of work for this assignment is to be conducted in no more than **six months from the date of the contract**. Consultant should exert her/his utmost effort to deliver on time otherwise fees will be subject to reduction as delay penalty

7. Scope of fees and Schedule of payments

The contract price for individuals is a lump sum fixed output-based price of the here in specific duration).

8. Payments:

#	Deliverable	Due Date	Payment
1	Upon submission of the draft FNC Report (according to the ToC in deliverable 4.1)	5 months from contract date	30%
2	Upon submission of the final FNC Report	1 month from receiving comments on draft report	65%
3	Upon approval of the final FNC Report by the National Climate Change Council	To be agreed with the Project Manager	5%



9. Application Process:

1. Proposals to be submitted by national experts including detailed and updated CV, Technical and the financial offer.
2. Applications will be evaluated on basis (technical 70%/ Financial 30%), the expert will be selected according to the evaluation of CVs, experience, professional work.
3. Applications to be sent in **Soft** copies to
Name: **Dr. Samir Tantawi, Fourth National Communication Project Manager (NC4Egypt)**
Email: samir_tantawi@hotmail.com
4. **Closing Date:** 2 July 2022