



TERMS OF REFERENCE

Kisumu County Climate Change Baseline Emissions Inventory (BEI) and Access to Energy
Assessment (AEA)
Under the Covenant of Mayors for Sub Saharan Africa Initiative

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I. Context

The Covenant of Mayors in Sub-Saharan Africa

The Covenant of Mayors in Sub-Saharan Africa (CoM SSA) initiative supports Sub-Saharan cities in their fight against climate change and in their efforts in ensuring access to clean energy. Started in 2015, the initiative is shaped by local authorities for them to reflect the local context and specifics.

Under the CoM SSA, local authorities are invited to make a voluntary political commitment to implement climate and energy actions in their communities and agree on a long-term vision to tackle 3 pillars, namely access to sustainable energy, climate mitigation and climate adaptation.

In order to translate the political commitment into practical measures, CoM SSA signatories commit to produce and implement a Sustainable Energy Access and Climate Action Plan (SEACAP), following the guidelines developed by the Joint Research Centre (JRC) of the European Commission during the first phases of the CoM SSA¹, with an in-depth definition of the three pillars mentioned above.

The third phase of the initiative, which aims to strengthen the impact of the previous stages and more specifically to unlock climate finance opportunities at local level, is implemented jointly by 4 agencies: Agencia Española de Cooperación Internacional para el Desarrollo (AECID), Agence Française de Développement (AFD), Agence Française d'Expertise Technique Internationale (Expertise France); Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). By signing a funds management delegation agreement, these implementing agencies have been entrusted by the European Union with the implementation of Phase III of the Covenant of Mayors in Sub-Saharan Africa initiative.

Phase 3 is made up of three actions:

- Supporting the design, the implementation and the SEACAP assessment
- Supporting investments in sustainable energy and climate
- Supporting cooperation and twinning activities between municipalities at different levels (National, regional, international)

¹ <https://comssa.org/guidebook-on-how-to-develop-a-seacap/>

The County Government of Kisumu (CGK)

The County Government of Kisumu is mainstreaming climate change into the county development policies, sector interventions, vision 2030 and the Governor's Manifesto towards a transition to a low carbon and green economy development pathway. To this end, the County has developed a draft Sustainable Energy policy, a Climate Change Policy, Climate Change bill and is finalizing its Climate Change Vulnerability risk assessment to provide baseline data and vision in implementation of robust climate change interventions/programmes that transform the County into a food and water secure, energy efficient, climate resilient county that has a destination for investment. To succeed in this dream, partnership in climate change investment is key not only in Kisumu county but also within the Lake Victoria region, nationally and the East African Community.

The CGK, a signatory of the Covenant of Mayors in Sub-Saharan Africa in 2016, is committed to develop and implement the Kisumu Integrated Climate Change Action Plan, based on the previously listed strategic documents, according to the CoM SSA SEACAP's methodology.

Expertise France

Expertise France, the French public agency for international technical assistance, aims to contribute to sustainable development based on solidarity and inclusiveness, mainly through enhancing the quality of public policies within the partner countries.

In that framework, Expertise France and the CGK have signed a collaboration agreement to support the County Government in the elaboration and implementation of its SEACAP. The partners therefore are searching for a firm, or a consultant / consortium of consultants to assist the CGK in developing a Baseline Emission Inventory (BEI) and Access to Energy Assessment (AEA), following the JRC's guidelines, methodology and tools.

The consultant will work on a regular basis with the following established team, entirely dedicated to the CoM SSA activities:

- CoM SSA Project Officer, based in the County Government of Kisumu
- International SEACAP Consultant

Within the county, a dedicated project team has been formed where weekly meetings are held. A technical committee has also been formed. Support will also be given to the consultants, if necessary, by the Expertise France Project Coordinators

Since the project kicked-off, the team has undertaken a review of existing local and national climate-related strategy documents, as well as a comprehensive capacity building assessment of the County staff where capacity needs have been analysed and prioritised.

2. Objectives of the ToR

The objective of this consultancy is to undertake a BEI and AEA which will be part of Kisumu Integrated County Sustainable Energy Access and Climate Action Plan which is coherent with National Climate Change Legislations and Kisumu County Climate Change policy the National Legislation (based on, but not limited to, the review of previous national documents; interviews with policy-makers and national consultations). To this end, overall indicators for energy access and clean cooking data that focuses on the general aspect of access to electricity and other types of fuel used for cooking for Kisumu County is available in the Kenya Population and Housing Census 2019 report. Therefore, this consultancy will focus on the other indicators of SEACAP as per the JRC's guidelines. A draft questionnaire has also been developed that can be used by the consultant for the household surveys, in order to fill in the data gaps at the local level.

For both studies, the baseline year will be determined by the data available for the county, but will be no older than 4 years old or using data no older than that available in 2016.

3. Scope of Work

Low Emission Development Tasks

The scope of the Baseline Emission Inventory (BEI) is to measure greenhouse gas (GhG) emissions level from different sources/sectors and prioritise the reduction measures accordingly. The GhG emissions to be covered in this role are direct, indirect emissions and non-energy emissions following the IPCC guidelines (for formulating national GhG inventories), JRC's guidelines methodology and tools and Global Protocol for Community-Scale GhG emission inventories (GPC). Therefore, to achieve the objectives of the expected outcomes, the consultants will undertake the following tasks:

- Organise data collection and monitoring as per the JRC's and county guidelines; conduct estimations and projections for unavailable data
- Sensitise and build the capacity of concerned stakeholders and county divisions on climate change mitigation and carbon accounting complementing the JRC SEACAP training conducted in July 2020:
 - Train the project team in carbon accountability
 - Capacity build technical staff on emission projections/modeling for GhG emissions forecasting.
- Develop a GhG baseline inventory for Kisumu County under two boundaries i.e. as an institution and territory under the following sub-sectors as per JRC and National Guidelines: **Stationary energy, Transportation, Waste, Industrial Processes and Product Use (IPPU) and Agriculture, Forestry, and other Land Use (AFOLU)**
 - Update the County institutional and territory level emissions in two manners:
 1. GhG inventories that is JRC/GPC compliant
 2. GHG inventory system that is complaint to the National reporting format

- Facilitate knowledge and skill transfer during the exercise to the technical officer through provision of technical support and training.
- Recommend strategic orientations to mitigate GhG emission by 2030 and 2050
- Develop a Business as Usual (BAU) scenario and SEACAP (voluntary and optimistic) scenarios for the horizon 2030/2050 where actions are taken to mitigate GhG emissions
- Complete or update the JRC reporting template with the BEI results, together with the project team
- Compile and present all activity data and emission factors (for each type of emission) for the study (specify whether emission factors are locally/nationally/regionally estimated)
- Produce tools to communicate results: synthesis, summary and communicating support for stakeholders and decision-makers
- Present the methodology, tools and results to the technical committee and project implementing team for review and validation.

Energy Access Tasks

The scope of the Access to Energy Assessment (AEA) is to provide an overview of the local status of electrification and cooking fuel access, and to set realistic targets for the county, following the methodology presented in the JRC guidebook.

- Review the existing data sources (or launch specific surveys) on energy usage in Kisumu County for cooking, heating and electricity
- Estimate energy usage by micro and small enterprises and/or informal sector (*jua kali* sector)
- Identify key leverages to develop energy access potentials and transition opportunities to more sustainable sources of energy
- Facilitate knowledge and skill transfer to the County Government through provision of technical support to the technical staff of the County on energy data collection and quality management.
- Develop a Baseline Energy Consumption Inventory for the territory
- Develop a Baseline Energy production inventory (fossil fuels and renewable energies) for the territory
- Develop a global Access to Energy Assessment for the territory for all sectors and kind of consumers (and gender sensitive)
- Develop a Business as Usual (BAU) and a SEACAP (voluntary and optimistic) scenarios 2030/2050 to develop the potentials and the capacities of renewable energies (this task will require a close coordination with another specific ongoing project dedicated to scale-up renewable energy in Kisumu)

- Recommend strategic orientations to increase access to sustainable energy within the county by 2030 and 2050 (this could make use of results from the above-mentioned ongoing project aiming to assess the renewable energy potential within the county)
- Complete or update the JRC reporting template with the AEA results, together with the project team
- Present the methodology, tools and results to the technical committee and project implementing team for review and validation.

4. Skills and Qualifications

One or several consultants forming a consortium can apply for this assignment. However, a lead consultant, who will remain the focal point of contact throughout the assignment will be designated within the application.

The selected consultant(s) will work in close collaboration with the consultants working on other aspects of the SEACAP development in order to ensure consistency and complimentary in methodologies and data as well as communication and capacity building.

Lead Consultant qualifications

The lead consultant must have:

- Holds a Master of Science in Environmental Science, Environmental Planning and Management, Climate Change, Energy, Urban Planning and Institutional Analysis or any other related field.
- At least 5 years of experience in policy and institutional or equivalent in any of the areas above.
- At least 5 years of experience working in related field which includes research and drafting and analysing policies and Action Plans
- At least 5 years of experience in participatory approaches, gender analysis, community development and working with local populations;
- Proven background in delivering quality actual Policies in developing countries
- Proven experience in conducting GhG emissions inventory and reporting, climate action planning, scenario modeling, and low emission development or; at least 3-5 years of experience in energy planning and renewable energy
- Proven records in carrying out similar projects or studies
- Knowledge and direct experience of climate change mitigation and adaptation, climate global diplomacy, climate finance and institutional partnership buildings

Secondary Consultant(s)

The consultants seconding the lead consultant must have:

- Advanced degree (MA or MSc) in Environmental Science, Environmental Management, Urban Planning, Energy, Renewable Energy or other related fields is required.
- Any other degrees or skills in all the concerned sectors of the SEACAP is an added advantage such as sustainable air quality management, urban development, physical planning, waste management, renewable energy, mobility, and green economy.
- At least 3 years of professional experience in conducting GhG emissions inventory and reporting, climate action planning, and low emission development or;
- At least 3 years of experience in energy planning and renewable energy
- Experience working in related field which includes demonstrable experience with research, drafting and preparation of similar policies and programmes with professional experience in Kenya and developing countries.
- Good capacities in project management and governance, communication, written and oral expression, training, animation.

The consultant/team of consultants' technical skills required

- A sound understanding of sustainable development, Energy Access and low carbon development and climate change mitigation in the city government context
- A thorough understanding of the GhG emissions inventory and reporting process
- Familiarity with the National GhG Inventory System is preferred
- Excellent knowledge of local, county and national government systems
- Excellent research skills
- Excellent writing, presentation and communication skills
- Fluency in written and spoken English. Swahili and other local languages are highly appreciated as they will be of help for data collection, community engagements, etc.
- Able to work independently and as part of dynamic group
- Excellent relevant computer and software skills
- Excellent analytical skills
- Excellent time management skill

5. Calendar Deliverables

The work is planned for a maximum duration of 6months, following the proposed calendar below:

Deliverable	Content	Calendar (after contract signature)
1. Inception report	<p>The report will present the way the consultant will carry out the assignment, including the data collection methodology and tools to be used with a chart of how the work will be undertaken.</p> <p>Maximum 8 pages excluding the charts, diagrams and annexes.</p>	week 2
2. Presentation of interim report to the Technical Committee Meeting	<p>The consultant will send a report with the details of the progress and challenges of the assignment, as well as a draft outline of the main report. In addition, the consultant will deliver a proposal for the training agenda.</p> <p>The consultant will also present the following to the technical committee:</p> <ul style="list-style-type: none"> - The training programme - Training materials using county data input for practice purposes - Methodology and data collection tools (a proposal survey questionnaire for the energy access data has been developed - Communication and awareness material - Present all activity data and emission factors to be used in the study - Provide a schedule detailing how knowledge and skill transfer will be conducted 	week 6



3. Training	<p>The consultant will hold training sessions</p> <ul style="list-style-type: none"> - Energy Data access collection and quality management - To the project team in carbon accountability - To the technical staff on emission projections/modeling for GhG emissions forecasting. 	week 8-9
4. Draft report and assignment dissemination workshop	<p>The consultant will present findings of the data collected and possible challenges encountered as well as possible solutions to the technical committee workshop. No later than two working days before the workshop, the consultant will deliver a draft report to the County and Expertise France. The workshop will allow for adaptation of recommendations.</p>	week 12
5. Final report	<p>The final report and strategic action plan with recommendations will be presented to the technical committee for validation then presented to the steering committee and finally handed over to the County Government of Kisumu and Expertise France in hard and soft copies.</p>	week 24
6. Dissemination workshop	<p>The consultant will conduct a stakeholder workshop to disseminate the findings of the study to stakeholders in the city and County in general</p>	Week 25

