

Terms of Reference (ToR)

National Consultant for Conducting a Carbon Footprint Assessment for EEAA Regional Branches and Nature Protectorates

1. Background

The Government of Egypt has demonstrated a strong commitment to addressing climate change through the implementation of national policies and international obligations under the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement. In line with these commitments, Egypt continues to strengthen its institutional capacities for climate transparency, greenhouse gas (GHG) accounting, and sustainable environmental management.

The Ministry of Environment, through the Egyptian Environmental Affairs Agency (EEAA), is currently implementing the Development of Egypt's First Biennial Transparency Report (1BTR), and a combined Second Biennial Transparency and Fifth National Communication Report (2BTR+5NC) Project, with the support of the United Nations Development Programme (UNDP). The project aims to strengthen Egypt's capacity to meet its reporting obligations under the Enhanced Transparency Framework (ETF) of the Paris Agreement while improving national systems for climate-related data management, greenhouse gas reporting, and institutional capacity building.

As part of EEAA's continuous efforts to improve its environmental performance and promote sustainable institutional practices, the Agency intends to undertake a Carbon Footprint Assessment for its Regional Branches and Nature Protectorates. The assessment will establish a baseline for greenhouse gas emissions resulting from operational activities and identify the major emission sources within the selected facilities.

The assessment is expected to provide a comprehensive understanding of greenhouse gas emissions associated with electricity consumption, fuel use, transportation activities, water consumption, waste generation, refrigerants, and other operational activities, where applicable. The findings will support EEAA in identifying opportunities to improve resource efficiency, reduce greenhouse gas emissions, strengthen environmental management practices across its **Headquarter, 17 Regional Branches, and 31 Nature Protectorates**.

In line with the project's objective of strengthening institutional capacities for climate transparency and supporting national climate action, the Project seeks to engage an Individual National Consultant to conduct the Carbon Footprint Assessment for the EEAA Regional Branches and Nature Protectorates. The assignment will establish a baseline assessment of greenhouse gas emissions associated with the operational activities of the targeted facilities, identify key emission sources, and provide evidence-based recommendations to support improved environmental performance and sustainable resource management. The outputs of this assignment are expected to strengthen institutional knowledge, enhance environmental decision-making, and promote the adoption of sound greenhouse gas management practices within the Egyptian Environmental Affairs Agency.

The Egyptian Environmental Affairs Agency will facilitate communication and coordination with the relevant Regional Branches and Nature Protectorates and will provide the available operational data and information required to successfully carry out the assignment.

2. Objective of the Assignment

The objective of this assignment is to recruit an Individual National Consultant to conduct a comprehensive Carbon Footprint Assessment for the Egyptian Environmental Affairs Agency (EEAA) Regional Branches and Nature Protectorates.

The Consultant shall estimate greenhouse gas emissions associated with the operational activities of the Regional Branches and Nature Protectorates using internationally recognized greenhouse gas accounting methodologies. The Consultant will identify the major emission sources, analyze the assessment results, and develop practical recommendations to support EEAA in improving its environmental performance.

The Consultant will prepare a comprehensive Carbon Footprint Assessment Report documenting the adopted methodology, activity data, emission calculations, assumptions, findings, conclusions, and recommendations. The Consultant shall also submit all supporting calculation sheets and technical documentation developed throughout the assignment.

3. Scope of Work

The Consultant will work under the direct supervision of the Project Manager of the **"Development of Egypt's First Biennial Transparency Report (1BTR), and a combined Second Biennial Transparency and Fifth National Communication Report (2BTR+5NC)" Project** and in close coordination with the Climate Change Central Department, the Egyptian Environmental Affairs Agency (EEAA), the Regional Branches, Nature Protectorates, and other relevant departments. The assignment will be conducted primarily as a **desk-based study** using available data, documents, and information provided by the EEAA and relevant stakeholders. The assignment will **not require the Consultant to travel to the EEAA Regional Branches or Nature Protectorates**. Any required information or data from the locations concerned will be collected remotely through the designated EEAA focal points.

The Consultant will be responsible for conducting a comprehensive **Carbon Footprint Assessment** for the EEAA Regional Branches and Nature Protectorates, covering **the EEAA Headquarter, 17 Regional Branches and 31 Nature Protectorates** identified within the scope of the assignment. The assessment will cover the relevant buildings and facilities within these entities, based on the information and data made available by the EEAA.

The assignment shall include, but not be limited to, the following tasks:

a) Inception Phase

- Review all available documents, reports, studies, and operational information relevant to the assignment.
- Conduct inception meetings with the Project Management Unit (PMU) and EEAA representatives to agree on the scope of work, methodology, implementation schedule, reporting arrangements, and communication procedures.
- Review the available operational information of the Regional Branches and Nature Protectorates.
- Prepare an Inception Report including the proposed methodology, work plan, implementation schedule, and data requirements.

b) Data Collection and Review

The Consultant shall:

- Develop standardized data collection templates required for the Carbon Footprint Assessment.
- Coordinate with EEAA focal points to collect the required activity data from the Regional Branches and Nature Protectorates.
- Review the completeness and consistency of the collected information.
- Verify the accuracy of the available operational data whenever possible.
- Identify any data gaps and communicate them to the Project Management Unit and the departments concerned for completion.

c) Carbon Footprint Assessment

The Consultant shall:

- Define the organizational and operational boundaries of the assessment.
- Estimate greenhouse gas emissions using internationally recognized methodologies and appropriate emission factors.
- Calculate direct greenhouse gas emissions (Scope 1).
- Calculate indirect greenhouse gas emissions from purchased electricity (Scope 2).
- Estimate other indirect emissions (Scope 3), where sufficient and reliable activity data are available.
- Clearly document all assumptions, emission factors, calculation methodologies, and data sources used throughout the assessment.
- Ensure consistency and transparency of all calculations.

d) Analysis of Results

The Consultant shall analyze the assessment results for:

- Identify the major greenhouse gas emission sources.
- Determine the relative contribution of each emission source.
- Assess the emission profile of each Regional Branch and Nature Protectorate, where applicable.
- Identify the activities contributing most significantly to greenhouse gas emissions.
- Highlight opportunities for improving environmental performance and resource efficiency.

a) Deliverables

The Consultant shall prepare the following:

- An Inception Report.
- A Draft Carbon Footprint Assessment Report.

- A Final Carbon Footprint Assessment Report incorporating comments received from EEAA and the Project Management Unit.
- Supporting Excel calculation sheets.
- A PowerPoint presentation summarizing the methodology, assessment results, conclusions, and recommendations.
- Conduct a training workshop for two researchers from each EEAA Regional Branch and Nature Protectorate on calculating carbon footprint by analyzing collected data, preparing carbon footprint reports, and using calculation Excel sheets to perform the necessary calculations.

The Consultant shall participate in meetings and technical consultations organized by the Project Management Unit throughout the assignment and present the assessment findings to the relevant stakeholders whenever requested.

All reports and support documents shall be submitted in both editable and PDF formats.

4. Data Provisions

- The Egyptian Environmental Affairs Agency (EEAA), through the Project Management Unit (PMU), shall facilitate communication and coordination with the relevant Regional Branches, Nature Protectorates, and concerned departments throughout the assignment.
- EEAA will make available all existing information and documentation required for the completion of the assignment, subject to data availability. Such information may include, but is not limited to:
 - Electricity consumption records.
 - Fuel consumption records.
 - Vehicle fleet information.
 - Transportation and travel records.
 - Water consumption records.
 - Waste generation and disposal records.
 - Refrigerants and cooling equipment data.
 - Facility information.
 - Any additional operational information relevant to the Carbon Footprint Assessment.
- The Consultant shall be responsible for reviewing the completeness and consistency of the available data and shall promptly notify the PMU of any identified data gaps or inconsistencies requiring clarification or additional information.
- The Consultant shall ensure that all information obtained during the assignment is treated as confidential and shall not disclose or distribute any project-related information without prior written approval from EEAA and UNDP.

5. Indicative Table of Contents of the Carbon Footprint Assessment Report

The Final Carbon Footprint Assessment Report shall include, as a minimum, the following sections:

1. Executive Summary (Arabic, English)
2. Introduction
3. Objectives of the Assessment
4. Assessment Methodology
5. Organizational Boundary
6. Operational Boundary
7. Data Collection Process
8. Activity Data and Data Sources
9. Greenhouse Gas Emission Assessment
10. Results and Analysis
11. Major Emission Sources
12. Opportunities for Improving Environmental Performance
13. Recommendations
14. Conclusions
15. References
16. Annexes (Including supporting Excel calculation sheets submission)

The Annexes shall include all supporting information, including emission factors, assumptions, calculation methodologies, activity data tables, calculation sheets, and any additional technical information relevant to the assessment.

6. Qualifications

The Individual Consultant should possess the following qualifications:

a) Academic Qualifications

- Advanced university degree (master's degree or higher) in Environmental Engineering, Environmental Science, Climate Change, Energy, Sustainability, Natural Resources Management, or another closely related field.

b) Professional Experience

- Minimum **seven (7) years** of relevant professional experience in greenhouse gas (GHG) inventories, carbon footprint assessments, climate change mitigation, environmental management, or related technical fields.

- Demonstrated experience in applying internationally recognized greenhouse gas accounting methodologies, including the GHG Protocol Corporate Accounting and Reporting Standard and IPCC Guidelines.
- Proven experience in preparing technical reports and analytical studies.
- Previous experience working with governmental institutions, international organizations, or UN agencies is considered an asset.
- Previous experience in environmental data analysis and greenhouse gas emission calculations is highly desirable.

c) Competency

The Consultant should demonstrate:

- Excellent analytical and technical writing skills.
- Strong communication and coordination skills.
- Ability to work independently and meet deadlines.
- Excellent command of Microsoft Office applications, particularly Excel.
- Excellent command of written and spoken English.

7. Duration, Level of Effort and Milestones

The assignment is expected to be completed within **6 months** from the date of contract signature, with a total level of effort of **30** working days for the Consultant.

The Consultant shall complete the assignment according to the following indicative milestones:

Milestone	Expected Time from Contracting Date
Contract Signature and Kick-off Meeting	2 weeks
Submission of Inception Report	1 month
Completion of Data Collection and Analysis	2 months
Submission of Draft Carbon Footprint Assessment Report	4 months
Review Meeting with EEAA and UNDP	5 months
Submission of Final Report, Excel Calculation Sheets and Presentation	5.5 months
Conducting the capacity building workshop	6 months

8. Scope of Bid Price and Schedule of Payments

The financial proposal shall include **all costs associated with the completion of the assignment**, including professional fees, communications, meetings, and preparation and submission of all required deliverables.

Payments shall be made upon satisfactory completion and approval of the deliverables according to the following schedule:

Deliverable	Payment
Approval of the Inception Report	10%
Approval of the Draft Carbon Footprint Assessment Report	30%
Approval of the Final Carbon Footprint Assessment Report, Supporting Excel Calculation Sheets.	40%
Training Workshop Delivery and PowerPoint Presentation	20%

All payments shall be subject to the acceptance and approval of the deliverables by the Project Manager, EEAA and UNDP in accordance with the contract conditions.

9. Application Process

Interested Individual Consultants are requested to submit the following documents:

- A completed and signed Personal History Form (P11), or an updated Curriculum Vitae (CV) including at least three professional references.
- A brief technical proposal describing the Consultant's understanding of the assignment, the proposed methodology, work plan, and implementation approach.
- A financial proposal indicates the total lump sum amount in USD for carrying out the assignment, including all associated costs.

Applications will be evaluated based on the following criteria:

- Academic qualifications.
- Relevant professional experience.
- Experience in greenhouse gas inventories and carbon footprint assessments.
- Quality of the proposed methodology and technical approach.
- Financial proposal.

Only shortlisted candidates will be contacted.

Application to be sent by email to [OUDA \(Recruitment@ouda.org.eg\)](mailto:Recruitment@ouda.org.eg)

Deadline: Oct 1,2026