Call for Project Proposals

Preparation of Qatar National Inventory Report for the first Biennial Transparency Report

Objective of the Project Proposal	Preparation of Qatar National Inventory Report for the first Biennial Transparency Report
A. Overall Project Information	
General Project Background	The BTR Top-Up Focus for countries completing a national communication and a BUR extend the greenhouse gas (GHG) inventory to cover additional years up to 2021 or 2022; expand reporting on mitigation actions to report NDC progress, expand existing adaptation reporting to address climate change adaptation as per Article 7 of the Paris Agreement, including reporting on loss and damage; and expand reporting on technology transfer and financial, technology, and capacity needs to address financial, technology, and capacity-building needs and support received as per Articles 9, 10, and 11 of the Paris Agreement. The MPGs, formulated to implement transparency in reporting under the Paris Agreement, defined specific new requirements for reporting the results of national GHG inventories. Information on national GHG inventory results should be included in a specific chapter of the BTR (Chapter I) and supporting information should be included in the annexes. In addition, all Parties must provide a NIR, which consists of a national inventory document (NID) and the common reporting tables (CRT), to the UNFCCC as part of each country´s BTR submission process. The objective is to develop the National Inventory Report (NIR) for inclusion in the first Biennial Transparency Report for Qatar which consists of a national inventory document (NID) and the common reporting tables (CRT) in addition to implementation of a 2-day capacity building workshop on NIR preparation over a period of 6 months.
B. Project Proposals Sought	
Description of Project and expected deliverables:	The final output of this project is to prepare the NIR under the BTR and implement a capacity building workshop for National Experts on NIR. The expected deliverables include: Activity 1: implement training on sectoral GHG calculations and ETF platform. 1.1. Prepare training material/presentations that include development of Common Reporting tables and use of Enhanced Transparency Framework platform.

	1.2. Technically lead two-day in person training in Qatar for Qatari experts. Activity 2: Calculate and estimate emissions. 2.1. Identify and collect baseline information and other necessary data required for the GHG inventory – including data for the estimation of CO2, N2O, CH4, for the GHG inventory, building on the NIR compiled under the BUR for the period 2020-2021-2022 for the BTR1. 2.2. Using the IPCC 2006 guidelines, calculate and estimate the emissions by sources and removals by sinks of GHG for the period 2020-2021-2022 for the BTR1. 2.3. Expand the analysis of cross-cutting issues (uncertainty assessment, key category analysis, time series consistency, QA/QC) under the BUR to the newest inventory year(s) and provide information on the level of uncertainty associated with the inventory data and their underlying assumptions; and a description of the methodologies used for estimating these uncertainties. 2.4. Finalize the inventory components and prepare the updated final National GHG Inventory Report using the Common Reporting Tables (CRTs) specified by the UNFCCC. Activity 3: Prepare final draft of NIR. 3.1 Prepare the final revised report on the updated National GHG Inventory as per IPCC 2006 guidelines. 3.2 Provide revisions based on comments received on NIR
Requirements:	• Demonstrated Experience in preparing NIR in data scarce countries. • Demonstrated experience in Implementing training material on GHG calculation. Proposals should be submitted in accordance with the application template provided below.
Project duration:	The project implementation period is from Jun 2025 until February 2026.
Language:	Applicants should submit project proposals in English language using the application template provided.
Who can apply:	Not-for-profit, non-governmental entities
How to apply:	Please send project proposal using the application template provided to **Tarek Alkhoury Abdul Ahaad** (tarek.alkhoury@un.org

Timeline for application: • Submission deadline • Notification of selection	16 May 2025 30 May 2025

Application Template

Call for project proposal/Request for Expression of Interest on the Preparation of Qatar National Inventory Report for the first Biennial Transparency Report

Applicant Entity

A. Applicant Details	
**** Applicants must register on the UN Partner Portal prior to submission of this application. To register please click here and follow the instructions. ****	
Name of organisation	
Organisation contact details	Contact name: Email address: Phone Number: Address: Country[1] (registered in):
Legal status	Not-for-profit ☐ (please provide registration document, certificate of incorporation, governing bylaws/constitution, entity organigram, most recent annual report, recent audited financial statements – see also, Section D below)
Project organization and team's prior engagement with UNEP or other UN/international organisations	
UNEP Supplementary Partner Declaration	Applicants must return the attached UNEP Supplementary Partner Declaration
B. 1) Applicant's Institutional Arrangements related to Project Proposal	
Project team member names and position titles (where possible, please	

[1] The Responsible Officer may wish to indicate if there are any geographical limitations to the location of the applicant.

provide the CVs of proposed team members)	
Previous/past experience (please provide a short list of relevant projects and publications, reports and evaluations from past projects etc. as per criteria indicated)	1. Does the organisation have experience and a positive track record managing or engaged with similar projects? 2. Does the organisation have the technical capacity to carry out the intervention?
Local expertise (please describe your access to the region, including specifically local expertise as per the criteria indicated)	1. Does the organisation have access to stakeholders/networks/beneficiaries/coordinating bodies, as relevant, in the geographic areas covered by the project to ensure data collection? 2. Does the organisation have experience and a positive track record managing or engaged with similar projects in the region?
Administrative capacity (as per the criteria indicated, describe ability to procure goods and services, recruit staff on a transparent basis, maintain and manage equipment etc.)	1. Please provide your organisation's procurement policies and procedures. 2. Please provide your organisation's Human Resources manual, and identify provisions related to fair and transparent recruitment practices.
Financial capacity (as per the criteria indicated, describe ability to produce project budgets, receive cash, disburse funds, record financial transactions, issue financial reports, etc.)	1. Is the Organisation financially healthy based on its most recent audited financial statements? (e.g. assets exceed liabilities, accumulated surpluses exist, cash and investments exceed current liabilities, audit report does not raise significant issues, etc) 2. The organisation is regularly audited and audits have not shown major accountability issues in the past three years which were not satisfactorily addressed by organisation? 3. Can the organisation easily receive and transfer funds? 4. Does the organisation have a defined and documented internal control framework? 5. Does the organisation have an accounting system that allows for proper recording of financial transactions from United Nations agencies, including allocation of expenditures in accordance with the respective components, disbursement categories and sources of funds?

	6. Does the organisation have an appropriate cost allocation methodology that ensures accurate cost allocations to the various funding sources in accordance with established agreements? 7. Are budgets prepared for all activities in sufficient detail to provide a meaningful tool for monitoring subsequent performance? 8. If some activities will be implemented by others, such as CSOs, NGOs or other entities, the organisation has the necessary reporting and monitoring mechanisms to track the use of funds? 9. The organizational structure of the accounting/finance department has appropriate capacity for the level of financial volume? 10. Are budgets prepared for all activities in sufficient detail to provide a meaningful tool for monitoring subsequent performance?
Governance/Institutional capacity (as per the criteria indicated, describe ability to plan, monitor and coordinate activities, fraud policy, code of conduct, managerial structure)	1. Does the organization have a defined managerial structure in place reflected in an organizational chart? 2. Does the organization have Code of Conduct document (signed by an authorized official of the organization), or any other policy document on ethical behaviour? 3. Does the organization have a policy and training program on prevention of and response to Sexual Exploitation (SH) and Sexual Exploitation and Abuse (SEA)? 4. Does the organization have a policy on: a. anti-fraud and corruption; b. money laundering; c. terrorist financing; d. whistle-blowing; and e. conflict of interest?

B. 2) Proposed Project Methodology and Deliverables – Applicant capacity	
Strategic Relevance - Methodology (up to 600 words) *As per the criteria indicated, please provide details on the intended methodology or approach to be used in this project.*	1. Does the organisation have the mandate to cover the purpose of the proposed activities 2. Does the organisation have an environmental or sustainability policy reflecting UNEP values.

Programmatic Relevance - Project plan and activities (up to 500 words) *As per the criteria indicated, please provide the project plan which should include all activities, resources and skills utilized in a schedule to achieve the project objectives.*	
Programmatic Relevance - Project deliverables and milestones with detailed timeline (up to 500 words) *The project deliverables are the major steps or activities that align with the project plan and that can be used to monitor successful project implementation. Responses here can be provided in text, tables or figures.*	
Cost-effective and financial relevance - Project estimated budget (please attach a budget to this application form and respond to criteria related to cost-effective and financial relevance as indicated) *The project budget should include an estimate of all costs related to delivering the project.*	
C. Additional support	

Additional support, sponsorship or in-kind contribution from other organisations (not mandatory, up to 200 words) *Please describe the extent and nature of any additional external support*	

D. List of Documents

Applications must include:

1. Completed Application Template
2. Certificate of Incorporation
3. Partner governing bylaws or constitution
4. Annual reports, list of previous relevant projects and publications, reports and evaluations from past projects etc.
5. Most recent audited financial statements
6. Procurement policies and procedures
7. Human Resources Manual
8. Policy and training program on prevention of and SH and SEA
9. Code of Conduct
10. Accounting/Finance Manual
11. Budget
12. Environmental or Sustainability Policy
13. Policy on:
    a. anti-fraud and corruption;
    b. money laundering;
    c. terrorist financing;
    d. whistle-blowing; and
    e. conflict of interest
14. Additional relevant policies/procedure/manuals/codes which respond to criteria in sections above
15. UNEP Supplementary Partner Declaration
16. Entity's overall organigramme
17. CVs of project team members
18. M&E Manual
19. Past audits and evidence of addressing recommendations
20. Refences from UN/Past donors

Partner Declaration

[*Full name of the organisation*], a [*insert legal status of the organisation – i.e. not-for-profit*] organization ("the Organization") represented by its [*insert title of authorised signatory*], a duly authorised representative of the Organisation, having its office at [*insert full address*] represents and declares the following:

		Yes	No
1.	The Organization, or its management[2] are not included on the Consolidated United Nations Security Council Sanctions List, and the Organization and its Management have not supported and do not support, directly or indirectly, individuals and entities sanctioned by the Security Council or otherwise engaged in activities prohibited by a Security Council resolution adopted under Chapter VII of the Charter of the United Nations.	☐	☐
2.	The Organization and its Management have not been charged with, been complicit in, or found guilty pursuant to a judgment or an administrative decision related to fraud, financial and non-financial corrupt activities, including money laundering, terrorist financing and crimes against humanity and war crimes, conduct related to a criminal organization, terrorist offences or offences linked to terrorist activities, child labour or other offences concerning trafficking in human beings and are not involved, nor have been involved in the past, with such activities that are incompatible with the UN mandate and values and that would render the Organization unsuitable for dealing with UN agencies.	☐	☐
3.	The Organization and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	☐	☐
4.	The Organization, or persons having powers of representation, decision-making or control over the Organization or a member of its administrative, management or supervisory body have not been the subject of a final judgment or of a final administrative decision for breach of obligations relating to payment of taxes or social security contributions.	☐	☐
5.	The information provided in the Partner Declaration above is accurate to the best of the Organization's knowledge, and any misrepresentations, falsifications, or material omissions in the Partner Declaration, whenever discovered, may result in disqualification or termination of partnership with UNEP. At any point, if the Organization becomes aware of any situation which may alter its responses to the	☐	☐

[2] "Representative" means any person having powers of representation, decision-making or control over the Entity or any member of its administrative, management or supervisory body.

	Partner Declaration above, as pertains to itself or its Management, it shall immediately inform UNEP.		

In case of any past activity or advocacy which meets any of the criteria set out above, [*insert full name of organisation*] declares the following:

[*organisation to outline any past activity or advocacy which meets any of the criteria]*

For: [*insert full legal name of organisation*]

Name:_____
Title: _____

Date:_____