

## **Terms of Reference to International Project**

### **“Assistance on capacity development of the Designated National Authority (DNA) and other concerned organizations for promoting Clean Development Mechanism (CDM) in Angola”**

#### **1. Background**

The Republic of Angola (hereinafter referred to as “Angola”) ratified the Kyoto Protocol (hereinafter referred to as “KP”) under the United Nations Framework Convention on Climate Change (hereinafter referred to as “UNFCCC”) in May 2007 and entered into force the KP in August 2007. However, as the necessary system for promoting CDM activities has not been established domestically, there is no progress in CDM projects. In 2009, Angola established a domestic institution, the Designated National Authority (DNA)\* (hereinafter referred to as “DNA”), which is necessary to implement CDM, however, they have no experience to domestically approve CDM activities according to their CDM approval procedure. Therefore, Angola requested assistance on capacity development of DNA to ensure appropriate CDM activities approval process.

\*Designated National Authority (DNA):

DNA is a national authority obliged to establish as a window, when the parties of KP implement CDM projects. They need to formally confirm that CDM projects can contribute to sustainable development of Host country (Angola) through Project Design Document (hereinafter referred to as “PDD”) that CDM developers submit and issue approval letter for CDM developers.

#### **2. Objective**

Through the triangle cooperation with Brazil, which also uses the Portuguese as the official language and has plenty of experiences of developing CDM projects, JICA will dispatch a team of CDM experts, consisting of a Japanese CDM expert and minimum of two Brazilian CDM consultants and one Brazilian coordinator, hereinafter referred to as “Team”) to conduct the capacity development of DNA in Angola.

#### **3. Scope of the project**

The Team implements the project, in cooperation with Angolan counterparts, as follows:

1) Strengthen DNA's capacity development for evaluating CDM projects

Review the actual situation of CDM approval process in Angola, to support the development and implementation of CDM approval procedures, and to develop an

operation guidance/manual in both Portuguese and English

2) Awareness Raising

Hold workshops related to capacity development of Project Idea Note (hereinafter referred to as "PIN") and Model PDD based on potential and concrete projects of government-affiliated organizations and private sectors in Angola

The Japanese CDM expert manages the whole operation of the project as the leader in cooperation with the other members. The team implements preliminary works in Japan and Brazil separately while sharing the information each other through e-mails etc.. Based on the preliminary works, the Team implements field work cooperatively during the same term.

**3. Team Member**

- (1) Japanese CDM consultant (Leader) (Capacity Development Planning)
- (2) Brazilian CDM consultant (Approval Procedure, Interim and Final Report)
- (3) Brazilian CDM consultant (PIN/PDD Development, Awareness Raising)
- (4) Brazilian coordinator (Climate Change in general, Coordination, Interpretation/ Translation, logistics arrangement)

**4. Concrete Activities**

**5.-1 The Brazilian CDM consultants of this project implement as follows:**

**(1) Preparation work (from beginning of August 2010)**

1. Collect basic information related to CDM approval procedure and operation (including concerned guidance/manual in Portuguese and English) in Brazil and review consideration that is necessary to establish reliable operation system related to CDM approval procedure
2. Collect information related to promotion measures of CDM projects in priority sectors of Brazil and consider the applicability to potential CDM projects in Angola
3. Survey/Analyze the background and factor which CDM projects have been proceeded, and study the applicability to potential CDM projects in Angola
4. Share the survey outcome during preparation term with JICA (HQ and Brazil) and a Japanese consultant by submission of an Inception Report

**(2) Field work (From middle of August to September 2010)**

Implement the work described below under the guidance of the leader, in cooperation with Angolan counterparts.

1. Review the current operation of approval procedure and promotion measures of CDM projects

- Comprehend the level of knowledge and information related to CDM in DNA, government-affiliated organizations, and candidate(s) of CDM developers in Angola
  - Review necessary procedure for approval of CDM projects and Extract issues for operation in Angola  
After that, study solutions and propose them for DNA and government-affiliated organizations in Angola
  - Study several kinds of promotion measures of CDM projects in priority sectors of Angola and propose them for DNA and government-affiliated organizations in Angola
2. Support a guidance/manual related to CDM approval procedure
- Develop an outline of an operation guidance/manual of CDM approval procedure and “Sustainable Development Criteria”  
Based on the outline, develop an operation guidance/manual (tentative) in cooperation with DNA
  - Operate the guidance/manual (tentative) as a trial in using actual examples of CDM projects in Brazil and other CDM host countries in order to secure establishment of operational institution of CDM approval procedure and reliable operation
  - DNA and other concerned ministries in Angola operate the guidance/manual (tentative) of CDM approval procedure as a trial in using examples of PIN/PDD provided by CDM developers in the below workshop.  
Consultants revise the operation guidance/manual (tentative), based on the trial and discussion and comments of workshops
3. Prepare for holding workshops
- Confirm the content of workshops for government-affiliated organizations and potential CDM developers in cooperation with DNA and government-affiliated organizations, in order to become an effective activity in formulation and implementation of CDM projects and reliable operation of CDM approval procedure
4. Hold three types of workshops
- (a) One-day workshop for government-affiliated organizations
- Support the DNA to organize one-day workshop for government-affiliated organizations to raise awareness and deepen understanding of CDM and related issues. The workshop will be held twice during the field work period.
- Tentative agenda items are as below:
- ✧ Overview of CDM including approval process in CDM host countries

- ✧ Introduce an operation guidance/manual for CDM approval procedures and “Sustainable Development Criteria”
- ✧ Exercise on CDM approval by using an operation guidance/manual

(b) One-day workshop for CDM activities stakeholders

Support the DNA to organize one-day workshop for broad stakeholders to raise awareness and deepen understanding of CDM and also promote the development and implementation of CDM activities. The workshop will be held twice during the field work period.

Tentative agenda items are as below:

- ✧ Introduce PIN/PDD and concrete CDM activities in Angola
- ✧ Support a scheme for promoting CDM activities
- ✧ Introduce and discuss an operation guidance/manual for CDM approval procedures and “Sustainable Development Criteria”
- ✧ Build the network for promoting CDM activities in Angola

(c) Hold capacity development workshop (5 days/ 1 time) for developing PIN/PDD

Support the DNA to organize the 5 day workshop.

Tentative agenda items are as below:

- ✧ Develop PIN/PDD, based on the concrete information of potential CDM projects, which CDM activities stakeholders in Angola try to develop  
If they bring PIN/PDD drafts, consultants give advice for them and support the development of PIN/PDD, based on an operation guidance/ manual (idea) of CDM approval procedure and “Sustainable Development Criteria” in Angola
- ✧ Build the network of CDM activities stakeholders in aiming for promotion of CDM projects in Angola

**(3) Wrap-up (from September to October 2010)**

1. Develop final report which includes the result of activities in field work in English and Portuguese and submit the report to the Project Leader and JICA (HQ and Brazil).

**5.-2 The Brazilian coordinator of this project implement as follows:**

**(1) Field work (From August to September 2010)**

Implement the coordination work as well as the necessary logistics including setting up, interpretation and translation between Portuguese and English under the guidance of the leader, in cooperation with Angolan counterparts during the whole above-mentioned field work.

## **(2) Wrap-up (from September to October 2010)**

1. Support to translate the report before the submission, if necessary.

## **5. Outputs**

- (1) Inception Report in English
- (2) Inception Report in Portuguese
- (3) Final Report in English
- (4) Final Report in Portuguese

## **6. Necessary input**

- (1) one Japanese CDM expert (who has rich experience and competence of CDM capacity development -> will be employed in Japan)
- (2) two Brazilian CDM consultants (who have enough experience and competence of CDM capacity development) -> will be employed in Brazil
- (3) one Brazilian coordinator (who have enough experience and competence of coordinating capacity development programme) -> will be employed in Brazil
- (4) Other costs
  - Traveling fee for field work in Angola
  - Cost of 3 workshops which will be held in Angola
  - Cost of training course in Brazil including trainee's travel fee

## **7. Proposed schedule**

From beginning of August 2010: Domestic work in Brazil

August to September: Field work in Angola

September to October: Complete final report in English and Portuguese

(End of document)