INITIATIVE FOR
Climate Action Transparency

Call for Expressions of Interest in Piloting

ICAT Guidance

Terms of Reference

September 2018

The Initiative for Climate Action Transparency (ICAT) provides guidance and capacity building to help countries assess the impacts of their climate actions and track progress of NDC implementation. It is a multi-donor initiative implemented by UNEP DTU Partnership, Verra and World Resources Institute.

The ICAT guidance was developed through a broad and participatory process. We are now inviting organisations to apply the guidance to their policies and actions, and to help shape the final versions of guidance for release in 2019. This document provides an overview of the ICAT series of guidance and explains the process for piloting the guidance.

1. OVERVIEW OF ICAT SERIES OF GUIDANCE

The ICAT series of guidance provides a stepwise and integrated approach for estimating the greenhouse gas, sustainable development and transformational impacts of policies and actions. Process guidance is also provided for stakeholder participation and technical review. The guidance components are designed to be used individually or together with existing guidance. The complementary guidance documents include:

- **GHG Guidance** - sector-level guidance for assessing the greenhouse gas impacts of policies and actions, focusing on the following:

    - **Renewable energy** - guidance for feed-in tariff, auction and tax incentive policies;

    - **Buildings efficiency** - guidance for regulatory and financial support policies;

    - **Transport pricing -** guidance for fuel subsidy removal, increased fuel tax/levy, road pricing policies, and vehicle purchase incentives for more efficient vehicles;

    - **Agriculture -** guidance for agricultural policies that mitigate GHG emissions from enteric fermentation and soil carbon pools;

    - **Forestry -** guidance for forest policies that increase carbon sequestration and/or reduce GHG emissions from afforestation and/or reforestation, sustainable forest management and reduced deforestation and/or degradation.

- **Sustainable Development** - guidance for assessing the sustainable development impacts of policies and actions, including various social, environmental and economic impacts;

- **Transformational Change** - guidance for assessing the extent to which policies and actions bring about transformation to low-carbon and sustainable pathways and disrupt business-as-usual high-carbon development;

- **Stakeholder Participation** - guidance on involving stakeholders in the design of policies and actions, and in the assessment of their impacts;

- **Technical Review** - guidance for conducting technical review of impact assessment reports;

- **Non-State and Subnational Action** - guidance on integrating the impacts of states and regions, cities, businesses, and sectors into national mitigation assessments.

The first versions of each guidance document, released in July 2017, were developed in collaboration with Technical Working Groups specific to each document consisting of around 20 members from a diversity of organisations, collectively from more than 41 countries.

The current versions of the guidance were released in May 2018 and were revised based on feedback received from the ICAT Advisory Committee and the public consultation period. The final versions of the guidance will be published in 2019 following feedback from application of the guidance and additional public consultation opportunities.

Organisations piloting the guidance should use the May 2018 versions of the guidance.

2.   OBJECTIVES OF THE PILOTING PROCESS

ICAT is seeking organisations in a variety of countries to pilot one or more of the above guidance documents to:

- Undertake an assessment using a given guidance document. This may include assessing the expected and/or achieved change in greenhouse gas emissions, sustainable development impacts, and/or extent of transformational change resulting from a policy or action. It may also include engaging stakeholders in the assessment process, having a technical review done on the assessment results, and/or integrating the impacts of non-state and subnational actions.

- Provide feedback on the usability and practicality of the guidance(s) based on the assessment.

The piloting process is expected to deliver multiple benefits to pilot organisations by allowing them to:

- Better understand the impacts of policies and actions (for example, on greenhouse gas emissions and a range of sustainable development impacts) to inform decision making, support reporting on policy impacts (for example, in national reports or BURs), or meet other objectives;

- Build capacity on policy assessment methods and processes;

- Through feedback given during the process, shape the final versions of the guidance.

ICAT's objectives are to revise and improve the guidance based on practical experience gained during the piloting phase and develop case studies to include in the final publications and on the ICAT website.

3. WHO CAN PILOT THE GUIDANCE

Piloting can be undertaken by a range of organisations to evaluate the impact of a policy or action, including:

- Government agencies implementing a policy or action;

- Consultants or technical experts;

- University or research organisations;

- Civil society organisations.

4. EXPRESSIONS OF INTEREST

We are now inviting organisations to pilot the ICAT guidance. If you are interested in applying ICAT guidance to an applicable policy or action, please provide the following information to svincent@verra.org by close of business 21 September 2018:

- Organisation and contact information;

- Why you are interested in applying the guidance (a maximum of one paragraph);

- The policy or action you are interested in assessing, scope of application (local, subnational, or national level) and a link to the description of the policy;

- Which ICAT guidance you are interested in piloting;

- Country in which the policy or action is being implemented;

- The implementation status of the policy or action;

- Confirmation that you are able to complete the assessment and provide feedback to ICAT by January 2019.

We will assess the suitability of candidates and will be in touch by the end of September – early October 2018.

5. CRITERIA FOR SELECTION OF PILOTS

We will select candidates based on the following criteria:

- ICAT aims to have each guidance document piloted a sufficient number of times;

- Geographical balance;

- Capacity to conduct the pilot assessment;

- Opportunity to develop case studies to be included in the final versions of guidance;

- Ability to conduct the assessment and provide feedback by January 2019.

6. SELECTION OF A POLICY OR ACTION TO PILOT

We are seeking pilots for a variety of types of policies and actions in a diversity of countries. In particular:

- Organisations can pilot a policy/action at either the local, subnational, or national level.

- Policies and actions can be in any sector (e.g., in the transportation, energy supply, buildings, waste, AFOLU, industry sectors) or cross-sectoral.

- Policies and actions can be piloted either before implementation (where the guidance would be used to estimate ex-ante impacts) or during implementation (where the guidance would be used to quantify ex-ante or ex-post impacts delivered to date).

Due to the limited timeline of the piloting process, organisations should select a policy/action for which relevant data already exists or can be readily obtained in order to develop an assessment based on the guidance by January 2019.

7. PILOT ACTIVITIES

Pilot organisations are expected to make a good faith effort in the following areas:

Plan the assessment process

- Select a policy or action (or package of related policies and actions) to pilot;

- Select one or more guidance documents to pilot;

- Review the guidance document to plan the assessment;

- Identify stakeholders to consult with and partner with relevant organisations/agencies within the country or jurisdiction (e.g., such as government ministries, private sector organisations, technical experts/consultants, civil society organisations) as appropriate;

- Secure government approval, if needed to carry out the piloting;

- Identify data needs, which are expected to vary by type of policy or action, sector, guidance document to be used, whether similar analysis and data collection has been done, and the level of rigor of the assessment (e.g., using more simplified or advanced approaches);

- Secure sufficient resources to carry out piloting (e.g., secure staff time and data availability, leveraging related processes or initiatives).

Carry out the pilot

- Collect the necessary data (e.g., from national statistics, government agencies, companies, international sources, etc.);

- Implement the relevant methodological steps outlined in the guidance document being used (outlined in the "Overview of steps" section of each document);

- Develop an assessment report that describes the results and methodologies used.

Participate in progress calls, as needed

- As needed, participate in calls (e.g., monthly) between October 2018 and January 2019 to share experiences and seek technical support (if needed) from ICAT partner organisations.

Submit policy assessment report

- Complete a policy assessment report and a presentation/slide deck, describing the results and methodology used, in line with the respective guidance document. Refer to the relevant guidance for recommended reporting information (in the "Reporting" chapter). Assessment reports can be kept confidential if so desired.

Submit feedback report

- Feedback will be gathered throughout the process of applying guidance. As part of the reporting step we ask for any additional feedback on the process, including suggestions for improving the guidance based on the experience, to be provided to ICAT.

Case study

- Develop a case study highlighting key lessons learned in the assessment process. Some case studies will be included in the final guidance; others may be made available on the ICAT website and communication materials. Piloting experience may also be built into the guidance documents as examples. ICAT partner organisations are available to assist in the development of the case study.

8. ROLE OF ICAT PARTNER ORGANISATIONS DURING THE PILOTING PROCESS

A designated ICAT partner organisation such as UNEP DTU Partnership, Verra and WRI will be the main contacts for pilot organisations. The lead partner organisation will:

- Provide technical support to participants, such as answering questions or further elaborating on the guidance document being used;[1]
- Connect pilot organisations with other experts as needed to answer more specific questions;
- Provide a template for the assessment report(s) to be filled out by pilot organisations;
- Provide a feedback form to be filled out by pilot organisations, as necessary;
- Synthesise and incorporate feedback into the revised versions of the guidance.

9. ACKNOWLEDGEMENT

Pilot organisations that submit a completed assessment report and feedback report will be acknowledged as a Pilot Organisation in the final version of the respective guidance document(s), unless requested not to be acknowledged publicly.

ICAT would like to recognise pilot organisations on the ICAT website and in press releases and marketing materials. If a participating organisation prefers to remain anonymous, this will be respected.

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[1] Note that limited resources are available for technical support. Prioritisation may be necessary to work within the available budget.

10. TIMELINE (SUBJECT TO CHANGE)

Month	Activity
September – October 2018	• Sign agreement to confirm participation and scope of each assessment (e.g., policy or action to assess, which guidance document(s) to pilot)
September – October 2018	• Kick-off calls with participating organisations • Piloting begins (e.g., data collection and implementation of the various methodological steps included in the guidance)
October 2018 – January 2019	• Progress calls with lead ICAT partner organisation monthly or as needed
January 2019	• Completion of piloting • Organisations submit assessment reports and feedback reports
March 2019	• Completion of case studies

11. CONTACT INFORMATION

For any questions related to the piloting process, contact Sinclair Vincent at svincent@verra.org.