

Appendix 1- Terms of reference

1 .Background:

UNEP DTU Partnership is providing support to the Government of Paraguay to develop the CEO Endorsement Document to access the Capacity Building Initiative for Transparency (CBIT) funds under the Global Environment Facility (GEF) for enhanced transparency activities. GEF-CBIT will support Paraguay to build transparency systems both through using existing mandates and institutions, and by the creation of new ones, by supporting the “Establish an integral MRV/M&E system to enhance climate transparency in Paraguay”. In particular through the preparation of the PIF project of the CBIT, some elements where found where Paraguay's transparency can be enhanced by working on the following elements:

- Institutional arrangements established and strengthened to coordinate and manage transparency activities
- Technical support, training and tools provided to Paraguay to submit transparent, consistent, comparable, complete and accurate GHG inventories.
- Technical support, training and tools developed and provided to Paraguay to track its NDC and support received.

A local consultant will contribute to support this process, as stated in points 2, 3 and 4 of these ToR.

2. Objective:

The objective of the consultant is to provide support to the development of the CEO Endorsement Document for the “Establish an integral MRV/M&E system to enhance climate transparency in Paraguay” CBIT proposal of Paraguay.

3. Scope of work:

The local consultant is expected to coordinate and develop the elaboration of Paraguay's CEO Endorsement document, working closely with UNEP DTU and the Ministry of Environment of Paraguay.

Activities of consultant include to: Compile data for the different components of the project; draft, review and complete the Global Environment Facility (GEF) full project proposal, including the GEF CEO Endorsement request document as well as all UN Environment annexes and appendices for the Capacity Building Initiative for Transparency (CBIT) project in Paraguay. Specifically:

- Prepare a draft of the full GEF proposal and annexes in consultation with UNEP DTU Partnership (UDP);
- Manage the review of the draft proposal with project leads and substantive teams as well as the GEF coordinators inside UN Environment;
- Review on a timely basis, all assigned projects documents for submission to internal UN Environment review processes (including the Peer Review Committee – PRC) and to the GEF Secretariat;

Review and address all comments on project documents, proposed responses and ensure review sheets are developed timely and with high quality.

Ensure that all activities are aligned with national priorities and coordinated with on-going projects in the country. The consultant will conduct initial consultations with stakeholders in the concerned ministries, government departments, private sector and other relevant organizations to collect data and information

available before delivering the first draft of CEO Endorsement letter and continue holding these consultations throughout the process up until finalization of deliverables. Also among its responsibilities will be included the organization of a dissemination workshop); as well as managing and processing any possible feedback from UNEP and/or the GEF.

4. Deliverables:

CEO Endorsement Document submitted to CBIT-GEF for the project "Establish an integral MRV/M&E system to enhance climate transparency in Paraguay

Specifically:

- Summary of views of the relevant stakeholders in a list jointly defined by the Ministry of Environment, as Focal point and UNEP DTU
- Translate PIF document into Spanish by January 31st 2020.
- Organization and identification of main conclusions of a Dissemination workshop to be held in February 2020.
- First draft CEO- Endorsement document (including stakeholder's inputs for the different sections of the CEO Endorsement document) in English on 28th February 2020
- Submission of the second draft to UNEP DTU (including addressing UDPs feedback to improve the second draft: 23rd March 2020
- Submission of 1 (one) final CEO- Endorsement document to be submitted to PRC and GEF (after addressing the UN Environment' reviewing committee's feedback): 23rd April 2020.

UNEP DTU Partnership (UDP) will review all written deliverables before being finalized. This includes: i) all reports to be drafted; ii) UDP reserves sufficient time to review in detail and provide feedback; and iii) UDP will sign-off on final version. UDP 's role will be to review final outputs, offer feedback, and ensure coherence with CBIT guidelines and best practices.

5. Qualifications and skills:

The appointed consultant should be in possession of:

- At least a postgraduate degree (20%)
- Knowledge about climate transparency, Paris Agreement, and Paraguay's NDC (30%)
- Experience in project formulation, desirable in climate change and GEF project formulation (30%)
- Proficient analytical and writing skills and excellent English communication skills (20%)

Candidates with experience in the country in climate change mitigation and/or adaptation projects will be given preference. Additional knowledge about the local structure of government, experience in project management and climate change finance related issues is an asset.

6. Working arrangements:

The consultant will be working from home but should preferably be based in Paraguay. One in-country mission (and including as one of the activities the dissemination workshop) is required to be organized by the consultant.

Advanced payment will be issued for renting conference facilities and conference related tasks for the local workshop.

7. Payment:

The consultancy fee is 18,000 USD to be paid in four instalments and subject to satisfactory deliverables. The first installment (20%) will be paid after the document is translated into Spanish. The second installment (25%) will be paid after approval of the First draft CEO-Endorsement document. The third installment (25%) will be paid after the second draft is approved by UDP. The remaining amount will be paid once all the deliverables have been presented by the consultant and approved by UDP.

8. Duration: The contract period is expected to last 6 months from the day the contract is signed (with a partial dedication).

9. Languages: Fluency in written and oral English and Spanish is required to prepare satisfactorily the

documents and organize the activities.

10. Application deadline

21th January 2020

11. Requirements (in Spanish or English)

- CV
- A description (1 to 2 pages) of:
 - a) the approach that the consultant would take to cover the tasks mentioned above and
 - b) the way the consultant would engage with the national counterparts.

To apply for this position, please email Per Wretlind (perwre@dtu.dk) and Fernando Farias (ffar@dtu.dk).