

# **Terms of Reference for activity national consultant: Analysis of and recommendations for more robust national institutional arrangements for Grenada**

**Position:** National consultant

**Project Title:** Global Support Programme (GSP)

**Duration:** Part time until May 2021

**Application deadline:** 11 January 2021

## **1. Background**

The Global Support Programme is a UNEP and UNDP implemented programme that provides support to non-Annex I Parties in order to prepare quality National Communications (NCs) and Biennial Update Reports (BURs) that are submitted to the UNFCCC in a timely manner. Technical support is being provided on-line, off-line and on-site to all countries that approach the GSP team, and complements the work of other supporting bodies such as the Consultative Group of Experts.

The project has three components: i) broaden and make more robust and operational institutional arrangements for the preparation of NCs and BURs, ii) provide technical backstopping to national teams for the preparation of NCs and BURs, including the preparation and dissemination of technical and policy-relevant guidance materials, methodologies and tools, and iii) enhance knowledge management, best practice, communication and outreach.

## **2. Objective**

The goal of this initiative will be to enhance the capacity of a number of countries to establish robust, sustainable and functional institutional arrangements as a foundation to enable full participation in the climate transparency arrangements under the Convention and the Enhanced Transparency Framework under the Paris Agreement and to inform policymakers and decision-makers at various levels about national, regional and international climate change processes. The intention is to address the importance of robust institutional arrangements for climate change reporting, while providing insights into the how and what, including stakeholder analysis, definition of roles of institutions, development of policy frameworks for managing institutional cooperation, among others. Examples of durable and robust institutional arrangements exist in a number of countries (e.g. inter-ministerial climate change cell, climate change committees), and lessons can be learnt from these existing examples. Countries will also be assisted in stakeholder analyses and in the design, enhancement or consolidation of institutional mechanisms to support the preparation of NCs and BURs and implementation of the Modalities, Procedures and Guidelines for the transparency framework for action and support referred to in Article 13 of the Paris Agreement as contained in the annex to decision 18/CMA.1..

## **3. Scope of the work**

Robust, sustainable and functional institutional arrangements is the backbone of an effective and efficient climate transparency system. It requires cooperation among relevant line ministries; national institutions and stakeholder organizations with each of them having the necessary human resources, capacity, systems, rights and responsibilities, and processes to function as an integrated whole.

Recognizing that the requirements presented to countries in the Enhanced Transparency Framework of the Paris Agreement are comprehensive and detailed, presents particularly a need for structured data generation and management. Countries are expected to report on climate action, access funding to implement Nationally Determined Contribution (NDC) commitments and develop informed and data based climate policies and regulations in the best possible manner. To this end solid institutional arrangements can help countries move away from the shortsighted practice where consultants are engaged to support countries.

The current landscape of guidelines and publications does not include a one-size fits all blueprint for developing institutional arrangements for climate transparency since national circumstances are different. This initiative therefore seeks to address the challenge of taking into account national circumstances, and building long-term institutional capacity, systems, procedures and processes required for an effective climate change reporting system enabling full participation in the Convention and the Enhanced Transparency Framework under the Paris Agreement.

The key components of this initiative are:

1. Assessment of the existing institutional arrangements relevant for climate transparency in the country. This (in addition to the BUR and NCs) should include arrangements for the tracking of progress and achievement of the NDC, and the adaptation component included in Grenada's NAP.
2. Development of an overview of current institutional arrangements for relevant data collection, sharing and management for all aspects relevant under the Enhanced Transparency Framework. This overview shall also include an assessment of existing capacities in the relevant institutions.
3. Articulate a matrix of difficulties, challenges, problems, hindrances or other impediments relative to the status quo, including capacity and technology constraints.
4. Based on the assessment of the existing institutional arrangements, stakeholder consultations will be done to further understand the gaps and needs of the existing institutional arrangements.
5. Suggest methods to enhance the existing institutional arrangements. Proposal shall include at least two feasible options for consultation with stakeholders.
6. Design a blueprint of enhanced institutional arrangements that can support the implementation of the transparency framework in a sustainable manner
7. Develop an action plan to implement the blueprint with emphasis on the basic essential elements at the beginning and gradually moving towards elements that are of secondary nature.
8. Articulate costs (personnel, hard and soft ware) inclusive of mechanism(s) for maintenance and sustainability

**Deliverables:**

- Deliverable 1: Report assessing the existing institutional arrangements relevant to climate transparency in the country as well as data collection and management; as well as identifying gaps and needs of the existing institutional arrangements also in terms of capacity.
- Deliverable 2: Report suggesting recommendations for enhanced institutional arrangements for the implementation of the ETF and design of a blue print based on stakeholders consultations.

- Deliverable 3: An Action plan to implement the blue print including potential sources for provision of support.

#### **Organisational Setting and Reporting:**

- The Consultant will report to, and be directly supervised by the GSP global team and the Grenadian Ministry with responsibility for the Environment;
- The consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The consultant will be responsible for providing her/his own work station (i.e. Laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection;
- The consultant will be retained on a contract with the UNEP DTU Partnership and payments based on satisfactory delivery of expected outputs
- The position is home-based and part time

#### **Qualifications required:**

##### Academic Qualifications/Education:

- Master degree or equivalent in Environmental sciences or related field from an accredited academic institution

##### Experience:

- At least 3 years' experience, preferably at national level, in enhancing transparency via Measurement, Reporting and Verification of tracking of national GHG emission levels, the tracking of climate finance flows received or the impact of mitigation actions; and vulnerability and adaptation (V&A) assessment.
- Experience in preparation of NDCs is considered an asset.
- Experience working in the public sector and excellent understanding of public institutional arrangements

##### Language skills:

- Fluency in English

#### **Application procedure:**

The application should contain:

- CV and cover letter
- Methodology on how the consultant expects to implement the activities.
- Financial offer

To apply for this position, please email Per Harry Wretlind at [perwre@dtu.dk](mailto:perwre@dtu.dk) , Julie Fogt Rasmussen at [jfora@dtu.dk](mailto:jfora@dtu.dk) and Christopher Joseph at [krispjj@gmail.com](mailto:krispjj@gmail.com) .