# Initiative for Climate Action Transparency Mexico

## **Terms of Reference for short-term consultancy. Analyst (junior expert): Local Consultant #4**

## UNEP DTU Partnership is seeking to hire a short-term national technical Consultant to support the Climate Change Policy Directorate from the Ministry of Environment and Natural Resources of Mexico in supporting the development of the Outcome 1: Support in the conformation of a Critical pathway for compliance of the mitigation commitments under the Paris Agreement, notably in outlining a set of mitigation measures for each of the 8 sectors established at the General Law of Climate Change (Second Transitory Article)LGCC and defining accompanying MRV frameworks for an adequate tracking of these measures.

Important Note: The recruitment of the national consultants for the ICAT project in Mexico is conditional to the prior signature of the contract between the Government of Mexico and UNEP DTU Partnership.

1. **Background**

Despite the legal framework of transparency in place, Mexico lacks an over-all system to compile information related to climate action, in a unified and standardized way across government levels ministries and initiatives. In effect, despite counting with some system like the SIAT-PECC (Sistema de Información de la Agenda de Transparencia del Cambio Climático, del Programa Especial de Cambio Climático), there is a lack of uniform criteria and methodologies to collect data makes it difficult to generate and provide updated and reliable data for different actors at the national and subnational levels. National government may be unaware of the various mitigation actions undertaken by companies, investors, cities, states and regions; unsure about to which extent those actions help achieve national targets or go beyond them; or unable to reflect the impact of those actions in national GHG.

To this end, the systematization of information on climate action across Governments levels and sectors is essential for the implementation of the Paris Agreement; for informing future global stock takes ; and for raising ambition of the mitigation commitments to lead the way towards a low carbon development. Having a national transparency framework will allow Mexico to acknowledge and have a clear understanding of its own efforts for climate change action, good practices, priorities, needs and gaps. It will also improve its MRV and M&E system by strengthening clarity and tracking of progress on mitigation and adaptation actions. In addition, it will also integrate sub-national and federal climate action which can lead to better understanding climate challenges, improving knowledge, reporting capacities and decision making, based on sufficient, consistent, updated and reliable information.

In order to fulfill the mandate to increase the population’s engagement in the construction of the Critical pathway for compliance of the mitigation commitments under the Paris Agreement, during 2020, a participatory process was conducted nationwide. This process included Ministries of State, through the Inter-secretarial Commission on Climate Change, as well as state governments, scholars, social organizations, the private sector and the public in general. Also, some progress has been reached with federal and subnational authorities in enhancing their understanding on the content and targets of the commitments under the Paris agreement and on the potential role they may have on achieving the targets. There is also progress on setting up the regulatory and institutional frameworks at subnational level for climate change policy to be developed and implemented consistently in relation to the provisions of the LGCC. In addition, many subnational authorities have launched Climate Change Action Plans, which incorporate mitigation or adaptation targets and some include MRV and M&E components for tracking progress. These efforts from the subnational level must be supported by providing them and the national (SEMARNAT) level with adequate tools that on one hand allow for a proper identification of needs and gaps, and on the other hand, strengthen the establishment of an adequate climate reporting foundation. Both aspects are very important for overcoming these gaps and support effective implementation of the following steps.

On this background, the Initiative for Climate Action Transparency (ICAT) seeks to support Mexico’s efforts to establish a solid national and subnational transparency system, with a focus on supporting the existing tools developed by SEMARNAT for tracking progress of the Critical pathway for compliance of the mitigation commitments under the Paris Agreement. ICAT in Mexico will aim to assess the existing alignment of national and subnational climate change initiatives and to apply clear assessment methodologies and indicators of the impact at national level of subnational actions, private sector, academia, and NGOs. The diagnosis of existing climate actions and the application of guidance and methodologies to integrate states and regions into the national transparency system will be accompanied by capacity building and stakeholder engagement activities.

1. **Objective**

Analyst will support the ICATs Consultants as well as the Semarnat team to formulate hypotheses about interventions to accelerate the development and presentation of the Mexico’s Critical pathway for compliance of the mitigation commitments under the Paris Agreement. He/She shall work under the direct supervision of the Climate policy expert, the Mitigation and synergies expert and the Data managements and compilation support.

 Provide support to SEMARNAT and senior experts of ICAT team in the conformation of a Critical pathway for compliance of the mitigation commitments under the Paris Agreement, as a junior analyst including collecting and analyzing data and later reporting on the findings revealed by such data, for each of the 8 sectors established at the LGCC to develop and present its best roadmap of implementation.

1. **Main activities and responsibilities**

The local consultant is expected to collaborate by supporting the development of the activities and products related to the Outcome No.1 from ICAT Mexico Project, as indicated below including the compilation, checking and revising of support documents and other inputs. In addition, the consultant will work as part of a four (4) local consultants’ team and will support activities to comply with other tasks as needed.

The Analyst consultant would be responsible for the following duties:

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| **Expected Outputs** | **Activities to lead** | **Role of Local Consultant #4** |
| **Output 1:** Support in the conformation of a Critical pathway for compliance of the mitigation commitments under the Paris Agreement, for mitigation, notably in outlining a set of mitigation measures for each of the 8 sectors established at the LGCCand defining accompanying MRV frameworks for an adequate tracking of these measures. | * 1. Preparation of a detailed work plan for the development of activities in accordance with the project's framework objective.
 | Supporting |
| * 1. Proposal for the socialization and integration of information on the road map with the academic, civil society and private sectors.
 | Suporting |
| * 1. Support the analysis and systematization of existing information on mitigation policies and measures from the public sector at the national, sub-national level and from other key stakeholders such as the private sector, NGOs and academia submitted to be part of the Critical pathway for compliance of the mitigation commitments under the Paris Agreement, including the definition and application of methodologies and tools for the systematization of such information.
 | Supporting |
| * 1. Preparation of ancillary graphic materials aimed at supporting the presentation of the Critical pathway for compliance of the mitigation commitments under the Paris Agreement, to different audiences during 2021 including graphs, maps, diagrams, presentations and conceptual charts to be used for dissemination purposes.
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| * 1. Compilation, systematization, review, and analysis of the information associated with the prioritized measures identified for every sector, using the existing information with the formats previously defined and approved by Semarnat, for every measure pre-filled or already validated, and including also the existing information resulting of the participation processes. This task includes the assessment of recommendations made on the roadmap process using the formats and templates prepared by the consultants. If it were deemed necessary, gaps of information associated to the prioritized measures should be filled by the consultants as a part of the project.
 | Supporting |
| * 1. Proposition of an MRV system and reporting tools for tracking the prioritized measures identified as a part of the Critical pathway for compliance of the mitigation commitments under the Paris Agreementconstruction process.
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| * 1. Technical and logistical support to the overall plan of implementation of the Critical pathway for compliance of the mitigation commitments under the Paris Agreement, devised by the DGPCC including: periodic support to the DGPCC to organize, participate and document meetings, with the key actors that participate in the process within the framework of the CICC and the National Climate Change System, with the aim of socializing the results and integrating the recommendations for the Critical pathway for compliance of the mitigation commitments under the Paris Agreement document; and support to the coordination processes between institutions and the socialization of the planning, design, and integration of the Critical pathway for compliance of the mitigation commitments under the Paris Agreementseeking to integrate and enhance the MRV process.
 | Supporting |
| * 1. Preparation of a set of training materials aimed at supporting federal and subnational government efforts to report and register new sub national actions to the mitigation commitments of Mexico in the areas of (in order of priority, depending on availability of resources of the project): Transport and mobility infrastructure, Energy (oil and gas and electricity, including residential and commercial uses), LULUCF (including synergies mitigation-adaptation), Agriculture and livestock management, Waste, and Industrial Processes.
 | Supporting |
| * 1. Preparation of Report “Synergies between adaptation and mitigation actions for the Mexican Climate Change commitments under the Paris agreement to 2030 ” to enhance its implementation. An enhanced Critical pathway for compliance of the mitigation commitments under the Paris Agreementwith the analyses of the benefits of implement synergies between adaptation and mitigation.
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| * 1. Preparation of a final report with the main results associated with the project and the process of integrating the Critical pathway for compliance of the mitigation commitments under the Paris Agreement.
 | Supporting |
|  | * 1. Participate in the operational activities of the \*DGPCC/SEMARNAT and all those that are required for the correct and timely implementation of mitigation measures.
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**\*DGPCC: General Direction for Climate Change Policies**

1. **Expected deliverables (support)**

**Deliverable #D1.1**: Detailed work plan for the development of activities in accordance with the project's framework objective (in a collaborative effort with Local Consultants #1, #2 and #3). (2 pages).

**Deliverable #D1.2:** Proposal for the socialization and integration of information on the road map with the academic, civil society and private sectors.

**Deliverable #D1.3:** An enhanced Critical pathway for compliance of the mitigation commitments under the Paris Agreement, including inputs from the analysis and systematization of information process looking at the enhancement of the MRV process.

**Deliverable #D1.5:** Document with the analysis and systematization of existing information on mitigation policies and measures from the public sector at the national, sub-national level and from other key stakeholders gathered as a part of the Critical pathway for compliance of the mitigation commitments under the Paris Agreementprocess, and the proposal of methodology and tools for systematization, comparing the process followed by Semarnat with the ICAT methodology.

**Deliverable #D1.7:** Report of the results of the compilation, systematization, review, and analysis of the information associated with the prioritized measures identified for every sector, including the integration of relevant or appropriate information such as recommendations and conclusions to the analysis that improves the results or discussions, provided by their own professional experience and using as framework international experiences or studios, such those from the UNFCCC.

**Deliverable #D1.8:** Set of training materials seeking to support federal and subnational governments **(#D1.8a Draft version and #D1.8b Final version)**.

**Deliverable #1.10:** Final report with summary of activities developed, the main results associated with the project and the process of integrating the Critical pathway for compliance of the mitigation commitments under the Paris Agreement. (in a collaborative effort with Local Consultants #1, #2 and #3).

1. **Contract terms**

For the implementation of the activities described in the scope of the assignment, the consultant shall provide a **full-time work** shift **for a period of 11 months**. Due to the COVID situation, the consultant work will be a home-office modality. Semarnat will provide a physical space in its facilities if sanitary conditions allow it.

The consultant is responsible for the equipment required to accomplish its duties.

For implementing the activities and deliverables specified in this ToR, the consultant will receive a **total amount of $13,200 USD**. This amount will be paid according to the delivery of deliverables, as previously described.

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| **Timeline** | **Related deliverable** | **Amount** | **Payment conditions** |
| January 2022 | D.1.1 | $ 1,320 USD | Every payment will be upon submission of signed invoice alongside with bi-monthly progress reports and corresponding deliverables approved by the national ICAT focal point. |
| February 2022 | D.1.2 | - |
| March 2022 | D.1.3  | - |
| May 2022 | D.1.5 | $ 5,280 USD |
| July 2022 | D1.7 | - |
| August 2022 | D1.8b |  |
| November 2022 | D1.10 | $ 6,600 USD |

1. **Qualification requirements**

**ACADEMIC:**

● Bachelor degree in statistics, sustainable development, environmental sciences, environmental engineering or other university degree relevant to environment, climate change, and national development. (required)

● Post-graduate degree in areas relevant to climate change, environment and national development (recommended).

**PROFESSIONAL:**

● A minimum of 3 year of professional experience in the areas of public policies, environment, sustainable development and/ or climate change with projects linked to public administration (required);

● Demonstrates understanding of Mexico’s national policy related to climate change. (required);

● Demonstrates knowledge of international climate change frameworks such as UNFCCC (desirable);

● Experience working with, and building partnerships with public and private sector (desirable).

● Experience writing reports and organizing events (required).

**LANGUAGE:**

* The candidate must be native in Spanish and have excellent writing, reading and editing skills in English. This is going to be evaluate during the interview.

**SPECIAL KNOWLEDGE AND SKILLS:**

**PROFESSIONALISM:**

* Excellent understanding of global and national climate change issues in particular related to transparency and MRV;
* Knowledge and understanding of theories, concepts and approaches relevant to climate change mitigation and adaptation planning;
* Relationship skills with public and private sector officials and with academia and NGOs.
* Ability to identify issues, analyze and participate in the resolution of issues/problems.
* Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements;
* Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns;
* Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations; Shows leadership capacities;
* Knowledge of IT tools such as Microsoft Office.

**TEAMWORK:**

* Experience in teamwork, with recognition in the field of their specialty to cooperate with consultants of other specialties;
* Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**PLANNING AND ORGANIZING:**

* Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**OTHERS:**

* Experts must be based preferably in Mexico City and have full time availability (required).
* Experts with Mexican nationality will have priority - parity of experience and knowledge
1. **Requirements**

- CV

- A description (1 to 2 pages) of how the consultant experience and skills will help with the assigned tasks mentioned above. This letter might be in Spanish.

- To apply for this position, please email Fernando Farias ffar@dtu.dk, Ana Salas consuelo.salas@semarnat.gob.mx , Eduardo García eduardo.garciad@semarnat.gob.mx; and Diana Guzmán diana.guzman@semarnat.gob.mx.