



United Nations Environment Program

**Terms of Reference (ToR)
Consultancy**

VACANCY ANNOUNCEMENT

(Issue date: 6 June 2014)

ORGANIZATION:	UNEP/DEWA/ROLAC
LOCATION:	Panama City, Panama
FUNCTIONAL TITLE:	Coordinator, Latin America and Caribbean Assessment of Short-Lived Climate Pollutants (SLCPs)
TYPE OF CONTRACT:	Consultancy Contract (SSA)
VACANCY No.:	ROLAC-2014-012
DURATION:	2 years full time
CLOSING DATE:	23 June 2014

Background:

Short-lived climate pollutants (SLCPs) are substances with a relatively short lifetime in the atmosphere – a few days to a couple of decades – and have a warming effect on the climate. The main SLCPs are black carbon, methane, tropospheric ozone, and many hydrofluorocarbons (HFCs). With the exception of HFCs, SLCPs are also air pollutants, with various detrimental impacts on human health, agriculture and ecosystems. SLCPs are responsible for a substantial fraction of the climate forcing experienced to date and have a significant control over the rate or warming in the near term (next few decades).

Compelling scientific evidence indicates that fast and widespread action to reduce these pollutants, by implementing identified measures focusing on sources of methane and black carbon, has the potential to significantly slow down the rate of global warming, as well as globally prevent millions of premature deaths and millions of tonnes of crop losses each year. Implementing these SLCP measures also increases the chances of staying within the 2°C target, achievement of which is contingent upon ambitious global reductions in CO₂. Furthermore, introducing alternatives to HFCs will help avoid the substantial build-up of these substances, which have high warming potential, in the atmosphere. In addition to the UNEP/World Meteorological Organization (WMO) Integrated Assessment of Black Carbon and Tropospheric Ozone in 2011, the Fifth Assessment Report of the Intergovernmental Panel on Climate Change (IPCC) (2013) assesses that the climate impacts of methane and black carbon are large, and that these exert strong leverage over near-term climate change.

The Climate and Clean Air Coalition to Reduce Short Lived Climate Pollutants, hereafter referred to as *the Coalition* was launched in February 2012. The Coalition is a partnership of governments, intergovernmental organizations, and representatives of the private sector, the environmental community, and other members of civil society, that are committed to accelerating and incentivizing action to address key short-lived climate pollutants (SLCPs). The aim of the Coalition is to reduce SLCPs by: (1) raising awareness of SLCP impacts and mitigation strategies; (2) enhancing and developing new national and regional actions, including by identifying and overcoming barriers, enhancing capacity, and mobilizing support; (3) promoting best practices and showcasing successful efforts; and (4) improving scientific understanding of SLCP impacts and mitigation strategies. UNEP is a Partner in the Coalition. UNEP also hosts the Secretariat and the Trust Fund of the Coalition in its Division of Technology, Industry and Economics (DTIE) in Paris.

The Coalition has a membership of 90 Partners as of May 2014 and 10 approved initiatives for rapid implementation, namely:

1. Accelerating methane and black carbon reductions from oil and natural gas production
2. Addressing SLCPs from agriculture
3. Financing mitigation of SLCPs
4. Mitigating black carbon and other pollutants from brick production
5. Mitigating SLCPs from municipal solid waste
6. Promoting HFC alternatives technology and standards
7. Reducing black carbon emission reductions from heavy duty vehicles and engines
8. Reducing SLCPs from household cooking and domestic heating
9. Regional assessment of SLCPs
10. Supporting national planning for action on SLCPs (SNAP)

This consultancy is focused on supporting the coordination and activities in Latin America and the Caribbean region under the Regional Assessment of SLCPs and supporting national planning for action on SLCPs (SNAP) initiatives in close coordination with the lead partners and the CCAC Secretariat.

This consultancy would be based in Panama at the UNEP Regional Office for Latin America and the Caribbean (ROLAC) (possible alternatives might be considered on a case by case basis).

Regional Assessment initiative

In 2012, an Inter-Governmental Consultation on SLCPs in Latin America and the Caribbean was convened in Bogotá. The 20 participating governments called upon the Climate and Clean Air Coalition to Reduce Short-Lived Climate Pollutants (CCAC) to support the development of a LAC regional assessment of SLCP issues.

In response to this call, the CCAC has decided to support a major integrated assessment of SLCPs which will be undertaken across the region over the next two years to support and provide a framework for national action; underpin regional co-operation on SLCP mitigation; and provide a regional focus for engagement with policy makers, scientists, technical experts, and other key stakeholders.

The LAC regional SLCP assessment is to be implemented through a broad and representative team of scientific and policy experts from across the region, with the support of the UNEP Regional

Office for Latin America and the Caribbean (ROLAC) and other institutions in the region and underpinned by consultation and outreach within the region.

During the 19th Meeting of the Forum of Ministers of Environment of Latin America and the Caribbean, Ministers adopted Regional Plan of Action on Air Pollution, which considers, among others, that regional cooperation should allow a maximization of resources, synergies and shared benefits for addressing air quality and SLCPs issues simultaneously, as well as their impacts on health, society and environment, an effort to which the Supporting National action for Planning on SLCP initiative can contribute.

The UNEP Regional Office for Latin America and the Caribbean and the Division of Early Warning Assessment will be coordinating the assessment and assisting the Chair and Vice Chairs throughout the assessment production process.

Supporting national planning for action on SLCPs (SNAP)

The SNAP initiative supports three components: 1) supporting the development of national SLCP planning processes; 2) enhancing tools and approaches to support key steps of the national planning process; and 3) fostering linkages and collaboration between national SLCP planning with global and regional processes, initiatives, and approaches, including the recently adopted regional Action Plan on Air Pollution.

As part of its Component 1 on “Supporting the development of national SLCP planning processes” Partners have agreed to fund institutional strengthening activities through increased staff capacity (expertise, knowledge and time). Integration of this institutional strengthening element into the SNAP initiative is intended to enhance the ability of government institutions of CCAC developing country state partners to further promote coordination and the scaling-up of activities to reduce SLCPs at the national level. It will also increase the ability of partners to attend and participate more fully in the different activities and in decision-making of the CCAC and its initiatives.

This new element aims to ensure that there is a sustained increase in the capacity within Ministries to address SLCP issues and effectively engage with different CCAC initiatives and in other activities under SNAP. Thus the resources need to have a long-term impact on the workings of the Ministry(ies).

Agreements with ministries of the participating countries in the LAC region will be individually managed and regionally coordinated through UNEP ROLAC in close cooperation with the SNAP Lead Partners and Secretariat, and with additional advice, expertise and technical capacity support from implementers, as necessary.

Duties and Responsibilities:

The consultancy would support day-to-day coordination and chairs’ support for the CCAC assessment of SLCPs in Latin America and the Caribbean and the coordination of the Institutional Strengthening activities of countries in the region under the SNAP initiative.

1. Specific performance objectives:

Regional Assessment

- Assessment process follows internationally recognized standards, including in terms of scientific robustness, a comprehensive participatory process, policy-relevance and peer review
- The assessment project stays on-track and on-budget (with issues communicated promptly to the assessment partners), and the assessment, including Summary for Decision-Makers (SDM), are completed and launched by end December 2015
- Important records relating to the assessment process are accessible (e.g., meeting documentation, focal points, a repository of references and data used for the assessment, chapter and SDM drafts, responses to peer review comments and so on)
- Good relations and strong involvement in the assessment process is secured from authors and contributors, advisory committee, governments, international organizations and other key partners in the region
- The assessment follows a clear editorial policy and consistent approach to use of sources (peer-reviewed sources and specified types of “grey literature”), with a strong storyline and messages for the overall assessment
- Effective outreach strategy for the assessment is developed and implemented

SNAP

- Work plans tailored to each participating country are developed, signed by the relevant ministries and implemented on-track and on-budget.
 - SLCP science, policies and activities in the LAC region and provide regular update to the UNEP CCAC Secretariat and the SNAP initiative
 - Interactions and coordination of the CCAC activities with relevant LAC regional processes are established and strengthened
 - For each participating country performance objectives include:
 - Increased coordination and activities on SLCPs within the ministry;
 - Increased dialogue and coordination on SLCPs with other relevant ministries, relevant stakeholders (meetings/communication/new activities undertaken in collaboration with different actors);
 - Increased integration of SLCPs into relevant national planning processes (integration into relevant existing policies and frameworks, development and adoption of new policies and regulations, etc.);
 - Increased financial flows toward SLCP-related activities in the country (leveraging of additional public funds – from national and international sources, new financing mechanisms in place, increased engagement of the private sector, etc.);
 - Increased SLCP related activities implemented at the national level, including on the ground projects in relevant sectors, more efficient uptake and dissemination of improved technology, awareness raising activities, outreach to the media, etc.
 - Increase engagement in the CCAC initiatives and better uptake of participating countries’ expertise, experience and needs into the initiatives;
 - Increased contribution to other CCAC activities (including participation in the CCAC meetings and associated preparations, representation of the CCAC in relevant regional and global *fora*);
- Increased exchanges and collaboration with other CCAC Partner countries (joint projects, collaboration for project replication etc.).
2. Specific tasks and responsibilities

Regional Assessment

- Serve as Scientific Editor/Writer and standardize and compile the Assessment draft chapters and its Summary for Decision-Makers for the Assessment Chair, Secretariat, internal and external review and final copy editing:

- Assist the Assessment Chair and secretariat to coordinate the preparation of the Assessment and SDM drafts in close collaboration with UNEP/DEWA, and ensure that key milestones are met according to the Assessment Production Schedule.
- Provide substantive support to the Assessment Chair in communicating with the Assessment Authors, Reviewers, Review Editors, Copy and Graphics Editors and Designers, and other contributors, in drafting and finalizing the Assessment Report and SDM to a high standard and within the deadlines set under the overall Assessment Implementation Plan.
- Maintain the Assessment Implementation Plan (see Annex), contact database, and budget under regular review, addressing challenges in consultation with the UNEP team and partners
- Act as focal point for communications with the assessment Chair and Vice-Chairs
- Maintain regular contact with and provide guidance to the chapter author teams (e.g., on editorial standards, scientific credibility, use of references, style and storyline), and follow up regularly to secure quality and on-time contributions.
- Monitor and act as UNEP Focal Point for contracts between UNEP and other key assessment partners (such as the Mexico National Institute for Ecology and Climate Change (INECC))
- Maintain assessment records (e.g., meeting documentation, focal points, a repository of references and data used for the assessment, chapter drafts, responses to peer review comments and so on), in consultation with the assessment Chairs and UNEP counterparts
- Oversee an Assessment internet communication platform (the Assessment wiki web site) to support the assessment (e.g., exchange of working documents)
- Maintain regular contact with focal points from governments and intergovernmental organizations, using sound judgment to clear important communications with UNEP counterparts
- Organize regular meetings of the assessment core team, including agenda and minutes
- Lead technical support to assessment meetings, including authors, core team and policy consultation meetings, among other things by supervising development of agendas, meeting documentation and meeting reports by INECC
- Lead the assessment outreach strategy
- Additional duties as may be required

SNAP

- Lead the development of tailored agreements with the relevant ministries in participating countries
- Act as main focal point for these agreements with the counterpart at the ministries, the UNEP CCAC Secretariat and the lead Partners of the SNAP initiative
- Ensure that the agreements and approved associated funding requests are implemented on time and on budget to an extremely high standard of quality, including with regard to sustainability aspects
- Provide the participating countries with up to date, targeted information on the CCAC activities and other relevant SLCP process and initiatives and help facilitate interaction, engagement, and participation
- Maintain records and up to date information on state of SLCP and CCAC activities in participating countries in coordination with the UNEP CCAC Secretariat

- Follow progress on SLCP science, policies and activities in the LAC region and provide regular update to the UNEP CCAC Secretariat and the SNAP initiative
- Support interactions and coordination of the CCAC activities with relevant LAC regional processes, in particular with the Regional Plan Action on Air Pollution.
- Support the development of progress and other reports and documents produced by the participating countries and the SNAP initiative
- Support the organization of regular meetings and teleconferences of the SNAP Initiative, including logistical and administrative support, as needed, in particular for annual in-person meetings of the CCAC SLCP national coordinators, other personnel from the countries, and the SNAP lead partners aimed at facilitating sharing of experience
- Develop communication materials, including press releases, etc.
- Additional duties as may be required

Ultimate result of service:

Regional Assessment

- High quality, high visibility Latin America and Caribbean Assessment of Short-Lived Climate Pollutants, delivered on-budget by end 2015, and following internationally recognized standards, including in terms of scientific independence, a participatory process, policy relevance and peer review.
- The assessment process and final product have resulted in:
 - increased regional focus for co-operation of policy makers, scientists, practitioners, and other key stakeholders at high levels on scaled up SLCP mitigation;
 - improved regionally-specific and relevant information and guidance, and proposals for addressing uncertainties, gaps in knowledge and capacity development, as a basis for more scientifically robust and effective action on SLCPs in Latin America and the Caribbean;
 - a regionally-owned scientific and policy assessment to support national action, and help ensure that the priorities and needs of the region are properly understood in international initiatives; and
 - Enhanced public understanding of the issue.

SNAP

- Sustainable increased of capacities in developing countries to:
 - Implement and coordinate SLCP activities in the country;
 - Raise awareness in the country;
 - prioritize SLCP issues in the country development agendas and in the national air pollution, climate change and other relevant sectoral plans;
 - Increase the effectiveness of the planning to reduce emissions, and also the effectiveness in implementing activities supported by the different CCAC initiatives;
 - Increase the ability of countries to engage effectively and equitably in CCAC activities.
- Increased linkages and collaboration between national SLCP planning with regional processes, initiatives, and approaches, including the Regional Plan of Action on Air Pollution.

Qualifications:

- Master's degree in science or a field related to environment

- At least 8 years of professional experience, including at least 5 years working in a field relevant to climate change, air pollution, or environment and health
- Knowledge of scientific assessment processes
- Proven writing skill and solid academic record relevant to the subject matter of the assessment and the activities under the Institutional Strengthening element of the SNAP.
- Fluency in English and Spanish (written and spoken)

Payments

Payments are made at the end of every month, based on satisfactory progress with the consultancy (see Annex, assessment timeline).

Travel involved

- The consultant would need to travel to major meetings held as part of the assessment process and for in-country visits to countries participating in the institutional strengthening element of the SNAP initiative, as well as other CCAC meetings as appropriate. Travel would be paid and organized by UNEP.

Communications

The consultant is expected to maintain regular communications with UNEP ROLAC, the UNEP CCAC Secretariat, the regional assessment Chair and Vice-Chairs, core team, Chapter authors, and other assessment partners, as well as other partners involved in the SNAP initiative.

Annex

Assessment work plan, as of June 2014.

Funding request for the institutional strengthening element of the SNAP initiative.

UNEP shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).

HOW TO APPLY

Interested candidates should submit, via e-mail with reference “**ROLAC-2014-012 - Consultancy CCAC**” in Subject to vacancy.unep@unep.org, on or before 23 June 2014, the following:

- Application cover letter with a brief description of how the candidate’s experience is relevant to this consultancy (max 250 words).
- Personal resume and completed P-11 form (downloadable from <http://www.pnuma.org/vacantes/index.php>).