



## Recruitment of a Program Analyst (PA) for Capacity Building for Improved Transparency of Climate Change Mitigation and Adaptation Actions (CBIT Project)

### Terms of Reference

Reference number: (IUL)438-HRU/438/2023/532

#### 1. BACKGROUND

Capacity Building for Improved Transparency of Climate Change Mitigation and Adaptation Actions Initiative for Climate Action Transparency (CBIT) is a project implemented jointly by the Ministry of Environment and UN Environment (UNEP). The aim of this initiative is to strengthen the national institutions and the capacity to meet the reporting requirements of the Enhanced Transparency Framework (ETF) under the requirements of the Paris Agreement.

Maldives as a party to the United Nations Framework Convention on Climate Change (UNFCCC) prioritize establishment of a Measuring, Reporting and Verification (MRV) system to meet the transparency requirement of the Paris Agreement. Maldives have periodically submitted relevant GHG information to the UNFCCC; for instance, three inventories were submitted so far as part of the First and Second National Communications and the First Biennial Update Report, specifying mitigation actions to be developed and implemented in the coming years.

The Maldives is committed to meet the requirements of the ETF, despite the flexibility provided for SIDS. There is need, therefore, for the Maldives to (i) establish a permanent institutional arrangement for GHG inventory compilation and tracking of NDC commitments, (ii) develop a centralized climate data management system for GHG data, tracking of mitigation actions, adaptation actions and support received and needed and (iii) develop tools and train experts to meet the enhanced transparency framework under the Paris Agreement. The project includes two components:

- Component 1: The Maldives' National Greenhouse Gas (GHG) Inventory System improved.
- Component 2: The Maldives' Transparency Framework for mitigation and adaptation actions and resilience building, including tracking support for implementation.



The Ministry of Environment is seeking a qualified Program Analyst (PA) to ensure the timely implementation of the overall project outcomes.

## 2. OBJECTIVES OF ASSIGNMENT

This project aims to achieve the following outcomes;

1. Strengthening and formalizing long-term institutional arrangements;
2. Systemizing data collection and processing;
3. Developing indicators and advancing methodologies, as well as improving the overall data quality and management procedures, for preparing GHG inventories, tracking mitigation and adaptation actions and climate finance in an integrated manner. The final goal is to inform the national decision-making process as well as regularly report to the UNFCCC process.

**Reporting structure:** The PA will report to the Project Technical Coordinator (National) and the Project Director and Task Manager assigned by UNEP.

## 3. TASKS OF THE PROGRAMME ANALYST

Main project management duties

- Assist in the preparation of the Annual Work Plan (AWP)
- Provide substantive support to the PTC for overall implementation
- Prepare and update inventories of expendable and non-expendable project equipment
- Set up and maintain all files and records of the project in both electronic and hard copies
- Prepare minutes of meetings
- Organize Project Board meetings in coordination with the PTC
- Provide logistical support to the PTC, and national/international consultants in organising training events, workshops, and seminars
- Support the development and ensure the implementation of all training and capacity building activities identified in the project according to the agreed workplan and within budget under the guidance of the PTC.
- Provide support to activities implemented to increase the awareness and build the capacity of government, NGO and private sector stakeholders on climate change risks and adaptation measures
- Provide support to the audit of the project
- Assist in the collaborative activities planned in the project between government, private sector and civil society on climate change adaptation opportunities that can be jointly or individually pursued
- Assist short-term consultants by organizing their travel schedules, arranging meetings with different stakeholders, and booking hotel accommodations





## 6. CONTRACT DURATION

The contract duration will be **14 months** from the commencement of the assignment.

## 7. Remuneration

The selected candidate will be provided an all inclusive monthly remuneration of **MVR 20,000**

## 8. SELECTION CRITERIA

The PA will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Relevant academic qualifications	30 points
Experience in relevant fields as indicated in Qualifications Criteria	10 points
Experience in donor funded projects	15 points
Familiarity with the UNFCCC accounting system	5 points
Interview	40 points

## 9. APPLICATIONS

Interested applicants may submit the **expressions of interest** with the following.

- Cover Letter
- Curriculum Vitae (CV) of the consultant indicating the previous experiences on similar works performed in the past with referees;
- Academic Qualifications documents;
- Copy of National Identification Card (or Passport)
- Reference Letters of previous assignments completed

## 10. SUBMISSION

Interested applicants may submit their proposals on or before **12:00 hrs 06<sup>th</sup> December 2023**, to the following address.

Ministry of Climate Change, Environment and Energy  
Handhuvaree Higung, Maafannu  
Male', 20392  
Republic of Maldives