



Announcement for Consultancy

Mitigation Division Regulatory Framework Implementation subdivision Clean Development Mechanism (CDM) Expert

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
02 June 2022 23:59 hrs CET	22/CON03/M	As soon as possible	Not to exceed nine months	Bonn, Germany

Publication date: 19 May 2022

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address climate change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Mitigation Division which will support Parties to facilitate, catalyse and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase. Regulatory Framework Implementation Sub-division provides effective support on matters relating to the development of regulatory guidelines, standard and policies relevant to mitigation actions and the technical assessments of projects and programme of activities (PoAs) submissions and entity competence. The core responsibility of the CDM/JI Assessment Unit is to conduct technical assessments of project / PoA related submissions for registration, issuance, renewal and post-registration changes (i.e. completeness check (CC), information and reporting check (IRC), summary note (SN), review assessments, rejection ruling, deviation etc.) and technical assessment of DOEs/AIEs competence, including compliance against the accreditation standard requirements (i.e. desk review, initial accreditation and re-accreditation, regular surveillance, spot checks, performance assessments, etc.).

Purpose

Under the general guidance of the Team Leader, CDM/JI Assessment Unit (P-4) and the general supervision of the Programme Officer, CDM/JI Assessment Unit (P-3) and with some leeway permitted for the exercise of independent judgment, the contractor serves as a member of the team responsible for reviewing, analysing and administering project and PoA related submissions for projects and PoAs that seek to be registered under the Clean Development Mechanism (CDM) or Joint Implementation (JI), and projects and PoAs in the process of verifying greenhouse gas emission reductions for which CDM certified emission reductions (CERs) and JI emission reduction units (ERUs) will ultimately be issued. The incumbent also serves as a member of the team responsible for reviewing, analysing and administering entity related applications seeking accreditation under the Clean Development Mechanism (CDM) or Joint Implementation (JI).

What will you be doing

1. Substantive technical and procedural support to CDM and JI project cycle:

Completeness Checks. Using the checklists for completeness checks, the Expert will perform completeness checks for requests for registration and/or requests for issuance of CERs and/or renewal of crediting period/PoA period.



Information and Reporting Checks including preparation of Summary Notes described below. Using the checklists for information and reporting checks, the Expert will perform information and reporting checks for requests for registration and/or requests for issuance of CERs and/or renewal of crediting period/PoA period.

Registration Summary Notes. By: (a) examining the project participant's request for registration; and (b) using data from completeness checks and information and reporting checks performed; and (c) comprehensively analysing all relevant project/PoA documentation, the Expert will draft a summary note describing each relevant project activity and PoA and assessing its suitability for registration in accordance with prescribed standards, for use by the Executive Board.

Issuance Summary Notes. By: (a) examining the project participant's request for issuance of CERs; and (b) using data from completeness checks and information and reporting checks performed; and (c) comprehensively analysing all relevant project/PoA documentation, the Expert will draft a summary note describing each relevant project activity and PoA and assessing the suitability for issuance of CERs in accordance with prescribed standards, for use by the Executive Board, including any post-registration changes submitted in conjunction with the request for issuance.

Request for Renewal of Crediting Period of CDM project activities and renewal of PoA period Summary Notes. To support the CDM Executive Board's consideration of a request for renewal of crediting period of a project activity and renewal of PoA period, the Expert will analyse relevant project/PoA documentation and information provided by the project participants and designated operational entity in accordance with prescribed standards and prepare an assessment based on that analysis, including any post-registration changes submitted in conjunction with the request for renewal.

Review assessments. To support the CDM Executive Board's consideration of a review of a request for registration or a review of a request for issuance of CERs or a review of request for renewal of crediting period, the Expert will analyse relevant project/PoA documentation and information provided by the project participants and the designated operational entity in response to questions raised by the Executive Board following the request for review and prepare an assessment based on that analysis.

Post Registration Changes (PRC) that Require Prior Approval from the Executive Board and Changes to component project activity (CPA). To support the CDM Executive Board's consideration of a request for approval for post-registration changes and changes to component project activity, including inter alia, assessment of changes from project design documentation, the Expert will analyse relevant project documentation and information provided by the project participants and designated operational entity in accordance with prescribed standards and prepare an assessment based on that analysis.

2. Substantive technical and procedural support to the accreditation and assessment of operational entities:

- a. Assesses the performance of entities against relevant standards and procedures in an accurate and timely manner;
- b. Undertakes the preparation of relevant written reports and recommendations for the consideration of the CDM Accreditation Panel;
- c. Responds to queries and communicate as appropriate with applicant and designated operational entities on matters relating to their accreditation processes and operations of the designated operational entities;



- d. Researches, analyzes and presents recommendations to facilitate the decision making of Accreditation Panel.

Outputs

The contractor will be assigned above mentioned tasks on weekly and case-by-case basis and will work under the guidance and supervision of Programme Officer (P-3), CDM/JI Assessment Unit, Mitigation division.

Each assigned Task is to result in an assessment report to be approved by the secretariat.

Prior to commencing any work, the contractor will receive appropriate induction regarding the notes/assessments to be prepared and will be briefed on the secretariat expectations with regard to completeness checks, information and reporting checks including summary notes, review assessments and accreditation assessment related reports.

Output	Date	Performance indicators
To generate required reports/documents as per the CDM Project Cycle Procedure (PCP), CDM Accreditation Procedure and the applied CDM workflows	Timelines as per the CDM PCP, CDM Accreditation Procedure and the applied CDM workflows	To complete assigned tasks to meet the provisions specified in the CDM PCP, CDM Accreditation Procedure and other applicable CDM EB decisions.

Timeframe

The assignments shall not exceed 9 months within the contract period from 1 June 2022 to 31 May 2023.

Duty station and places of travel

Bonn, Germany

What we are looking for

Educational Background

Advanced university degree in Environmental Management, Engineering, Business and Administration or Economics. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Knowledge of substantive issues relating to the CDM, JI and Climate Change in general

Experience and Job-related skills

At least five (5) years of relevant experience in the area of GHG mitigation project based-mechanisms, regulation or technical/financial assessments or CDM stakeholder engagement



Assets

Work experience in engineering or environmental science, including some international exposure are an asset

Language skills

Candidates must be fluent in English (oral and written). Working knowledge of other UN languages is an asset.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>

Please note:

1. UNFCCC is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.
2. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.
