

Capacity Building for Increased Transparency (CBIT)	
Position title:	Chief Technical Advisor (CTA)
Duty station:	Nassau, Bahamas. Department of Environmental Planning & Protection (DEPP)
Duration	36 Months
Reporting structure:	The CTA will report to the National Project Director on technical execution according to the execution plan laid out in the project document; technical quality of milestones, outputs and deliverables and outcomes of meeting of the PSC. The CTA will submit to the NPD all technical internal reports and completion reports as well as project reports, including work plans and financial reports. The CTA will periodically report on progress to UNEP and the PSC and will receive advice.
Description of duties:	<p>Main project management duties:</p> <ul style="list-style-type: none"> • Ensure that project implementation is carried out according to the project design and the outputs are delivered and outcomes achieved to the required standard of quality within the approved timeframe and budget. • Take responsibility for day-to-day oversight of project execution. • Take responsibility for day-to-day project financial operations. • Prepare annual work plans in consultation with project partners • Manage financial resources and processing all financial transaction relating to sub-allotments. • Ensure coordination and maintain regular communication with relevant ministries, governmental agencies, co-finance partners, PSC members, members of ad-hoc technical working groups and all other key stakeholders. • Organize and facilitate the workshops, project committees meetings and other project meetings. • Review, assess and approve technical products from experts / consultants • By harnessing the products and deliverables provided by the specialists and consultants in the project, ensure that the latter meets its objectives and achieves expected outcomes • Prepare annual workplan and budget revisions and update the project Procurement Plan, as required. • Prepare all annual/year-end project revisions and project reports.

	<ul style="list-style-type: none"> • Participate in the preparation of TORs for consultants and participate in the process of interviewing, selecting and hiring the candidates. • Supervision of the staff, experts, subcontractors, and implementing partners working on the project. • Identification and monitoring of risks, preparing of mitigation strategies and implementation of mitigations measures. • Track project achievements against the Results Framework, Core Indicator worksheet and Gender Action Plan, including conducting Gender Audits. • "The CTA will in addition provide technical support to international and national consultants in the following tasks: • Provide advice and support during the elaboration of the national transparency framework. • Present the validated national transparency framework for its adoption and participate in the adoption process. • Provide advice and support during the elaboration of the climate finance strategy and inter-institutional architecture. • Present the validated climate finance strategy and inter-institutional architecture for its adoption and participate in the adoption process. • Participate in peer-exchange events and share lessons learned and best practices on NDC accounting and tracking and climate finance tracking and reporting with the Global CBIT platform. • Participate in peer-exchange events and share lessons learned and best practices on the use of vulnerability, adaptation and mitigation assessments for policy planning and decision making with the Global CBIT platform. • Provide support in the formalisation of the agreements to be developed with a technical University to take the role of the national capacity building system on transparency activities. • Provide support in the organisation of and participate in the training sessions of the CBIT project including the training delivered to the technical University which will be the national capacity building system on transparency."
Deliverables	1.1.8. One (1) validation workshop, including workshop report on the climate finance strategy, inter-institutional architecture, and methodology for tracking climate finance flows (from international and domestic sources) endorsed by the DEPP.
	1.1.9. National climate finance strategy and architecture, including a proposal for financing the National Climate Change Committee and methodology to track financial flows, presented to the Ministry of the Environment and Natural Resources for adoption.

	1.1.10.	Technical support to the Ministry of the Environment and Natural Resources for adopting the national climate finance strategy and architecture.
	1.1.11.	Two (2) training sessions on tracking financial flows for government stakeholders involved in climate finance, including session reports.
	1.2.1.	Report on current GHG Inventory-related practices and gaps, and recommendations on GHG inventorying based on international best practices.
	1.2.2.	One (1) validation workshop on the improvement plan and the QA/QC plan and manual for the national GHG inventory, including workshop report.
	1.2.3.	National GHG inventory improvement plan according to the 2006 IPCC/latest Guidelines and QA/QC plan and manual approved by DEPP.
	1.2.4.	QA/QC plan and manual for the national GHG inventory tested by GHG inventory stakeholders.
	1.2.5.	Fifteen (15) training sessions for GHG inventory coordinating entities, GHG data providers and the GHG compilation team on GHG inventory compilation covering: IPCC 2006/latest guidelines, including cross-cutting issues (data collection, gap-filling techniques, key category analysis, QA/QC plan and procedures) and all sectors (Energy, IPPU, AFOLU, and Waste) including didactic materials for the compilation of the GHG inventory, including sessions report.
	1.4.1.	Guidelines for standardizing and implementing vulnerability and impact assessments for adaptation measures undertaken under the TNC/BUR1 project submitted to relevant Ministries for endorsement.
	1.4.2.	Guidelines to standardize, implement and use on a continuous basis as part of national decision-making: <ul style="list-style-type: none"> i. The template for reporting mitigation actions for selected IPCC emission sectors developed under activity 5.1.1. of the TNC/BUR1 project. ii. The process for continued updating of the NAMA registry including roles and responsibilities of key agencies and the National Mitigation Team (NMT) of the TNC/BUR1 project. iii. Projections of emissions, scenarios and mitigation assessments elaborated under the TNC/BUR1 project submitted to relevant Ministries for endorsement.
	1.4.3.	Two (2) training sessions for policy planners and policy makers on using assessments, projections, and scenarios on adaptation and mitigation, including sessions report.
	1.4.4.	Two (2) reports on participation to two international peer-exchange events on lessons learned, and best practices in the use of projections, scenarios and assessments for policy making, shared with the Global CBIT Platform.
	1.4.5.	Capacity-building system formalised a national training institution on

		<ul style="list-style-type: none"> • Operating the GHG inventory and compiling related data; • Tracking NDC implementation and support needed and received; and • Integrating climate analysis into national decision-making, including: <ol style="list-style-type: none"> i) Signature of agreement with the training institution. ii) Development of capacity-building system curriculum. iii) Training curricula for the five "train-the trainers" modules iv) Training curricula for the five capacity building modules
	1.4.6.	Five (5) 'train-the-trainers' training sessions (for GHG Inventory, Mitigation NDC tracking, Adaptation NDC tracking, Support needed and received tracking, and Integration of climate analysis into national decision-making).
Qualifications:		<ul style="list-style-type: none"> • A postgraduate degree (Master's or higher) in Environmental Sciences/Policy/Management or areas relevant to the field of climate change, environment and national development. • Advanced studies in Project Management or experience in the management of large projects related to climate change will be considered an asset. • At least five (5) years' experience in the field of climate change in developing country Parties to the UNFCCC. • At least five (5) years' experience in managing projects and/or leading a team of experts in the areas of climate change mitigation or adaptation. • Strong knowledge of national communications (NCs), biennial update reports (BURs), nationally determined contributions (NDCs) and with international negotiations and processes under the UNFCCC. • Experience in The Bahamas/Caribbean will be considered an asset. • Substantial experience in government and interdepartmental procedures will be considered an asset. • At least five (5) years' experience as a national/international professional specialized on issues related to the mitigation and adaptation of Climate Change under the umbrella of the UNFCCC, including the Paris Agreement, and its implications in line with the national circumstances of The Bahamas from a technical, social, environmental, economic, developmental, and political (national, regional and international) perspective. • Experience in the design of strategies or climate programs. • Knowledge in systems development in Measurement, Reporting and Verification (MRV) and Monitoring and Evaluation (M & E) • Knowledge of and experience with gender aspects related to climate change will be considered an asset. • Experience as a negotiator in matters that are of interest to the country will be considered an asset. • Excellent research, analysis, planning and organization skills • Fluency in English (both written and spoken) • Excellent communication skills, both oral (i.e. for the delivery of presentations and engagement with high-level,

	<p>technical, and lay persons) and written (i.e. to prepare clear and concise reports)</p> <ul style="list-style-type: none">• Strong ability to work under pressure, with a high level of integrity.• Strong use of computer tools (MS Office Suite and /or similar software, project management tools, virtual communication platforms, and online data storage platforms).
Languages	English