

# **Terms of References**

## **Preparation of Sri Lanka's Third National Communication on Climate Change**

**Technical Coordinators for GHG inventory and mitigation - One post**

**Technical Coordinators for Vulnerability & Adaptation - One post**

### **I. Project background information**

Sri Lanka has ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1993 and Kyoto Protocol in 2002. Consequently, the Ministry of Mahaweli Development and Environment (MMDE) is the National Focal Point to UNFCCC. Parties to the UNFCCC should prepare and submit their National Communications on climate change to the Secretariat of UNFCCC, fulfilling the requirement of the Convention under the Article 12 in respect of National Communications. Accordingly, Sri Lanka has submitted its Initial and Second National Communications in 2000 and 2012 respectively. Presently, Climate Change Secretariat (CCS) of the MMDE is in the process of preparing its Third National Communication (TNC) on Climate Change.

The project for preparation of the Third National Communication on climate change is a logical continual step towards further implementation of the UNFCCC at national level. Its main objective is to prepare a comprehensive report on the climate change related issues. The analysis conducted within the Second National Communication will be updated and upgraded/extended, which will result in preparation of a comprehensive national report. Furthermore, it will work towards ensuring that climate change issues are not considered as separate to national and local environmental concerns by integrating objectives into national and local strategic planning processes.

The TNC comprises of mainly 5 components as follows;

01. National Circumstances
02. GHG Inventory
03. Vulnerability and Adaptation Measures
04. Mitigation Options
05. Other relevant information (capacity building, education and public awareness, technology transfer and gap related to financial, technical and capacity needs)

In order to coordinate project activities for preparation of GHG inventory & mitigation options and vulnerability assessment & adaptation measures for TNC Report, two technical coordinators will be hired for 18 months.

## **II. Scope of Work**

Technical coordinators will assist the PMU in the coordination of daily activities and the organization for national experts and experts' teams. Technical Coordinator (TC) is responsible for project management, coordination and provision of technical inputs for the preparation of Sri Lanka's Third National Communication to the UNFCCC in consultation with the PMU, the Project Executive Board and the Project Management Committee.

## **III. Duties and Responsibilities**

- I. Support the PD/PM, PC and the project implementation team placed in CCS of MMDE to prepare annual and quarterly work plans and budgets for the Project
- II. Facilitate the experts and expert team to develop and deliver outputs as per annual work plans and in keeping with the budgets;
- III. Supervise and ensure the timely implementation of the project activities as scheduled in the work plan;
- IV. Provide technical inputs to the day-to-day activities, experts and PD/PM
- V. Work together with the project team and consultants on capacity development of relevant stakeholders engaged in the project
- VI. Lead the project team to organize and report back on Project Board meetings and the inter-Agency Coordination Committee on Climate Change (IACCC)
- VII. Support the CCS/ MMDE to liaise with the relevant government departments, ministries and other institutions to obtain sufficient support for the project implementation
- VIII. Provide technical assistance and administrative support to national experts and institutions in the execution of required deliverables including the GHG Inventories, the updating of vulnerability and adaptation measures document;
- IX. Organize the validation of project outputs through workshops and meetings;
- X. Liaise directly with the IACCC and with the relevant ministries, national and international research institutions, NGOs, and other relevant institutions in order to ensure national involvement in project actions as well as to facilitate the gathering of information required for analysis
- XI. Undertake field visits to monitor the Project activities
- XII. Upon request, provide technical inputs to develop database on National Communications for MMDE and other relevant stakeholders.
- XIII. Assist in the mobilization of additional resources to the extent available;
- XIV. Undertake any other tasks assigned by the PMU in support of efficient implementation of the Project.

#### **IV. Qualifications and Skills**

- I. A Bachelor degree and a M.Sc. or equivalent in Science, Environmental Management or other field relevant to the project
- II. With 5 years' experience working on climate change and/ or related issues (CDM/ GHG Inventory/ MRV etc) or Climate change vulnerability and adaptation measures
- III. Understanding of environment/development issues and climate change;
- IV. Excellent communication (Written and Oral) Skills;
- V. Demonstrated experience in project management;
- VI. Demonstrated experience working with government structures at national and local levels, and working with NGOs and private sector;
- VII. Past involvement in National Communication processes will be considered as an asset
- VIII. Knowledge of methodologies for inventories (IPCC Revised 1996 Guidelines and Good Practice Guidance, 2006 IPCC Guidelines etc)
- IX. Knowledge on IT and Database Management
- X. Fluency in written and spoken English

#### **V. Payment for Deliverables:**

SRL 125,000 – 150,000 per month for technical coordinator for preparation of GHG inventory and mitigation options (all inclusive)

SRL 250,000 – 275,000 per month for technical coordinator for updating vulnerability and adaptation measures (all inclusive)

The overall duration of the assignment covered by this ToR is 18 months from the date of contract signature.

The Secretary of the MMDE has its right to terminate his/her appointment, without mutual and prior agreement for extension. PD/PM will work for the overall guidance and direct supervision to the PMU at CCS of the MMDE and the National Consultants and the Expert teams, according to the project work plan.

Technical coordinators will work under the overall guidance and direct supervision of the PMU at CCS of the Ministry of Mahaweli Development and Environment.

#### **VI. Expected output:**

Completed final TNC Report