

**Ministry of Social Security, National Solidarity
and Environment and Sustainable Development
(Environment & Sustainable Development Division)**

Terms of Reference

Recruitment of a Project Coordinator to oversee project implementation in the context of the preparation of the Initial Biennial Update Report for the Republic of Mauritius

1. Background

In line with decision 2/CP.17 of the United Nations Framework Convention on Climate Change, Non Annex I Parties, consistent with their capabilities and the level of support provided for reporting have to prepare and submit their Biennial Update Report (BUR) every two years. The deadline for submission of the first BUR was December 2014. However, the least developed country Parties and Small Island Developing States may submit biennial update reports at their discretion.

The Republic of Mauritius has received grant funding amounting to USD 352 000 from the Global Environment Facility through UNEP to prepare its first BUR. The scope of biennial update reports is to provide an update to the most recently submitted national communication in the following areas taking into account development priorities, objectives, capacities and national circumstances every two years:

- a) Information on national circumstances and institutional arrangements relevant to the preparation of the national communications on a continuous basis;
- b) The national inventory of anthropogenic emissions by sources and removal by sinks of all greenhouse gases (GHGs) not controlled by the Montreal Protocol, including a national inventory report;
- c) Information on mitigation actions and their effects, including associated methodologies and assumptions;

- d) Constraints and gaps, and related financial, technical and capacity needs, including a description of support needed and received;
- e) Information on the level of support received to enable the preparation and submission of biennial update reports; and
- f) Information on domestic measurement reporting and verification.

2. Objective and scope of services

To hire the services of a Project Coordinator who will be responsible for the coordination in the preparation of the First Biennial Update Report and its National Inventory Report in line with UNFCCC methodologies and guidelines under the supervision of the Ministry of Social Security, National Solidarity and Environment and Sustainable Development (Environment & Sustainable Development Division) and the UNEP Task Manager. This process will require consultation with stakeholders concerned.

The services will include, *inter alia*, overall management of project with focus on quality of inputs, time management, resource management and planning for procurement of services.

The Project Coordinator will work in collaboration with the Project Assistant.

3. Tasks:

The Project Coordinator in consultation with the Steering Committee will be responsible for the day- to-day management and co-ordination of inputs by Consultants and resource persons hired under the project.

The specific tasks of the Project Coordinator will include, *inter alia*, the following activities:

- a) Co-ordinate all project activities with Heads of technical groups, and a range of institutions and agencies, including UNEP, IPCC, UNFCCC secretariat, GEF, and national institutions to ensure smooth and appropriate execution of project activities;
- b) Prepare a detailed project work plan for the preparation of the Biennial Update Report;
- c) Prepare Terms of Reference for the project consultants and assist in the preparation of the bidding documents ;
- d) Liaise with the relevant ministries, national and international research institutes, NGOs, and other relevant institutions to facilitate collection of data and information relevant to the project activities;
- e) Promote and establish links with related national and regional projects, and other international programmes;
- f) Close liaison and monitoring with the TWG and sub working groups to ensure project progresses as per established work plan, and recommend immediate corrective measures where appropriate in case of delays in delivery of output;
- g) Prepare the periodic progress reports on project implementation and ensure that all national project outputs are sent to UNEP;
- h) Manage the project expenditures according to the project budget;
- i) Identify appropriate courses and trainings for stakeholders and for national capacity building as per Project Implementation Plan;
- j) Organize workshops according to the project work plan;
- k) Peruse all materials generated during the project and compile all views and comments for onward transmission to the Consultants;
- l) Ensure the publication and dissemination of the reports identified as project outputs; and
- m) Any other relevant activity as identified by the Head of the Climate Change Division or the Project Director or the UNEP Task Manager.

4. Outputs/Deliverables:

The Project Coordinator shall be responsible to coordinate the preparation of the following:

- a) Updated Report on National Circumstances and Sustainable Institutional Arrangement;
- b) National inventory of GHGs for the period 2014 to 2015;
- c) Report on Mitigation actions and their effects, including associated methodologies and assumptions;
- d) Report on Constraints and Gaps, and means of implementation needed;
- e) Report on means of implementation received; and
- f) Setting up of a functional Measurement, Reporting and Verification system.

5. Qualifications, Experience and Skills

Qualifications and Experience:

- An advanced degree (at least MSc) in Environmental Science or Project Management or any other related field, with at least one year's working experience.
- A Bachelor degree with 3 years' relevant working experience
- Relevant experience in the field of climate change
- Familiarity with national communications, with UNFCCC Biennial Update Reporting Guidelines for Mauritius, IPCC Guidelines and with international negotiations and processes under the UNFCCC
- Substantial experience in government and in interdepartmental procedures
- Familiarity with computers and word processing
- Good command of national and UN official language

Skills

- Ability to work with a wide variety of people from governments, agencies, non-governmental organizations, and research institutions
- Highly motivated, enthusiastic, and capable of working independently
- IT literate
- Good communications and reporting skills
- Good time management skills

6. Contractual Input and Duration:

The Project Coordinator shall be required to work on a full time basis. The contract duration is one year with possibilities for renewal upon satisfactory performance.

7. Duty Station:

The Project Coordinator will be based at the Climate Change Division of the Ministry of Social Security, National Solidarity, and Environment and Sustainable Development (Environment & Sustainable Development Division).

8. Reporting:

The Project Coordinator shall report to the Director of Department of Environment and the Head of the Climate Change Division, Ministry of Social Security, National Solidarity, and Environment and Sustainable Development (Environment & Sustainable Development Division) and shall regularly inform on the progress. The Director of Environment will act as the National Project Director.

A Project Steering Committee would be set up under the Chair of the Supervising Officer of the Ministry of Social Security, National Solidarity, and Environment and Sustainable Development (Environment & Sustainable Development Division). The Committee will comprise members from relevant institutions and will be responsible for monitoring of project implementation and evaluation of project outputs.

9. Language:

The reports shall be written in English language.

10. Terms and Conditions:

The appointment shall be on contract for an initial period of 1 year and renewable upon satisfactory performance.

Salary: Rs. 31, 725 per month, inclusive of taxes and travelling expenses and exclusive of end of year bonus and gratuity.