



**Consultancy**  
(Individual Contractor)

**Clean Development Mechanism (CDM) Expert**  
(up to 18 contracts)

Sustainable Development Mechanisms (SDM) Programme

Deadline for application	Announcement number	Duration of appointment	Duty Station
31 March 2017	17/CON01/SDM	As soon as possible until 30 March 2018 (126 days during period)	Working remotely

Publication date: 16 March 2017

**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 historic Paris Agreement by 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.

The Sustainable Development Mechanisms (SDM) programme is leading in the development and effective implementation of innovative approaches to broaden the engagement in and effectiveness of action to mitigate climate change and drive sustainable development. SDM supports the implementation of the three Kyoto mechanisms - the Clean Development Mechanism (CDM), Joint Implementation (JI), and International Emissions Trading (IET) as well as supports the negotiations related to mechanisms, cooperative and non-market approaches under Article 6 of the Paris Agreement. SDM also manages the NAZCA platform and engages with non-Party stakeholders in climate action.

**What will you be doing**

You will be required to undertake assessments of submissions of requests for registration of CDM project activities, requests for issuance of certified emission reductions (CERs), renewal of crediting period and post registration changes to ensure that the submission requests meet the required standards. You will be assigned work on a case-by-case basis and will work under the guidance and supervision of SDM programme officers.

**Tasks and Outputs**

- Completeness checks
- Information and reporting checks including preparation of summary notes
- Review assessments
- Post registration changes that require prior approval from the Executive Board

**You will have the following responsibilities**

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



reporting checks for requests for registration and/or requests for issuance of CERs and/or renewal of crediting period.

- Registration Summary Notes. (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 documentation, the contractor will draft a summary note describing each relevant project activity and assessing its suitability for registration, for use by the Executive Board.
  - Issuance Summary Notes. (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 documentation, the contractor will draft a summary note describing each relevant project activity and assessing the suitability for issuance of CERs, 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 Summary Notes. To support the CDM Executive Board's consideration of a request for renewal of crediting period of a project activity, the contractor will analyse relevant project documentation and information provided by the project participants and designated operational entity and prepare an assessment based on that analysis.
3. 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, you will analyse relevant project 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.
4. Post Registration Changes that Require Prior Approval from the Executive Board. To support the CDM Executive Board's consideration of a request for approval for post-registration changes, including inter alia, assessment of changes from project design documentation, you will analyse relevant project documentation and information provided by the project participants and designated operational entity and prepare an assessment based on that analysis.

It is expected to complete each task within 3-7 days.

### **What are we looking for**

#### **Educational background**

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Required:	University degree in engineering, chemistry, environmental science, environmental law, economics/environmental economics, or a related scientific/technical discipline.
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#### **Experience**

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Required:	At least three (3) years of directly relevant experience, preferably in the area of project based-mechanisms, regulation or technical/financial assessments.
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**Language skills**

Required: Be able to communicate fluently in English, both in writing and orally.

Desired: Working knowledge of other United Nations languages.

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**Specific professional knowledge**

Required: Be familiar with the guidelines for the implementation of Article 12 of the Kyoto Protocol and relevant decisions of the Conference of the Parties (COP) and/or the Conference of the Parties serving as the Meeting of the Parties to the Kyoto Protocol (COP/MOP);

Recognized experience and/or knowledge relevant to the compliance of project-related submissions with the relevant CDM requirements including Modalities and Procedures and Standards adopted by the Board.

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**Job related skills**

Required: Excellent drafting skills, strong operational and analytical skills.

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**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>.

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**Please note**

We will confirm receipt of your application. However, only candidates under serious consideration will be contacted further.

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