



Announcement for Consultancy (Individual Contractor)

Mitigation Division Data Services Unit- CDM Registry

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
09 November 2022 23:59 hrs CET	22/CON11/M	As soon as possible	Not to exceed six months	Remote and Bonn, Germany

Publication date: 26 October 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.

The Mitigation division supports Parties to facilitate, catalyse and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase. Parties are supported in developing, communicating and effectively implementing ambitious Nationally Determined Contributions (NDCs) in a manner that facilitates clarity, transparency, understanding and accounting, including through the use of collaborative approaches, mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development.

This consultancy is located in the Data Services Unit which implements and operates information systems and tools, including:

The CDM registry: <https://cdm.unfccc.int/Registry/index.html>;

The UN carbon offset platform: <https://offset.climateneutralnow.org>;

CDM information system processes and tools relevant to the lifecycle of projects and programme of activities;

Purpose

The purpose of the assignment is to support the Data Services team, particularly in the context of the CDM Registry operations and it will help fulfill Goal 1 of the Management Plan for 2022-2023- Ensure the full and efficient delivery of support to the true-up period of the second commitment period of the Kyoto Protocol.

What will you be doing

Under the guidance and the supervision of the Associate Programme Officer, Data Services Unit, you will provide support through to the following activities:

To assist clearing the [Modalities of Communication \(MOC\)](#) backlog by reviewing and processing post-registration changes to the MOC by:

- Verifying documentation received on the [MOC electronic interface](#) and preparing summary for approval by Programme Officer;
- Effecting changes to information on the CDM project pages by using the Content Management System 'Editor' tool and JIRA as required;
- Digitizing MOC and Annex 1 for newly registered projects and PoAs;
- Providing written and verbal guidance to internal and external stakeholders on MOC issues;



- Documenting exceptions, applying professional judgment to propose acceptable exceptions with a view to making the process more flexible for stakeholders without compromising quality;
- Reviewing regulatory documents ([Project Cycle Procedure](#), [PS](#)) and supporting changes to MOC revision as per the adoption of the revised documents; updating relevant sections of “How to” internal documentation;

Outputs

You shall present a description of work performed, days worked during the consultancy period and the submission of a report of activities.

Output	Date	Performance indicators
Processed and digitized MOC statements. Update of relevant internal documentation Accurate and timely provision of guidance to internal and external stakeholders	At the end of the consultancy	Quality of output, timeliness.

Timeframe

The consultancy is for 6 months starting on 2 January 2023.

Duty station and places of travel

Hybrid (remote and Bonn, Germany). No foreseen travel related to this consultancy.

What we are looking for

Educational Background

Completed High School/Secondary education or equivalent.

Experience and Job-related skills

At least five (5) years of relevant work experience carrying out functions related to project-based mechanisms, stakeholder engagement, processing of electronic requests. Desirable experience in CDM Registry, CDM project cycle rules and procedures.

Good knowledge of office technology such as MS office package (Word, Excel, PowerPoint), Internet and e-mail application; experience in using Sharepoint and other electronic communication software is highly desirable;

Specific professional knowledge and skills

Required: Excellent writing, editing, and oral communication skills in English.

Knowledge of international climate change and project-based mechanisms is desired.



Language skills

Required: Fluency in English. Knowledge of another UN language is an advantage.

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.

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