

**A6.4-SBM016-AA-A09**

## Draft Terms of Reference

---

~~Terms of Reference for Article 6.4  
mechanism~~ experts

Version 02.0

DRAFT



**United Nations**  
Framework Convention on  
Climate Change

## COVER NOTE

### 1. Procedural background

1. At its tenth meeting, the Supervisory Body of the mechanism established by Article 6, paragraph 4, of the Paris Agreement (Supervisory Body) requested the secretariat to undertake an initial structured legal and editorial review of the regulations and procedures approved by the Supervisory Body to ensure consistency among the regulations, including with regard to its rules of procedure, and to undertake the initial review in 2024 with a view to prepare relevant proposals for consideration by the Supervisory Body in 2025.
2. The initial review was aimed at checking and assessing the content of regulatory documents approved by the Supervisory Body and identifying areas for improvement or clarification.

### 2. Purpose

3. The proposed revision to this document sets out the main areas for improvement and clarification identified during the initial review.

### 3. Key issues and proposed solutions

4. The main areas for improvement and clarifications include suggested editorial revisions which are primarily minor and do not affect the core meaning of the document. These include suggestions to add “Table of contents”, and “Background” and “Scope, applicability and entry into force” sections, to ensure consistency with other documents. Other suggested changes aim to improve the clarity and readability of the text.

### 4. Subsequent work and timelines

5. In accordance with the “Decision and documentation framework” of the Supervisory Body<sup>1</sup>, and further to the changes introduced, this document will be a full revision.

### 5. Recommendations to the Supervisory Body

6. The secretariat recommends that the Supervisory Body consider and adopt this document, to be made effective at the time of the Supervisory Body’s approval.

---

<sup>1</sup> Information note - Decision and documentation framework, A6.4-INFO-GOV-005. Available at <https://unfccc.int/sites/default/files/resource/A6.4-INFO-GOV-005.pdf>

**TABLE OF CONTENTS****Page**

<b>1. BACKGROUND .....</b>	<b>4</b>
<b>2. SCOPE, APPLICABILITY AND ENTRY INTO FORCE .....</b>	<b>4</b>
2.1. Scope .....	4
2.2. Applicability .....	4
2.3. Entry into force .....	4
<b>3. REQUIREMENTS APPLICABLE TO EXPERTS .....</b>	<b>4</b>
3.1. Requirements applicable to all experts .....	4
3.2. Requirements applicable to experts with accreditation specialization .....	5
3.3. Requirements applicable to experts with methodologies specialization .....	5
3.4. Requirements applicable to experts with climate policy specialization .....	6
<b>4. SUPPORTING INFORMATION .....</b>	<b>6</b>
4.1. Time period .....	6
4.2. Selection of experts .....	6
4.3. Individual expert capacity, code of conduct, conflict of interest and confidentiality .....	7
4.4. Assignment of work .....	7
4.5. Remuneration .....	7

## 1. Background

1. Paragraph 70 of annex II to decision 7/CMA.4 (hereinafter referred to as the rules of procedure of the Supervisory Body of the mechanism established by Article 6, paragraph 4 of the Paris Agreement) specified that the Supervisory Body of the Article 6.4 mechanism (hereinafter referred to as the Supervisory Body) may establish expert groups comprising internal or external experts, such as committees, panels, working groups and/or rosters of experts as required, to assist it in performing its functions and achieving its objectives.<sup>1</sup>

## 2. Scope, applicability and entry into force

### 2.1. Scope Introduction

2. This document ~~TOR~~ sets out the requirements and provides supporting information for the ~~experts of the A6.4 Mechanism~~ Article 6.4 experts.

### 2.2. Applicability

3. These terms of reference (ToR) are applicable for experts who provide specialized services to the ~~Article 6.4~~ Supervisory Body relating to the work of the ~~Article~~ 6.4 ~~Mm~~ mechanism. These specializations include:
  - (a) Accreditation;
  - (b) Methodologies;
  - (c) Climate policy.

### 2.3. Entry into force

4. This version of this document enters into force on DD MM YYYY.

## 3. Requirements applicable to ~~all~~ experts

### 3.1. Requirements applicable to all experts

5. All experts shall fulfil the following minimum requirements:
  - (a) Be familiar with the rules, modalities and procedures for the Article 6.4 mechanism ~~Rules, Modalities and Procedures (RMP)~~<sup>2</sup> and relevant decisions of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) and decisions related to the transition of activities from the CDM to the A6.4 Mechanism;
  - (b) ~~Be able to c~~Communicate effectively in English, both in writing and orally. A working knowledge of other United Nations languages is desirable;

---

<sup>1</sup> See decision 7/CMA.4, annex II. Available at: [https://unfccc.int/sites/default/files/resource/cma2023\\_10a02E.pdf#page=33](https://unfccc.int/sites/default/files/resource/cma2023_10a02E.pdf#page=33).

<sup>2</sup> See decision 3/CMA.3. Available at: [https://unfccc.int/sites/default/files/resource/cma2021\\_10a01E.pdf#page=25](https://unfccc.int/sites/default/files/resource/cma2021_10a01E.pdf#page=25).

- (c) ~~Demonstrate Have~~ excellent drafting skills, strong operational and analytical skills, and ~~an the~~ ability to work ~~effectively~~ as a member of a team.
- (d) ~~Have Hold~~ an advanced university degree (Masters ~~or above~~) in the relevant discipline.<sup>3</sup> A combination of a university degree plus three years of additional relevant professional experience in the field may be accepted in lieu of an advanced degree ~~in the relevant discipline~~.

### 3.2. ~~Requirements applicable to experts with a specialization in a~~Accreditation specialization

6. Accreditation experts shall fulfil the following minimum requirements:

- (a) Have knowledge relevant to the A6.4 activity cycle, gained by, for example, working in other project/programme based offset mechanisms either in the compliance or voluntary markets;
- (b) Demonstrate ~~a minimum of~~ four years of relevant working experience, of which at least two years in a national, regional or international accreditation body or in third-party certification activities;
- (c) Demonstrate work experience of at least 10 accreditation assessments or conformity assessment audits;
- (d) Have knowledge of relevant accreditation requirements, relevant accreditation procedures, mechanism methodologies, applicable legal regulations, sampling/statistics and investment analysis, management systems, auditing techniques and methods to mitigate conflict of interest;
- (e) Have successfully completed an auditor training course based on ISO 19011 or equivalent;
- (f) ~~Hold an a~~Advanced ~~U~~university degree (Masters ~~or above~~) in one of the relevant disciplines: scientific or technological discipline, economics, finance or ~~a~~ related discipline.

### 3.3. ~~Requirements applicable to experts with a specialization in m~~Methodologies specialization

7. Methodologies experts shall fulfil the following minimum requirements:

- (a) Have knowledge relevant to the A6.4 activity cycle, gained by, for example, working in other project/programme based offset mechanisms, either in the compliance or voluntary markets;
- (b) Demonstrate relevant working experience of at least four years in methodological issues related to project/programme-based mechanisms (voluntary or compliance);
- (c) Demonstrate technical/scientific expertise in at least one of the following areas:
  - (i) Baseline and monitoring methodologies for emission reduction or removal activities;

<sup>3</sup> Please see the specializations below for the specific disciplines.

- (ii) Implementation of emission reduction or removal activities;
- (iii) Development of standards or regulations related to emission reduction or removal activities;
- (d) **Hold an aA** Advanced **U**university degree (Masters **or above**) in one of the relevant disciplines: economics, energy, social, or environmental studies, natural sciences, engineering, geology, forestry, or **a** related discipline.

### **3.4. Requirements applicable to experts with a specialization in Climate policy specialization**

8. Climate policy experts shall fulfil the following minimum requirements:

- (a) Demonstrate relevant working experience for a total of at least four years in either one or combination of the following areas:
  - (i) Monitoring and verification related to project/programme-based mechanisms (voluntary or compliance) and demonstrate expertise in activity implementation;
  - (ii) Issues related to capacity building and development cooperation related to project/programme-based activities;
  - (iii) Policy work related to integrating crediting and markets with NDCs, LT-LEDS and undertakings pursuant to Article 4.6 of the Paris Agreement;
  - (iv) Other policy and technical expertise relevant to the implementation of the A6.4 Mechanism. For example, in relation to economic assessments, modelling, benchmarking, technology transfer, national greenhouse gas inventories, emission projections, registries and climate change policy.
- (b) **Hold an aA** Advanced **U**university degree (Masters **or above**) in one of the following relevant disciplines: law, economics, energy, social, or environmental studies, development studies, engineering, forestry, or **a** related discipline.

## **4. Supporting information**

### **4.1. Time period**

9. Inclusion on the roster shall be for a period of two years, with a possibility of renewal.

### **4.2. Selection of experts**

10. The secretariat, under the guidance of **appointed four** Supervisory Body members/alternates, **appointed by the Supervisory Body Chair or Vice-Chair**, will prepare a shortlist for **the** consideration and decision by the Supervisory Body. **That t**The selection of experts is to take into account **regional and gender balance diversity**, as contained in provisions of the rules, modalities and procedures for the mechanism established by Article 6, paragraph 4, of the Paris Agreement.;

**4.3. Individual expert capacity, code of conduct, conflict of interest CoI and confidentiality**

11. Experts on the roster shall comply mutatis mutandis with the applicable provisions related to working in an individual expert capacity, code of conduct, conflict of interest and confidentiality contained as stipulated in section paragraphs 3.2 25, 4.1 26-28, 4.2, and 4.3 29 respectively of annex II to decision 7/CMA.4 the draft rules of procedure of the Supervisory Body.<sup>4</sup>

**4.4. Assignment of work**

12. Once the roster is established, the Supervisory Body will develop a process for selecting experts from the roster for specific assignments.

**4.5. Remuneration**

13. In accordance with United Nations rules and regulations and subject to the fulfilment of any conditions in terms of the written agreement to be signed with the secretariat, experts on the rosters shall be remunerated for services provided on time and to the requisite level of quality, with on a daily fee basis. Where applicable, travel costs and daily subsistence allowance shall be paid to experts attending a in-person meetings in-person involving travel, in accordance with United Nations rules and regulations.

-----  
**DRAFT**  
**Document Information**

Version	Date	Description
02.0	28 April 2025	Published as an annex to the annotated agenda of SBM 016. Revision to include sections to ensure consistency and to improve readability.
01.0	6 November 2022	SB 003, Annex 2 Initial publication

Decision Class: Operational, Regulatory  
Document Type: Procedure, Terms of Reference  
Business Function: Governance  
Keywords: A6.4 mechanism, terms of reference, roster of experts

---

<sup>4</sup> See footnote 2.