

A6.4-SBM018-A04

Terms of Reference

Article 6.4 experts

Version 3.0



United Nations
Framework Convention on
Climate Change

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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 mechanism established by Article 6, paragraph 4 of the Paris Agreement (hereinafter referred to as the Supervisory Body) may establish a roster of experts and expert groups comprising internal or external experts, such as committees, panels, and working groups, to assist it in performing its functions and achieving its objectives.¹
2. The “Procedure: Article 6.4 activity cycle for projects”², and the “Procedure: Article 6.4 activity cycle for programme of activities”³ specified that the secretariat shall:
 - (a) Establish an expert review team, comprising of two external experts selected from the roster of experts to conduct an assessment of the (i) request for registration, (ii) request for issuance, (iii) request for approval of post-registration change and (iv) request for renewal;
 - (b) Select an expert from the roster of experts to provide inputs on the request for post-registration changes, including changes related to the Article 6.4 Sustainable development tool forms and deviations from elements and criteria of the Article 6.4 Sustainable development tool.

2. Scope, applicability and entry into force

2.1. Scope

3. This document sets out the requirements and provides supporting information for the Article 6.4 experts.

2.2. Applicability

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

2.3. Entry into force

5. This document enters into force on 10 October 2025.

¹ See decision 7/CMA.4, annex II. Available at:
https://unfccc.int/sites/default/files/resource/cma2023_10a02E.pdf#page=33.

² See <https://unfccc.int/sites/default/files/resource/A6.4-PROC-AC-002.pdf>

³ See <https://unfccc.int/sites/default/files/resource/A6.4-PROC-AC-003.pdf>

3. Requirements applicable to experts

3.1. Requirements applicable to all experts

6. All experts shall fulfil the following minimum requirements:

- (a) Be familiar with the rules, modalities and procedures for the Article 6.4 mechanism⁴ 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 clean development mechanism to the A6.4 mechanism;
- (b) Communicate effectively in English, both in writing and orally. A working knowledge of other United Nations languages is desirable;
- (c) Demonstrate excellent drafting skills, strong operational and analytical skills, and the ability to work effectively as a member of a team;
- (d) Hold an advanced university degree (Masters or above) in the relevant discipline.⁵ 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.

3.2. Requirements applicable to experts with a specialization in accreditation

7. Accreditation experts shall fulfil the following minimum requirements:

- (a) Have knowledge relevant to the Article 6.4 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 advanced university degree (Masters or above) in one of the relevant disciplines: scientific or technological discipline, economics, finance or a related discipline.

⁴ See decision 3/CMA.3. Available at:
https://unfccc.int/sites/default/files/resource/cma2021_10a01E.pdf#page=25.

⁵ Please see the specializations below for the specific disciplines.

3.3. Requirements applicable to experts with a specialization in methodologies

8. Methodologies experts shall fulfil the following minimum requirements:

- (a) Have knowledge relevant to the Article 6.4 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;
 - (ii) Implementation of emission reduction or removal activities;
 - (iii) Development of standards or regulations related to emission reduction or removal activities;
- (d) Hold an advanced 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

9. 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 nationally determined contributions, long-term low-emission development strategies and undertakings pursuant to Article 6.4 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 advanced 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.

3.5. Requirements applicable to experts with a specialization as an expert reviewer

10. Expert reviewers shall fulfil the following minimum requirements:

- (a) Demonstrate relevant working experience for a total of at least four years in either one or a combination of the following areas:**
 - (i) Experience in project/programme-based mechanism implementation in the voluntary or compliance markets;**
 - (ii) Experience in the monitoring and verification of activities registered with the project/programme-based mechanisms that apply greenhouse gas methodologies. Expertise in the statistical analysis of data, surveys and sampling of programme of activities is a plus;**
 - (iii) Experience in the establishment of baseline scenarios and the quantification of baseline emissions based on various approaches (e.g.: best available technologies, ambitious benchmarks and downwards adjustment);**
 - (iv) Expertise in relevant regional and national policies and legislation, including macro policy evaluation and authorization of the host country(ies) of the Article 6.4 project or programme of activity;**
 - (v) Expertise in additionality assessment including in investment analysis (e.g. in calculating net present value, internal rate of return on the investment, weighted average cost of capital and other metrics) of clean technology activities and in conducting common practice analysis and barrier analysis;**
 - (vi) Expertise to evaluate environmental and social impacts and sustainable development impacts to determine whether the Article 6.4 activity participant or designated operational entity has identified, evaluated, avoided, minimized and mitigated potential risks associated with proposed activities and collected, analysed and reported on the data and information in different host countries as per the requirements of the Article 6.4 sustainable development tool.**
- (b) Hold an advanced university degree (Masters or above) in one of the following relevant disciplines: engineering; energy, social or environmental or development studies; finance or economics; forestry; or a related discipline.**

4. Supporting information

4.1. Time period

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

4.2. Selection of the roster of experts

- 12. The secretariat shall launch the call for a period of 21 calendar days and ensure the announcement of the open call covers a well distributed geographical target audience.**

- 13. The secretariat shall ensure the following information is available to applicants:**

- (a) General information on the selection process and timelines;**

- (b) The applicable ToR containing information related to competence requirements and the code of conduct, including the conflict-of-interest provisions;
 - (c) Application questionnaire for demonstrating related competence requirements;
 - (d) Information on assignment types, timeliness and remuneration.
14. The secretariat, under the guidance of ~~four members~~ the co-chairs of the Accreditation Expert Panel and the Methodological Expert Panel and any other Supervisory Body members/alternates, appointed by the Supervisory Body, will prepare a shortlist for all the specialization for the roster of experts for consideration and decision by the Supervisory Body.
15. The selection of experts is to take into account regional and gender balance, as contained in provisions of the rules, modalities and procedures for the mechanism established by Article 6, paragraph 4, of the Paris Agreement.
16. A call for experts may be limited to specific areas of expertise, considering the performance of existing experts on the rosters, overlaps of expertise, the need for new perspectives and a balanced workload among experts on the rosters.
17. The secretariat shall inform existing experts on the rosters of the calls and invite them to reapply or confirm their continued interest to be on the roster as applicable. Existing roster experts who confirm their interest in continuing the term of service shall update their United Nations Personal History Form (P.11), but shall not be required to submit a new application unless otherwise instructed by the secretariat (for reasons such as changes in competency requirements, a need for consent to the ToR, etc.).
18. New applicants shall submit a duly completed application form and P.11 and clearly indicate where required in the application form their agreement to abide by the code of conduct, including the conflict-of-interest provisions.

4.3. Processing of applications

19. Applicants who fail to agree to the ToR or who submit their application after the deadline shall be disqualified and rejected.

4.4. Appointment and termination of roster membership

20. All applicants for the rosters shall be notified of the result of their application by the secretariat.
21. Once the term of service as an expert on the roster has started or ended, the secretariat shall take all administrative steps to effectuate the status.

4.5. Individual expert capacity, code of conduct, conflict of interest and confidentiality

22. 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 as stipulated in paragraphs 25, 26–28, and 29 respectively of annex II to decision 7/CMA.4.⁶

⁶ See footnote 1.

4.6. Assignment of work

23. Once the roster is established, the Supervisory Body will develop a process for selecting experts from the roster for specific assignments in accreditation, methodologies, and climate policy specializations. Please refer to Appendix 1 for information on the assignment of cases to expert reviewers.

4.7. Performance evaluation of experts

24. The secretariat will conduct the performance evaluation of the experts in accreditation, methodologies and climate policy specialisation on case-by-case basis based on the work performed by them against a specific ~~terms of reference (ToR)~~. Please refer to Appendix 2 for information on the performance evaluation of expert reviewers.

4.8. Remuneration

25. In accordance with United Nations rules and regulations and subject to the 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, on a daily fee basis. Where applicable, travel costs and daily subsistence allowance shall be paid to experts attending in-person meetings involving travel, in accordance with United Nations rules and regulations.

Appendix 1. Assignment of cases for expert reviewers

1. When assigning cases to experts on the roster the secretariat shall initiate the provision of expert services by taking into consideration the technical skills required and the sectoral scope(s) of the project activity or programme of activities to be reviewed In addition:
 - (a) In case of an assessment of a request for registration and / or request for issuance, the secretariat shall appoint one of the expert reviewers to serve as the lead. The lead shall be responsible for all communications with the secretariat and the delivery of an assessment report, and other expert reviewers will serve as team members;
 - (b) In case of providing inputs on the request for post-registration changes including changes related to the Article 6.4 sustainable development tool forms, the secretariat shall appoint one expert from the roster;
 - (c) The secretariat shall send a notification of appointment to the identified expert(s) with a request for confirmation of availability and a case specific conflict of interest declaration within three calendar days of receipt of the notification, or another deadline as specified. A failure to respond by the deadline given, shall be interpreted as the roster expert not being available.
2. The secretariat shall seek to ensure a balanced workload among approved experts on the roster. For this purpose, the secretariat may place an upper limit on the number of times an approved expert may be assigned to specific types of cases (desk reviews or assessments), while also recognizing that certain fields of expertise have a very narrow scope and the ultimate goal is to deliver high quality products. The secretariat shall review the workload balance among approved experts on the roster throughout the term and use this information to help develop the specifications for a new call for experts.
3. Approved experts on the roster shall provide the secretariat with:
 - (a) A scanned copy of their passport;
 - (b) Their bank details.
 - (c) A CV as per the template;
 - (d) A duly signed contract as provided to them for signature by the secretariat, including a statement of no conflict of interest for each assignment.

Appendix 2. Performance evaluation of the expert reviewers

1. All approved experts who are appointed to undertake work, shall be subject to a performance evaluation by the secretariat and the Supervisory Body.
2. Performance evaluation results shall be treated as confidential and shall not be disclosed to any party other than the Supervisory Body.
3. The secretariat shall ensure that the performance evaluations are undertaken in a standardized manner by using standard evaluation forms and a reference sheet included in the table below.
4. For the expert reviewer:
 - (a) The secretariat shall undertake the performance evaluation of experts on the roster and share its analysis with the Supervisory Body. For this purpose, the Supervisory Body shall designate four members or alternate members as evaluators for a period of one year, taking into account regional balance;
 - (b) The evaluators shall elect a lead of the evaluator group at the same Supervisory Body meeting at which the evaluators are elected;
 - (c) The secretariat shall prepare draft performance evaluation recommendations based on a review of the expert reviewer assessment reports and submit them to the Supervisory Body and the evaluators before the penultimate meeting of the year, including supporting documentation;
 - (d) The secretariat shall, on a continuing basis, provide to each Supervisory Body member and alternate member, the expert reviewer assessment reports, whenever they are received from the expert reviewer or expert review team, together with a form pre-filled with relevant information for each assigned case, containing project number, title, type, expert reviewer's name(s) and issues at stake, if any, for the evaluators to prepare their individual evaluation of the performance of expert reviewer;
 - (e) All other Supervisory Body members and alternate members may provide input on a voluntary basis to the secretariat using the form, which shall be forwarded to the evaluators;
 - (f) Each evaluator shall prepare their own performance evaluation recommendations and submit them to the lead of the evaluator group before the penultimate meeting of the year;
 - (g) The lead of the evaluator group shall consider the recommendations prepared by individual evaluators, taking into account the draft recommendations prepared by the secretariat, and prepare final performance evaluation recommendations based on consensus by all evaluators;
 - (h) The lead of the evaluator group shall report the final performance evaluation recommendations on the expert reviewer to the Supervisory Body at its last meeting of the year.
5. The evaluations shall be based on the level of quality using a scale of 1–4, where 4 indicates a very good quality level, 3 indicates a good quality level, 2 a satisfactory quality

level and 1 an unsatisfactory quality level. The score shall be adjusted as applicable to reflect higher levels of complexity.

6. The outcomes of the performance evaluations of an approved expert shall be used as a basis for retaining the expert on the roster as expert reviewer if the expert has expressed a wish to remain on it in connection with the selection process or, in the case of underperformance, to discontinue the use of the expert for the remainder of the term of service and remove them from the roster at the end of the term.

Table. Examples and description of definition levels

Score	Definition	Examples and description of definition levels
Quality of assessment/deliverable		
1	Unsatisfactory	The assessment/deliverable is technically incorrect or incomplete and/or submitted late.
2	Satisfactory	The assessment/deliverable is technically correct and complete, and provides information within the scope.
3	Good	The assessment/deliverable is technically correct and complete, providing information within the scope and identifying further information required in order to allow the issue to move forward.
4	Very good	The assessment/deliverable is technically correct and provides value-added information (extending the scope), allowing the issue to move forward immediately.
Timeliness		
On time		Submission received within the agreed deadline or extension
Late submission		Submission received after the agreed deadline or extension
Complexity of assignment		
0	Easy	Non-complex sectors/methodologies
+1 if quality score = 2, 3, 4	Complex	Moderately difficult complex sectors/methodologies

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Document information

Version	Date	Description
03.0	10 October 2025	SBM 018, Annex 4. Revision to include additional specialization "Expert Reviewer" for roster of experts, and applicable requirements for assignment of cases and performance evaluation of this roster of experts.

<i>Version</i>	<i>Date</i>	<i>Description</i>
02.0	16 May 2025	SBM 016, Annex 5. Revision to include sections to ensure consistency and to improve readability.
01.0	6 November 2022	SB 003, Annex 2 Initial publication

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