



Date: 4 July 2022  
Reference: ADPT/LEG/RoE  
Page 1 of: 4

## **CALL FOR EXPRESSION OF INTEREST**

### **Least developed countries roster of experts on national adaptation plans**

In responding to the gaps and needs communicated by the least developed countries (LDCs) and as part of its technical guidance and support, the Least Developed Countries Expert Group (LEG) decided to create and maintain a roster of national and regional experts from the LDCs to support the formulation and iterative review of national adaptation plans (NAPs) and the implementation of policies, projects and programmes identified in NAPs.

The LDCs roster of experts on NAPs contains information on experts with relevant skills and professional expertise in the field of climate change adaptation to contribute to activities related to the formulation and implementation of NAPs. It will be used as a resource by all those supporting NAPs.

Interested experts from the LDCs are invited to apply to join the roster at their earliest convenience, preferably by 31 July 2022, by sending a completed application form (see annex I) to the LEG at [leghelp@unfccc.int](mailto:leghelp@unfccc.int). More information about the roster is contained in annex II.

Yours sincerely,

*(signed by)*

Youssef Nassef  
Director  
Adaptation division

**Distribution:** To the Least Developed Country Parties to the United Nations Framework Convention on Climate Change through their national focal points and diplomatic missions accredited to the Federal Republic of Germany.



Annex I

**Application for the Least Developed Countries Roster of Experts**

Title:				
First name:				
Last name:				
Age:		Gender:		
Nationality:				
Present address:				
Postal Code:				
City:		Country:		
Email:				
Phone (include country code):				
Education (include name and city/country of each institution):				
Relevant skills and professional expertise on climate change adaptation:				
Languages:	Reading (basic, confident, fluent)	Speaking (basic, confident, fluent)	Writing (basic, confident, fluent)	Understanding (basic, confident, fluent)
Organization:			Position:	
			Country:	
Name of references:			Email address	
1.				
2.				
3.				

**Please attach a CV.**

**In the case of a nomination, please indicate:**

Full name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please email the completed form, preferably by 31 July 2022, to the LEG at [leghelp@unfccc.int](mailto:leghelp@unfccc.int).**

Please use one form for each nomination in the case of multiple nominations.



## Annex II

### **Concept note on the least developed countries roster of experts on national adaptation plans**

#### **1. Background**

The Least Developed Countries Expert Group (LEG) was established in 2001 and is mandated to provide technical guidance and support to the least developed countries (LDCs) on the process to formulate and implement national adaptation plans (NAPs) and on the implementation of the LDC work programme.

The process to formulate and implement NAPs was established in 2010 to enable LDC Parties to formulate and implement NAPs as a means of identifying medium- and long-term adaptation needs and developing and implementing strategies and programmes to address those needs.

As part of its technical guidance and support, the LEG decided to create and maintain a roster of national and regional experts from the LDCs to support the formulation and iterative review of NAPs, and the implementation of policies, projects and programmes identified in the NAPs. The LDCs roster of experts on NAPs will contain information on experts with relevant skills and professional expertise in the field of climate change adaptation to contribute to activities related to the formulation and implementation of NAPs. It is the hope of the LEG that relevant organizations providing support to the LDCs on NAPs will use this roster as a resource to identify national and regional experts to engage in providing effective support to the LDCs.

#### **2. Applications and nominations to the roster**

The call for experts will be distributed as widely as possible through different channels, including UNFCCC national focal points, the NAP technical working group, operating entities of the Financial Mechanism, the Technology Mechanism, relevant constituted bodies, regional centres and networks, and other networks of the LEG.

#### **3. Eligibility**

The roster of experts is limited to nationals of LDCs. Applicants must have at least three years of proven work experience in areas relevant to adaptation planning and implementation. They should have an advanced university degree (master's degree) in environmental sciences, economics, development studies or a related discipline. A first-level university degree in combination with five years of qualified experience may be accepted in lieu of the advanced university degree.

Applicants should submit a completed application form (annex I) and curriculum vitae, and the names of three references.

#### **4. Accreditation**

The LEG may put in place an accreditation process whereby candidates who fulfil the initial requirements must undergo a training programme similar to those that are already in practice in order to be selected as an expert.



## **5. Selection committee**

A selection committee will be established to help review and classify applicants in accordance with their areas of expertise. The selection committee will comprise members from the LEG and the NAP technical working group. The size of the selection committee will be flexible and determined on the basis of the number of qualified candidates.

## **6. Term and termination of experts**

Successful applicants will be rostered for five years with periodic reviews for updating relevant information. After the fifth year, experts are eligible to reapply should they be interested in continuing. The term of an expert may be terminated before the end of the five-year period in accordance with the monitoring and review mechanism referred to below.

## **7. Monitoring and review**

A mechanism will be put in place to obtain feedback from the country that has availed the services of an expert, or the support organization that has used the services of the expert, to assemble feedback on the expert. Feedback may be collected from a survey or questionnaire to rate the performance of the expert. If an expert receives more than two ratings on their performance that are below satisfactory, they may be terminated upon consultation with the selection committee.

## **8. Administration of the roster**

By applying or being nominated to be on the roster of experts, candidates give their consent for their details to be stored in UNFCCC databases and shared with countries, organizations and agencies seeking experts to engage on NAPs. The roster will be administered by the LEG and includes the following steps:

- Disseminating a call for expression of interest;
- Processing applications to the roster;
- Developing and maintaining the database of experts;
- Administering, maintaining and updating the roster on NAP Central;
- Facilitating access to experts for countries and relevant stakeholders.

## **9. Remuneration**

Experts on the roster will not be remunerated.