**TERMS OF REFERENCE**

**Local/ Regional Project Consultant (short term) to support the implementation of the Initiative for Climate Action Transparency in Trinidad and Tobago**

***Transformational change in the transport sector and e-mobility***

UNEP DTU Partnership is seeking to hire a short term local/regional/international project consultant to support the Ministry of Planning and Development of Trinidad & Tobago with the assessment of the transformational change potential of Trinidad & Tobago’s mitigation actions for the transport sector, with a focus on the role of e-mobility. The project is implemented as part of the [ICAT initiative](http://www.climateactiontransparency.org/icat-guidance/) (Initiative for Climate Action Transparency).

**Project:** Initiative for Climate Action Transparency (ICAT)

**Duty Station:** Port of Spain, Trinidad and Tobago

**Duration of Project:** 4 months (starting October 2020)

**Type of contract:** Individual Contract

**Background**

The Paris Agreement under the United Nations Framework Convention on Climate Change (UNFCCC) to which Trinidad and Tobago is a signatory highlights the urgent need for improved transparency to monitor the progress and assess the impacts of all climate actions to regularly increase efforts over time. The Initiative for Climate Action Transparency (ICAT) works with countries including Trinidad and Tobago to build capacities on understanding and applying tools and approaches to measure, report and verify (MRV) greenhouse gas emissions reductions and sustainable development impacts, as well as to strengthen existing institutional arrangements and processes for MRV of policies and actions. During the first part of ICAT implementation in Trinidad and Tobago (2018-2019), the project sought to support the development of Trinidad and Tobago's MRV systems by developing a Knowledge Management System (KMS) and piloting the KMS for the power generation sector.

The Transformational Change assessment guide developed by ICAT provides guidance for assessing the transformational impacts of climate policies and actions. Transformational change is hereby defined as:

*'A fundamental, sustained change of a system that disrupts established high-carbon practices and contributes to a zero-carbon society, in line with the Paris Agreement goal to limit global warming to 1.5–2°C and the United Nations SDGs'.*

The methodology guides users to assess the transformational impact of policies and actions, by analysing their effects on processes and outcomes of transformations. Processes of transformation represent the main drivers that can lead to system change, while outcomes concern GHG emission reductions and sustainable development.

Adopting a transformational change thinking is necessary to develop policies that are aligned with the IPCC recommendations for keeping global warming below 1.5°C, and reach the Paris Agreement objectives while also meeting the vision defined by the Sustainable Development Goals (SDGs). Transparently assessing and documenting the transformational change potential of a policy is a fundamental step to support the development of policies aligned with the global goals on climate and sustainable development, and can be helpful for seeking financial support, as donors get more and more concerned about the transformative impact of the actions they finance.

**Objectives**

To continue supporting Trinidad & Tobago with operationalising its MRV system and equipping its governmental bodies with tools to support transparent policy-making, ICAT is now seeking to hire a local consultant to analyse the transformational change potential of the mitigation activities of the transport sector, identified by Trinidad & Tobago, and generate insights for the development of an e-mobility policy.

The Project Consultant, with guidance and support from the Ministry of Planning and Development and UNEP DTU Partnership, will contribute to the following deliverables, by supporting the activities described below as well as other related tasks that may be identified as necessary to the success of the Project in attaining its objectives**.**

**Key activities**

The key components of this work are:

1. Use the ICAT *Transformational Change methodology* to analyse the transformational change potential of the mitigation activities relevant for the transport sector, identified by Trinidad & Tobago in their NDC Implementation Plan. Under this component the project will:
   1. Assess the relevance of processes and outcomes of transformation for the transport sector in Trinidad & Tobago. The assessment will be informed by the documentation made available by the Ministry of Planning and Development, further data collection, and will be complemented by interviews with relevant stakeholders;
   2. Assess how political, institutional, social, technology, and financial barriers can hamper processes of transformation, in accordance with the ICAT Transformational Change methodology;
   3. Map the mitigation actions of the transport sector using the ICAT Taxonomy;
   4. Perform a qualitative, and as far as possible a semi-quantitative assessment of the processes and outcomes of transformation deemed relevant. The assessment will be informed by the documentation made available by the Ministry of Planning and Development, stakeholders interviews, and further data collection drawing from the most recent developments of the actions and policies considered;
   5. Analyse and discuss of the transformational change potential of the package of mitigation actions for the transport sector analysed;
   6. Develop recommendations for improving the current list of actions to enhance their transformational change potential.
2. Building upon the previous work package, and keeping in mind the evolving recognition of the role that e-mobility can play in reducing emission in the transport sector, analyse the role of e-mobility in the transformational change of the transport sector in Trinidad & Tobago and generate policy recommendations for the development of an e-mobility policy. Under this component the project will:
   1. Perform a background review to compile a list of actions that could/should be part of an e-mobility policy. The list of recommended actions will draw from UNEP DTU experience with e-mobility, and insights from national stakeholders;
   2. Assess how barriers linked to the development and implementation of an e-mobility policy can hamper processes of transformation, in accordance with the ICAT Transformational Change methodology;
   3. Map the list of actions identified using the ICAT Taxonomy;
   4. Perform a qualitative assessment of these actions on the processes and outcomes of transformation deemed relevant. The assessment will be informed by the documentation made available by the Ministry of Planning and Development, and will be complemented by interviews with relevant stakeholders;
   5. Based on the assessment, discuss the transformational change potential of the package of e-mobility actions analysed, and identify additional actions required, with a view to making appropriate policy recommendations;
   6. Discuss synergies between the e-mobility actions identified and the mitigation actions planned for the transport sector identified in the NDC, with a view to revising and improving the overall policy and action framework;
   7. Generate recommendations for the development of an e-mobility policy. Discuss recommendations with the Ministry of Planning and Development to arrive at a final list of concrete policy recommendations;

**Deliverables**

* Deliverable 1: Organise a final workshop to present the results of the studies.
* Deliverable 2: Integrating the feedback from the workshop, produce a report summarising the analysis and recommendations of the transformational change study for the transport sector, and the analysis and recommendations for the development of an e-mobility policy.

**Role and responsibilities**

To deliver on these activities the consultant will count on the support of the transformational change and e-mobility experts from UNEP DTU, with the consultant supporting the assessment with in-country knowledge, data collection, interviews with stakeholders, and preparation of the deliverables. More specifically the consultant will be expected to:

* Support the assessment of relevance of processes and outcomes of transformation of the transport and e-mobility actions with in-country knowledge, data collection, and interviews with stakeholders;
* Support the assessment of barriers of transformation of the transport and e-mobility actions with in-country knowledge, data collection, and interviews with stakeholders;
* Support the qualitative assessment of transformational change of the transport and e-mobility actions with in-country knowledge, data collection, and interviews with stakeholders;
* Support the background review of e-mobility actions by gathering insights from national stakeholders;
* Support the development of recommendations and findings;
* Prepare, with support and inputs from UNEP DTU Deliverable 1 and 2.

**Qualifications and Experience**

1. The candidate should be highly motivated and capable of working independently. The ability to work with a wide variety of stakeholders from government, agencies, private companies and research institutions is essential. A good understanding of the legal and policy framework relating to climate change initiatives in Trinidad and Tobago is highly desirable. In addition, the Project Consultant should possess:
2. An advanced degree or higher (Master’s or higher) in areas relevant to engineering, traffic management, climate change and/or environmental management, or equivalent mix of qualifications and work experience;
3. Minimum of ten years of relevant work experience in climate change domain;
4. Extensive experience with policy analysis, particularly those related to transportation issues, national development issues, mitigation assessments and measures within the framework of national communications/biennial update reports/NDCs;
5. Knowledge of the transport sector and other related issues, particularly in Trinidad & Tobago;
6. Eagerness to learn about transformational change and e-mobility;
7. Good organizational skills, especially for facilitating meetings, workshops and writing reports;
8. Good interpersonal/communication skills;
9. Fluency in written and oral English is required.

**Work plan**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Component | Activity | Responsible |  | Week | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11-13** |
| 1. Analysis of TC potential of NDC actions for transport sector | 1.1 Relevance assessment | Consultant | x |  |  |  |  |  |  |  |  |  |  |
| 1.2 Barrier analysis | UDP - TC expert  Consultant |  | x |  |  |  |  |  |  |  |  |  |
| 1.3 Mapping of actions | UDP - TC expert |  | x |  |  |  |  |  |  |  |  |  |
| 1.4 Qualitative assessment | UDP - TC expert  Consultant |  |  | x |  |  |  |  |  |  |  |  |
| 1.5 Analysis of overall TC potential | UDP - TC expert |  |  | x |  |  |  |  |  |  |  |  |
| 1.6 Recommendations | UDP - TC expert  UDP - transport experts |  |  |  | x |  |  |  |  |  |  |  |
| 2. Insights for e-mobility policy | 2.1 Background review | UDP - TC expert  UDP - transport experts  Consultant |  |  |  |  | x |  |  |  |  |  |  |
| 2.2 Barrier analysis | Consultant |  |  |  |  |  | x |  |  |  |  |  |
| 2.3 Mapping of actions | UDP - TC expert  Consultant |  |  |  |  |  | x |  |  |  |  |  |
| 2.4 Qualitative assessment | UDP - TC expert  Consultant |  |  |  |  |  |  | x |  |  |  |  |
| 2.5 Discussion of TC and other actions | UDP - TC expert  UDP - transport experts |  |  |  |  |  |  |  | x |  |  |  |
| 2.6 Synergies with NDC actions | UDP - TC expert  UDP - transport experts |  |  |  |  |  |  |  |  | x |  |  |
| 2.7 Recommendations | UDP - TC expert  UDP - transport experts |  |  |  |  |  |  |  |  |  | x |  |
| 3. Workshop | | UDP  T&T Consultant  MOPD |  |  |  |  |  |  |  |  |  |  | x |
| 4. Final report | | UDP  T&T Consultant  MOPD |  |  |  |  |  |  |  |  |  |  | x |

\* TC = transformational change, MOPD = Ministry of Planning and Development

**Reporting Requirements**

The Project Consultant will report directly to the Ministry of Planning and Development and to UNEP DTU Partnership. At the end of the contracted time period, the Project Consultant shall submit all project outputs as well as a final report to the Ministry of Planning and Development and to UNEP DTU Partnership, which will be assessed for validity and completeness of required information, and should be in the desired format identified by the client.

**Terms of Payment**

**30%** on submission and acceptance of deliverable 1.

**70%** on submission and acceptance of deliverable 2.

**Required documents:**

* A CV with a motivation letter detailing why the consultant considers him/herself suitable for the assignment.
* A description of a) the approach that the consultant would take to cover the tasks mentioned above and b) the way the consultant would engage with the national counterparts.
* A financial offer.

**Deadline for applications: 22th October 2020**

**To apply for this consultancy, please send the required documentation to Fatima-Zahra Taibi:** [**ftaibi@dtu.dk**](mailto:ftaibi@dtu.dk)**, Mirko Dal Maso** [**mirmas@dtu.dk**](mailto:mirmas@dtu.dk) **and Kishan Kumarsingh:** [**anamika\_tt@yahoo.com**](mailto:anamika_tt@yahoo.com)