



## TERMS OF REFERENCE

### *Nationally Determined Contributions (NDC) Specialist - Suriname*

“Comprehensive Action for Climate Change Initiative- Latin American and Caribbean”

### **CACCI Project: Guyana and Suriname**

General Information			
<b>Name of Consultancy</b>	National Determined Contribution Specialist		
<b>Type of Consultancy</b>	Multi-Country		
<b>Responsible Unit</b>	IICA Suriname Delegation		
<b>Supporting Unit</b>	Agricultural Climate Action and Sustainability Program (PACSA)		
<b>Duration of Consultancy</b>	6 Months (30 working days)		
<b>Expected Start Date</b>	June 01, 2024	<b>End Date</b>	November 30, 2024
<b>Contract Value</b>	USD 19,500		

#### 1. Background

The Inter-American Institute for Cooperation on Agriculture (IICA) is the specialized agency for agriculture of the Inter-American System that supports the efforts of Member States to achieve agricultural development and rural well-being. Through its seven hemispheric programs, IICA has developed a broad experience in areas such as technology and innovation for agriculture, agricultural health, food safety and quality, international agricultural trade, family farming, rural development, agriculture climate change and bioeconomy. To achieve its mission, the Institute provides technical cooperation services through close and permanent work with its 34 Member States using internal and external funding and addressing their needs in a timely manner.

In this light, IICA is collaborating with the United States Agency for International Development (USAID) and the International Food Policy Research Institute (IFPRI) to implement the Comprehensive Action for Climate Change Initiative – Latin America and the Caribbean (CACCI-LAC). This initiative is geared towards improving the climate resilience of countries by providing localized technical support for countries in the LAC Region. Specifically, the objective is to accelerate the implementation of Nationally Determined Contributions (NDCs) and National Adaptation Plans (NAPs) in accordance with the Paris Agreement on Climate Change.

In the Caribbean, the CACCI is being implemented in Guyana and Suriname to help advance the implementation of the agriculture elements of their NDCs by:

- I. Strengthening the inter-institutional articulation between the ministries of agriculture and environment in Suriname
- II. Building capacity for:
  - a. measuring, reporting, and verifying GHG emissions from the agriculture sector,
  - b. improving monitoring and evaluation systems and processes, and
  - c. developing and implementing project interventions and sustainable climate financing initiatives and

- III. Participating in strategic global and regional networking (political-technical), knowledge and action events.

As such, IICA is seeking a suitably qualified NDC Specialist to join a team of specialists to undertake consultancies related to the implementation of the agricultural elements of NDCs.

## 2. Objectives of the Consultancy

- a. To develop/strengthen an integrated action plan and roadmap for strategic advocacy and implementation of agricultural elements of the NDC for Suriname.
- b. To provide support in building the capacity of technicians in Monitoring, Reporting and Verification and strengthening monitoring and evaluation processes and platforms in Suriname.

## 3. Scope of Work

The NDC Specialist will lead activities related to the implementation of the agricultural elements of the Nationally Determined Contributions, National Adaptation Plans, and roadmaps.

Specifically, the NDC Specialist **will lead** all activities related to **developing/strengthening an integrated action plan and roadmap for strategic advocacy and implementation of agricultural elements of the NDC for Suriname (24 working days)** which include the following sub-activities:

- a. Undertake desk reviews and stakeholder consultations to assess gaps and barriers in existing action plans for implementing of agricultural elements of NDC.
- b. Compile/prepare, present and report on all findings and literature related to gaps and barriers limiting the implementation of agricultural elements of NDCs.
- c. Execute and report on stakeholder validation sessions regarding gaps and barriers limiting the implementation of agricultural elements of NDCs.
- d. Prepare drafts and final reports related to assessments and consultations undertaken.
- e. Collaborate effectively with the Regional Project Management Team and other technical specialists and/or project personnel and actively participate in, and contribute to, meetings as scheduled by the Project Coordinator.

Additionally, the NDC Specialist will work conjointly with other specialists to **provide support (6 working days), not lead**, to activities related to developing:

- a. a needs assessment and action report on M&E systems, processes, and platforms.
- b. capacity building plans, content, and reports for strengthening MRV systems, processes, and protocols.
- c. project or financial mechanism concept notes for Suriname and Guyana.

\*In carrying out their work, the NDC Specialist must ensure that all activities are carried out in a gender-sensitive manner.

#### **4. Minimum Qualifications and Requirements**

##### **Education:**

- a. Master's degree in Climate Change related studies, environmental science economics, agriculture or in a related discipline;
- b. A combination of a relevant university degree plus substantial professional experience in the field may be accepted in lieu of a master's degree in the relevant discipline;

##### **Experience:**

- a. At least three (3) years relevant professional working experience on climate change/environment, development cooperation, relationship management at an institutional level, stakeholder engagement and capacity building;
- b. Demonstrated experience working with governments and international organizations in a developing country context (working experience in multiple countries in the Caribbean will be an asset);
- c. Strong understanding of global climate issues, UNFCCC decisions and processes and the relevance of NDCs;
- d. Experience in conducting research and analysis in at least one of the related themes including climate change mitigation and/or adaptation, gender equality, NDC, environment and/or sustainable development;
- e. Experience in developing, reviewing, expanding climate change and sustainable development related reports, strategies, or plans;
- f. Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations.

##### **Key Competencies and Skills:**

- a. Excellent oral and written communication skills, especially in communicating with technical experts, policy makers and stakeholders;
- b. Proficiency in the use of online communication tools (email, ZOOM, TEAMS etc.) and Microsoft Office.
- c. Ability to work efficiently with team members and stakeholders;

##### **Languages:**

- a. Fluency in English (both oral and written) is required;
- b. Fluency or good knowledge in Surinamese or Dutch will be an asset;

#### **5. Timetable for Implementation of Activities:**

The consultancy will last for six (6) months, from June 01 to November 30, 2024. A NDC Specialist work plan will be developed and agreed upon with IICA after the contract is signed.

**Expected Products and Content:**

No.	Product Description	Submission Date	% Payment
1	<b>Inception Report and Workplan</b> for undertaking the consultancy. The report should include a mapping of stakeholders to be included in the review and stock taking process, proposed methodology and workplan for undertaking the identified activities inclusive of associated stakeholder engagement plan, tools, timeline, technical resources, assumptions and risks; the detailed work plan for the completion of the assignment should include indicators, means of verification, timelines.	June 17, 2024	15%
2	<b>Draft of the Integrated Action Plan and Roadmap</b> on strategic advocacy and NDC implementation re Ag-Sector in Suriname. The draft will constitute the completed plan before review/feedback by the Regional Project Management Team.	August 29, 2024	30%
3	<b>Final Integrated Action Plan and Roadmap</b> on strategic advocacy and NDC implementation re Ag-Sector in Suriname. The final plan will constitute the updated draft based on feedback received from the Regional Project Management Team.	October 28, 2024	40%
4	<b>Final Consultancy Report</b> detailing all activities performed and results achieved, covering all aspects of the scope of work including lessons learned and recommendations.	November 18, 2024	15%

**6. Location and Duration of Contract:**

The NDC Specialist will be hired by contract until the end of the contract, or until the specific assignments for the required services are completed, whichever is sooner. The total number of working days for the consultancy is 30 days over a period of six (6) months, from June 01 to November 30, 2024. The consultancy will begin once the contract is formalized and signed. The NDC Specialist will work mainly remotely to execute their duties.

**7. Payment Method**

The NDC Specialist will be paid a percentage of the total value of the consultancy subject to the approval of each deliverable and invoice that are deemed satisfactory by IICA. The total amount of this consultancy will be Nineteen Thousand, Five Hundred United States Dollars and <sup>00</sup>/<sub>100</sub> (USD 19,500.00) which is inclusive of professional fees as well as any bank fees and tax obligations that may be posed.

- a. Source of Funding: CACCI-LAC Project
- b. Total Payment: USD 19,500.00
- c. Payment Method: Upon submission and satisfaction of deliverables

**8. Unit responsible for monitoring:**

Agricultural Climate Action and Sustainability Program (PACSA).

**9. Project Coordination:**

As a collaborating partner, IICA will provide project management oversight for the implementation of the interventions covered within the Research Agreement on behalf of the International Food Policy Research Institute (IFPRI). A Project Implementation Unit (PIU) consisting of a Project Coordinator, an Administrative/Operative Support, and a Multi-Country Facilitator with direct responsibility for the day-to-day execution of the project, will be established by IICA.

The PIU will be supported by a Regional Project Management team, which provides technical and management guidance. This will include IICA staff in both headquarters and Caribbean offices and will be led by IICA's Hemispheric Program on Agricultural Climate Action and Sustainability, of the Directorate of Technical Cooperation. The project will be implemented in coordination with national and sub-national stakeholders from the public sector, private sector, civil society, academia, and farmers organizations.

The NDC Specialist will lead all activities related to developing/strengthening an integrated action plan and roadmap for strategic advocacy and implementation of agricultural elements of the NDC for Suriname under the overall supervision of the Regional Project Management Team, which will provide technical guidance and managerial support. This position will be hosted in IICA's Suriname office.

**10. Position of the officer responsible for monitoring:**

1. The Project Coordinator, CACCI-LAC Project.

The Consultant will also be accountable to:

1. Dr. Chaney St. Martin, International Specialist in Water and Soil Management, IICA Delegation in Trinidad and Tobago.
2. Ms. Carolina Borda, CACCI Project Lead, Technical Specialist in Natural Resource & Climate Change
3. Mrs. Nekelia Gregoire Carai, Technical Specialist in Water and Soil Management, IICA Delegation in Dominica.
4. The Manager of the Agricultural Climate Action and Sustainability (PACSA), Directorate of Technical Cooperation.

**11. Travel**

Any international travel required will be defined together with the consultancy supervisor, with costs covered by the Project/IICA.

## 12. Presentation of Offer

Interested candidates are encouraged to submit an electronic application by email to [climate.change@iica.int](mailto:climate.change@iica.int) no later than May 19, 2024, at 11:59 pm with the subject line **Application: NDC Specialist – CACCI-LAC**. The application must include (as attachment) the following documents:

1. Cover letter
2. Curriculum Vitae
3. Two references

For questions related to this job offer please contact [climate.change@iica.int](mailto:climate.change@iica.int)

***\*Incomplete applications will not be considered.***

-----*Last line of the Terms of Reference*-----