
TERMS OF REFERENCE
(Individual Contractor Agreement)

Title: Consultancy on Regulatory Proposal for Carbon Emission Offsets
Project: Sustainable Cities GCF Portfolio in Chile SP6
Duty station: Chile
Section/Unit: UNEP Sub-regional Office for the Southern Cone
Contract/Level: LICA 10
Supervisor: Southern Cone Director , Mr. [Jose] [Dallo]

1. General Background

(Brief description of the national, sector-specific or other relevant context in which the individual contractor will operate)

Carbon offset schemes allow individuals and companies to invest in environmental projects around the world in order to balance out their own carbon footprints. The projects are usually based in developing countries and most commonly are designed to reduce future emissions. This might involve rolling out clean energy technologies or purchasing and ripping up carbon credits from an emissions trading scheme.

2. Purpose and Scope of Assignment

(Concise and detailed description of activities, tasks and responsibilities to be undertaken, including expected travel, if applicable)

The project seeks to develop a bank of potentially constitutive domestic offsets projects for the country. The consultant is expected to develop a proposal of what normative modifications would need to be developed.

1) Development of a Regulatory Proposal around Offsets

- Identify international background linked to the recognition of domestic offsets.
- Propose the necessary regulatory modifications that incorporate the concept of domestic offset in the national legislation and the legal adjustments that are necessary to incorporate the recognition of "carbon neutrality" in the collection of taxes or in the design of economic instruments of the type, "Cap and trade" or "credit-based initiatives" associated to the emission markets.

The Director for the Sub-regional Office will directly supervise the consultant for the Southern Cone, with the Climate Change Coordinator in the UN Environment Regional Office for Latin America as second supervisor.

3. Monitoring and Progress Controls

(Clear description of measurable outputs, milestones, key performance indicators and/or reporting requirements, which will enable performance monitoring)

Lumpsum payment modality. There will be a single lumpsum payment issued at the end of the consultancy period, upon confirmation by the supervisor in written of his/her clearance of the below-described deliverables:

- **Deliverable 1:** A document that presents a Regulatory Proposal around Offsets, as described on Functional Activity 1.
Deadline: 6 months after the signature of the contract
Fee: 100% of the total contract amount.

4. Qualifications and Experience

(List the required education, work experience, expertise and competencies of the individual contractor. The listed education and experience should correspond with the level at which the contract is offered.)

a. Education (Level and area of required and/or preferred education)

- Master's Degree or equivalent is required in environment, sustainable development, environmental law, environmental engineering, environmental economics, or similar.
- A first-level university degree is required plus additional years of experience (+7) may be accepted in lieu of a Master university degree.

b. Work Experience

(List number of years and area of required work experience. Clearly distinguish between required experience and experience, which could be an asset.)

- A minimum of 5 years professional experience in environmental law and management, or related areas of work (7 years with a Bachelor).
- Experience in planning and coordinating multi-country projects.
- Experience in developing climate change products and tools.
- Experience in the Latin American and Caribbean region essential.

c. Language

- Fluency in Spanish is required.
- Fluency in English is required

d. Key Competencies

(Technical knowledge, skills, managerial competencies or other personal competencies relevant to the performance of the assignment. Clearly distinguish between required and desired competencies)

- Proven experience and competence in managerial skills, including management of complex multi-stakeholder projects.
- Excellent written research skills, including the ability to draft and edit reports, studies, and other documents;
- Demonstrated ability to provide technical assistance to governments in Latin America.
- Ability to work effectively with multiple stakeholder groups including national governments.



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. **(for levels IICA-2, IICA-3, LICA Specialist- 10, LICA Specialist-11, NOC, NOD, P3, P4 and above)**



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

Project Authority (Name/Title):		Contract holder (Name/Title):	
Signature	Date	Signature	Date