

Terms of Reference for GHG Mitigation Analysis Team Leader

Project Title:	Enabling activities for the preparation of Syria's Initial National Communication to the UNFCCC.
Project No:	00045323
Post Title:	GHG Mitigation Analysis Team Leader
Location:	Damascus - Syria

1. Background

1.1 The Context

The Government of the Syrian Arab Republic (SAR) has ratified the United Nations Framework Convention on Climate Change (UNFCCC) in April 1996, in accordance with Presidential decree 363 dated 12/10/1995. Syria Started its efforts within this framework with program supported by the Global Environment Facility (GEF) and the United Nations Development Programme (UNDP) for the national capacity building in documenting national emissions of green house gases (GHG) and preparing Syria's Initial national communication (INC) to the UNFCCC. The Initial National Communication will be submitted to the Conference of Parties (COP).

1.2 The Project's Aim

This project aims at assisting Syria with the enabling activities necessary to prepare the Initial national communication (INC) to the COP in accordance with the guidance of the UNFCCC. In addition, this project will help strengthen Syria's capacity to fulfill its commitments to the UNFCCC on a continuing basis. The structure of this project is based on the country's previous experience and studies already identified under the stocktaking exercise. In addition, the preparation of the INC is expected to enhance general awareness and knowledge on climate change-related issues in Syria, and to help in highly taking them into account in the process of national planning and policy.

1.3 Project's Activities

The main components of the project are:

- (a) Inventory of GHG for the year 2000 and time series 1994-2000 based on IPCC 1996 Revised Guidelines and IPCC GPG;
- (b) Analysis of potential measures to mitigate the increase in GHG emissions in Syria. The GHG base year 1994 will serve as the starting point of GHG mitigation analysis and will go up to year 2033;
- (c) Analysis of potential impacts of climate change in Syria and adaptation measures;
- (d) Preparation of the INC of Syria and submission to the COP.

In addition, public awareness activities and stakeholder consultations will be cross-cutting along the overall course of this project.

2. The Assignment

2.1 Objective of the Assignment

The GHG Mitigation Analysis Team Leader will be hired on a part-time basis and should work in consultation with and under the supervision of the National Project Director (NPD). He/she shall be responsible to carry out the activities of the GHG mitigation analysis component of the project.

2.2 Responsibilities

The GHG Mitigation Analysis Team Leader responsibilities/tasks and the related deliverables/outputs should include the following:

Responsibilities/ Tasks	Outputs /Deliverables
<ul style="list-style-type: none"> -Develops the scope of work and respective terms of reference for the team members. -Assists the NPD in establishing the team of experts for performing the GHG mitigation analysis mainly from the roster of national experts. 	<ul style="list-style-type: none"> - TORs are prepared within two weeks from the starting date of the assignment. - Team established with the needed number and experiences of members to cover properly all sectors.
<ul style="list-style-type: none"> -Prepares a detailed work-plan for GHG mitigation analysis component on the basis of the overall project work plan. The draft work plan is to be discussed with NPD and approved. 	<ul style="list-style-type: none"> - Detailed work plan prepared within two weeks from the starting date of the assignment, discussed and approved.
<ul style="list-style-type: none"> -Decides in consultation with NPD, on methodologies and models for the mitigation analysis (Bottom-up, Top-down). - Leads and oversees the scenario development and update. 	<ul style="list-style-type: none"> - Methodologies selected, agreed upon and implemented.
<ul style="list-style-type: none"> -Organizes the scheduled consultations/ trainings workshops and ensure their success. 	<ul style="list-style-type: none"> - Consultations/ trainings workshops are properly organized and held.
<ul style="list-style-type: none"> -Ensures the timely and effective management of the activities as scheduled. -Leads the literature review of related GHG studies conducted previously in Syria. -Leads the data and information collection process including macroeconomic data. -Leads and oversee the team to conduct the GHG mitigation analysis (including scenario development and analysis) -Coordinates with the Inventory Team to ensure synergy and to get the needed data at appropriate format. -Ensures synergy and cooperation with other project components. -Assists NPD to ensure synergy with other relevant 	<ul style="list-style-type: none"> - All activities are conducted properly on a timely manner.

projects.	
<ul style="list-style-type: none"> – Provides periodic progress reports to the NPD on the GHG mitigation analysis thematic area. – Drafts the GHG Mitigation Analysis Report and respective chapter of Syria’s INC along with the respective part of the executive summary. – Incorporates comments received from the review process (including comments received during workshops and meetings) into the above mentioned project documents. 	<ul style="list-style-type: none"> – Monthly progress reports submitted to NPD. – Report and documents are properly prepared as scheduled. – Comments are incorporated into the respective project documents.
<ul style="list-style-type: none"> – Oversees the documentation and archiving of the studies made. 	<ul style="list-style-type: none"> – Studies are archived properly.

3. Reporting Structure

The National GHG Mitigation Team Leader to be reported to the NPD. All deliverables should be prepared in English and Arabic languages and handed out in 3 hard and soft copies.

4. Performance Indicators for Evaluation of Results

Performance indicators for evaluation of results are the outputs/deliverables specified in section 2.2 of this TOR

5. Minimum Qualifications and Experience

Education:	University advanced degree in energy, environmental management or other fields relevant to the project;
Experience and knowledge:	<ul style="list-style-type: none"> ▪ A minimum of 5 years of working experience in an area relevant to Climate Change. ▪ Substantial involvement in the preparation of the GHG inventory and abatement analysis. ▪ Good understanding of GHG inventory process and projection. ▪ Demonstrable knowledge of IPCC 1996, IPCC GPG, LEAP etc. ▪ Familiarity with Syrian's social and economic development issues and trends in the context of sustainable development process. ▪ Familiarity with strategies and action plans adopted by the government that could have impact on GHG mitigation. ▪ Demonstrated ability to handle and process large amounts of data. ▪ Demonstrated ability of analytical and drafting work.
Language requirements	Excellent communication (oral and written) skills in Arabic and English.
Computer skills	Excellent computer and word processing skills
Nationality	Syrian

6. ASSIGNMENT DURATION

The team leader will contribute a 2.5 months level effort.

7. DELIVERABLES

- Deliverable 1: Submission of a GHG Baseline Scenario for 1994-2033
- Deliverable 2: Submission of the GHG Abatement chapter and the respective part of the executive summary.
- Deliverable 3: Submission of technical paper includes the GHGs emissions in Syria and all relevant mitigation scenarios.