Terms of Reference
Consultancy work for Dissemination and peer-learning activities for ICAT in the Latin American Region

1. Background
There is a growing demand for information on climate transparency matters in Latin America and the Caribbean. Once the Katowice Rules were agreed in COP24, following definitions stipulated under Article No.13 of the Paris Agreement, several countries have been working in the region to enhance and strengthen their own reporting systems using international support. One of the most active and relevant initiatives at world level in this matter in support of developing countries is the Initiative for Climate Action Transparency (ICAT). ICAT is a neutral multi-donor fund that is managed by the United Nations Office for Project Services (UNOPS), governed by a Donor Oversight Committee and supported by an Advisory Committee. The Advisory Committee is comprised of leading experts in fields related to measurement, reporting and verification (MRV) with balanced representation of geographic regions, subject areas, organizations and genders. Currently, there are ICAT projects in 40 countries. In Latin America and the Caribbean (Spanish-speaking countries) this includes: Argentina, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Mexico, and Peru.

UNEP DTU Partnership (UDP) has been since the start of the project a lead participant in ICAT country projects assuming a role of country coordinator in a significant proportion of the current, providing technical advice and coordinating activities to enhance technical exchanges among countries. The current activity falls under this work developed by UDP, by means of facilitating the access to a wider range of Spanish-speaking stakeholders in countries of Latin America and the Caribbean of the variety of current and expected results associated with the implementation of the ICAT project, focusing on countries’ experiences. The main focus of this work is increasing the awareness of the results of the ICAT projects as well as ICAT tools and methodologies with other Spanish-speaking Latin American and Caribbean counterparts, including from the Government side at central, sectorial, and subnational levels. In addition, other stakeholders and practitioners, including academia, private sector and NGO representatives are also expected to be actively included in the activities.

2. Objectives
• Increase visibility of the results achieved by the ICAT project by providing spaces for the dissemination of country experiences in Latin America.
• Use the outcomes, tools and experiences developed by the ICAT project, to foster active processes of peer learning among ICAT country projects and other country practitioners.
3. Scope of Work and Activities

To help achieve the above objectives, the consultant/s will design, develop, implement and report two types of activities:

- **Open webinars in Spanish:**
  - **Audience:** Open to anyone interested to join into the Spanish-speaking Latin American and the Caribbean community, although targeted to LAC practitioners working on Climate Transparency implementation
  - **Objective:** Showcase experiences and available ICAT methodologies, recently published in final versions and explore interest for new subjects under the ETF to apply ICAT projects in the region, including the participation of Well-known experts and technical leaders of the region
  - **Systematization of key takeaways from the webinar and preparation of a communicational product (e.g. one-pager PDF or blog entry with key messages or short communicational video with key messages)**
  - **Communication of activities:** previous (dissemination of invitation to existing databases of communities interested in the region), during (live tweets) and after the webinar (dissemination of key takeaways product).

- **Peer learning sessions in Spanish:**
  - **Audience:** By invitation only, targeted to interested practitioners currently engaged in the implementation of Climate Transparency in LAC countries
  - **Objective:** Peer learning and deep dives in data sharing, methodologies and project preparation that can be supported by ICAT. These can follow a demand-based approach, building on the interest generated by the webinars and the interests expressed by the country Government representatives, that could potentially replicate or apply methodologies. In the short term, focusing on support the presentation of ETF related elements into the countries NDCs updates
  - **Facilitation of the peer learning sessions aimed at producing concrete outcomes of the sessions**
  - **Systematization of key takeaways from the sessions.**

As a way to link both activities, it is expected that the open webinars will contribute to mapping specific needs from practitioners and opportunities that can be attended by the peer-learning sessions. UDP will provide assistance from its own expert staff fluent in Spanish to participate in both types of activities, both to present and build capacity on the technical products available under the ICAT project as well as on technical frameworks related with the activities and subjects included.
4. Qualifications

This consultancy is open both to individuals and legal entities, both for profit or non-profit. Previous practical experience in similar activities in the region is required, as is demonstrable links with existing communities of practice of relevance in the region (e.g. PATPA, LEDSLAC, etc.). Also required is a record of organizing and facilitating web-based multi-stakeholder processes; the consultant/s, firm or organization must indicate which software(s) will use to undertake the activities of the Consultancy, and whether part of the budget will be used for IT-related infrastructure, equipment or software. Whether an individual or a firm/organization, the person/s facilitating the webinars and peer learning sessions must: 1) Hold a first level university degree (Bachelors or equivalent) in a topic area relevant to the assignment (i.e. communications, anthropology, environmental science, etc.); and 2) have a significant track record or knowledge dissemination and event organization in the area of climate change policy and science.

5. Deliverables

1. For the Open webinars in Spanish (4 webinars in total, starting in September/October 2020 and up to the 1st Semester of 2021):
   - For each webinar: Key takeaway product; Minisite within website containing video of the session, and related materials (presentations, final key takeaways product, links to the ICAT methodologies and ICAT website); Participant report; Survey report; Communication and outreach report; Mapping of peer-learning opportunities.

2. For the Peer learning sessions in Spanish (3 sessions in total, starting in November/December 2020 and up to the 1st Semester of 2021):
   - For each session: Introductory documents in preparation for the session and materials used during session (presentations); Systematization of key messages from the exchange; Mapping of next steps and agreements among participants and opportunities of further activities (potential peer-learning or technical projects).

3. Final report with summary of results, conclusions and proposal for further work.

6. Budget

The budget for the Consultancy contract is up to a maximum of USD 25,000 plus taxes. The Consultant/s, firm or organization has the obligation to report income to tax authorities in accordance with national rules and legislation.

7. Time indication

The Consultant should be able to initiate the activities as early as September 2020. All the activities should be finished and reported on fully by the 1st of July of 2021.