

Mexico

Transparency under the Paris Agreement: National and Subnational Contribution and Tracking towards Mexico's NDC

ME-T1390

Terms of Reference

Stakeholder identification and consultation for the transparency of climate action at the national and subnational levels

Background

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social, and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing member countries.

The IDB Climate Change Division is currently working on the implementation of the Paris Agreement in LAC countries and, particularly, of their National Determined Contribution (NDC). The Paris Agreement foresees an enhanced transparency framework for action and support as one of its main core elements (article 13). Accordingly, the Capacity Building Initiative for Transparency (CBIT) was established at COP 21 to support developing countries to enhance transparency requirements in a timely manner. The CBIT aims to (a) strengthen national institutions for transparency-related activities in line with national priorities; (b) provide relevant tools, training and assistance for meeting the provisions stipulated in Article 13 of the Agreement; and (c) assist in the improvement of transparency over time.

On June 6th, 2018, the Global Environment Facility (GEF) Secretariat approved the Project Identification Form (PIF) for a medium sized project to be implemented in Mexico with funding from the CBIT. The project entitled "Transparency under the Paris Agreement: National and Subnational Contribution and Tracking towards Mexico's NDC" will be executed by the National Institute of Ecology and Climate Change (INECC), implemented by the IDB and will have the Ministry of Environment and Natural Resources (SEMARNAT) as beneficiary.

The project objective is to build and strengthen institutional and technical capacities to meet enhanced transparency requirements, as defined in article 13 of the Paris Agreement and in accordance with GEF's CBIT Programming Directions. These activities will enhance Mexico's ability to manage climate resources, in a transparent, accountable, and coherent way.

The technical cooperation has four components that will lead to the development of the SIAT NDC platform for the registration and monitoring of climatic actions at national and subnational levels. This Terms of Reference refer to the first component.

The team's mission:

The IDB, through the Climate Change Division in Mexico, carries out the development of strategies, studies, analyzes, and programs, as well as the cross-cutting actions of the climate change issue with all sectors of the Bank. In addition, and in collaboration with the

Mexican government, and the participation of civil society organizations, it is working on the development of a series of projects and technical cooperation (TC), which give attention to topics related to climate change in different economic sectors, which contribute to low carbon and resilient development in Mexico.

What you'll do:

Research, compile and analyze the different existing practices of climate action transparency at the national and subnational levels in Mexico, to assess the capacity levels of stakeholders that could potentially contribute to the NDC, including three main themes: mitigation actions and their MRV mechanisms; adaptation actions and their M&E mechanisms, and means of support, including climate finance, capacity building and technology transfer; in order to identify best practices and recommendations that serve as a basis for the development of the SIAT- platform. NDC.

Activities:

Map and interview relevant stakeholders for climate action transparency (three levels of government, bilateral or multilateral cooperation agencies) to identify current practices and recommendations on transparency in mitigation, adaptation and means of support:

- The consultant should elaborate a mapping of actors, including governmental, private and social stakeholders that implement mitigation and adaptation actions and their experiences in transparency matters, as well as existent practices of other actors, such as civil society organizations, cooperation agencies, international organizations or private sector that have generated recommendations on MRV, M&E or follow-up to the means of support.
- Based on this mapping of actors, interviews and meetings will be held in order to learn about current practices, their understanding of the NDC and their possible contribution to its fulfillment, as well as their recommendations and a selection of the best practices to be replicated throughout the country, which will help to identify the key elements to design a transparency framework as a baseline for SIAT NDC concept development, as well as indicate best practices regarding MRV of mitigation actions; M&E of adaptation actions and traceability of national and international means of support to meet NDC targets, this practices should be replicated at the national level and facilitate follow-up to the NDC and compliance with the transparency framework of the Paris Agreement.
- Based on the results of the interviews and the meetings, the consultant should develop a report on MRV, M&E and support accountability practices identified, as well as stakeholders' recommendations for the development of the SIAT NDC platform.

Deliverables:

The consultant will deliver the following products:

Deliverable 1. A report of interviews to stakeholders, including stakeholder mapping and interview registries/ memoirs. This document will include in the record an analysis of the

interviews to stakeholders, the identification of current practices and recommendations on climate action transparency from relevant actors.

Analysis of possible contributions to comply with the NDC

- Based on the information given during the interviews, a review of actions being implemented at the national and subnational levels will be carried out, classifying and analyzing current actions, in order to identify actions that could possibly contribute to comply with the NDC.

Deliverable 2. A report of subnational actions identified as potential contributions to the NDC. The document should include a review, classification and systematization of the actions being implemented, identifying potential contributions to the NDC.

Assessment of the institutional capacities for climate action transparency, and development of methodologies and templates for compiling national and subnational information

- The activity consists in the identification of the Government understanding on the variety, commonalities, and capabilities of current climate transparency practices in Mexico, both at the national and subnational level.
- This exercise will focus on three main themes: mitigation actions and their MRV mechanisms; adaptation actions and their M&E mechanisms, and means of support, including climate finance, capacity building and technology transfer. In this point it is important to consider official Information Technology platforms and the architecture already in place to report this information.
- Based on the analysis of the legal and institutional assessments made by relevant stakeholders (e.g. the Initiative for Climate Action Transparency (ICAT) on MRV and M&E), adequate methodologies and templates for compiling national and subnational information will be developed, identifying legal requirements and institutional strengthening needs to be addressed when the SIAT-NDC platform is developed. This information will be used on the design of the SIAT-NDC platform, on the development of manuals and guidelines and for setting-up training programs.

Deliverable 3. A report on findings from the capacity assessment of climate action transparency, including results of testing existing methodologies (i.e. ICAT) and templates for compiling information on legal and institutional responsibilities on climate action transparency in the legal and regulatory framework.

The consultant is expected to communicate and coordinate with different stakeholders to submit the expected deliverables. To complete each deliverable, the Bank and SEMARNAT will review and submit to the consultant and then the consultant will incorporate the comments.

All products must be submitted in Spanish. If required, product must be translated to English.

Deliveries must contain the topics indicated in the Activities - Deliverables section of these terms of reference and will be carried out in accordance with the activities timeline presented in the work plan. All documents must be delivered to INECC, SEMARNAT and the IDB in electronic format and follow the IDB's formats and requirements.

All products, reports, materials and documents resulting from the development of the activities subject to this contract will be owned by the IDB; however, the IDB will grant the Government of Mexico a non-exclusive license for use and unlimited access to the products generated from the execution of this consultancy.

Payments timeline:

Deliverables	Month	Payments (%)
Detailed work plan and activity timeline.	Upon submission and approval of the work plan and timeline	10
Deliverable 1	2	30
Deliverable 2	3	30
Deliverable 3	4	30

What you'll need:

Education: Bachelor's Degree; MSc, MBA or similar advantageous. Academic background in public administration, law, international relations or similar, combined with additional policy qualifications relevant to specific sector of focus. At least 10 years of professional work experience, or the equivalent combination of education and experience in public policy in the field of climate change, sustainable development, transparency, and accountability.

Experience: Experience in undertaking legal analysis; excellent communication skills, including written and oral forms; proven ability to communicate with several stakeholders and conduct interviews to obtain the required information; ability to prepare clear, and concise reports with specific and visually appealing information; analytic capacity and ability to assess project outputs and relevant findings; good team player, self-starter, ability to work under limited supervision.

Languages: Fluency in English and Spanish is required.

Core and Technical Competencies: Substantial experience in monitoring mitigation and adaptation actions and their impacts at the national and subnational levels, as well as in the functioning of MRV and M&E systems.

Opportunity Summary:

- **Type of contract and modality:** INECC's procurement processes in accordance with the IDB's procurement policies and procedures and in accordance with the regulations established jointly between the Ministry of Public Administration (SFP) and IDB.
- **Length of contract:** 4 months.
- **Starting date:** December 2020.

- **Location:** External consultancy. Mexico City. Field visits to states and/or stakeholders/ organizations in Mexico City, as necessary. The length, terms and conditions of each trip will be agreed on between the INECC and SEMARNAT and the consultant prior to the visits carried out under this consultancy.
- **Responsible person:** INECC's Executive Unit of Administration and SEMARNAT's General Directorate of Climate Change Policies.

Mexico

Transparency under the Paris Agreement: National and Subnational Contribution and Tracking towards Mexico's NDC ME-T1390

Terms of Reference

Consultant for the Development of an Information System (and subsystems) of Actions for Transparency on the Nationally

Background:

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social, and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing member countries.

The IDB Climate Change Division is currently working on the implementation of the Paris Agreement in LAC countries and, particularly, of their National Determined Contribution (NDC). The Paris Agreement foresees an enhanced transparency framework for action and support as one of its main core elements (article 13). Accordingly, the Capacity Building Initiative for Transparency (CBIT) was established at COP 21 to support developing countries to enhance transparency requirements in a timely manner. The CBIT aims to (a) strengthen national institutions for transparency-related activities in line with national priorities; (b) provide relevant tools, training and assistance for meeting the provisions stipulated in Article 13 of the Agreement; and (c) assist in the improvement of transparency over time.

On June 6th, 2018, the Global Environment Facility (GEF) Secretariat approved the Project Identification Form (PIF) for a medium sized project to be implemented in Mexico with funding from the CBIT. The project entitled "Transparency under the Paris Agreement: National and Subnational Contribution and Tracking towards Mexico's NDC" will be executed by the National Institute of Ecology and Climate Change (INECC), implemented by the IDB and will have the Ministry of Environment and Natural Resources (SEMARNAT) as beneficiary.

The project objective is to build and strengthen institutional and technical capacities to meet enhanced transparency requirements, as defined in article 13 of the Paris Agreement and in accordance with GEF's CBIT Programming Directions. These activities will enhance Mexico's ability to manage climate resources, in a transparent, accountable, and coherent way.

The technical cooperation has four components, that will lead to the development of the SIAT NDC platform for the registration and monitoring of climatic actions at national and subnational levels. This Terms of Reference refer to the second component.

Based on this, the consultancy seeks to develop an operational and validated SIAT-NDC platform based on identified experiences and best practices, as well as on lessons learned under the SIAT-PECC process.

The team's mission:

The IDB, through the Climate Change Division in Mexico, carries out the development of strategies, studies, analyzes, and programs, as well as the cross-cutting actions of the climate change issue with all sectors of the Bank. In addition, and in collaboration with the Mexican government, and the participation of civil society organizations, it is working on the development of a series of projects and technical cooperation (TC), which give attention to topics related to climate change in different economic sectors, which contribute to low carbon and resilient development in Mexico.

What you'll do:

- Analyze information requirements, select variables, design databases, define data requirements, review existing data and identify information gaps.
- Propose and agree on data collection and sharing strategy, including a diagram of coordination and roles for data collection, databases, data format and requirements and data sharing.
- Identify and analyze existing and needed subsystems to feed information.
- Develop the conceptual design, including the mapping, improvement or development of the subsystems required.
- Carry out consultations with relevant stakeholders to validate the conceptual design and its subsystems.
- Develop the platform and update or develop the subsystems to be linked with the platform. These subsystems must contain.
 - Public Subsystem: Subsystem with information to the public through Web pages about the generalities of the NDC of Mexico, as well as reports on the progress in achieving the goals. The participating agencies may decide which information may be considered public.
 - Subsystem of entry of information: Subsystem with restricted access to users only for the entry of information on the actions implemented, their progress and the corresponding means of verification of the actions of the NDC. With alerts that notify users when their activities should be reported, as well as the delay in any of them. Generation of reports (Graphs, tables, Excel files, among others) of the progress of the activities of the NDC to which the user has access and for which they are responsible. This subsystem should be able to integrate the information of the activities carried out by the state and municipal governments.
 - Management and validation subsystem.
 - User management interface: capable of creating accesses with different levels and permissions, for entering the "Information entry" subsystem.

- NDC activities management interface: to add, edit and eliminate the information of the activities of the NDC, as well as the functions and calculation formulas of the actions and indicators.
- Perform functionality tests (operational, user-friendliness, robustness of communications and security of data collection) and adjust accordingly, including feedback from users; and;
- Develop the operations and user manual and provide a training course for administrators and end users.

Deliverables:

The consultant will deliver the following products:

- Detailed work plan, including the activities to be carried out to achieve the objectives of the consultancy, as well as each one of the subsystems proposed for the creation of SIAT - NDC, based on these Terms of Reference. It must contain a timeline of activities.
- First deliverable, which must contain: A strategy for data collection and sharing agreed (database, variables, indicators, data requirements, process of collection diagram and pathway, roles and means of sharing).
- Second deliverable, which must contain: SIAT-NDC platform developed, validated and fully operational.
- Third deliverable (Final report), which must contain:
 - An Operational and user manual for the SIAT-NDC platform.
 - Final report, which should integrate the information generated in the partial reports, as well as the documentation of the processes and results achieved during the consultancy.
 - The final report must include, at least, the following points: index, summary, introduction, background, description of the methodology, results, conclusions, recommendations, next steps, bibliography and annexes. It must also include the following documents:
 - Report of the training course for administrators and end users
 - User manual for administrators.
 - User's manual for end users.
 - Written warranty for a period of one year from the date of delivery of the system which will contemplate:
 - Technical failures in the database and programming errors.
 - After the start-up of the system, it will provide comprehensive advice on the development of the system at no additional cost.
 - Correction for failure after the start-up of the system, until it is ready for use.
 - Attention and technical support, for verification and good operation. The provider will have a plan of support and attention in accordance with the conditions of service and should make technical visits when assistance is requested, after the start-up of the system.
 - Advice and training of the personnel in charge of the administration of the monitoring system, after its start-up if necessary.

- Executive summary for decision makers and a power point presentation, which must be submitted in Spanish and English.

The consultant will prepare all documents in Spanish and English when required. Deliveries must contain the topics indicated in the Activities - Deliverables section of these terms of reference and will be carried out in accordance with the activities timeline presented in the work plan. All documents must be delivered to INECC, SEMARNAT and the IDB in electronic format and follow the IDB's formats and requirements.

The SIAT NDC platform will be developed and hosted in SEMARNAT's server. SEMARNAT, as the beneficiary of this technical cooperation, will own the electronic platform. However, SEMARNAT will grant the IDB a free, non-commercial, non-exclusive license to use and disseminate the products related to the electronic platform.

Payments timeline:

Deliverables	Month	Payments (%)
Detailed work plan and activity timeline.	Upon submission and approval of the work plan and timeline	20
Deliverable 1	2	30
Deliverable 2	4	20
Deliverable 3 – Final report	6	30

What you'll need:

Education: MSc, MBA or similar; PhD advantageous. Academic background in public administration, political sciences, environmental engineering, industrial engineering, computer engineering or similar, combined with additional policy qualifications relevant to specific sector of focus.

Experience: Consultant firm or multidisciplinary team of consultants with at least 10 years of experience of relevant professional experience or the equivalent combination of education and experience in the field of content management tools and software. The firm or team should have the support of at least one consultant with at least 8 years of experience or the equivalent combination of education and experience in the field of public policy in the field of climate change, sustainable development, transparency, and accountability. Substantial experience in the development of electronic platforms, management of contents, software, and information tools. Experience in the development

of platforms related to environmental and climate change issues is a plus. The environmental consultant should have substantial experience in monitoring mitigation and adaptation actions and their impacts at the national and subnational levels, as well as in the functioning of MRV and M&E systems.

Languages: Fluency in English and Spanish is required.

Core and Technical Competencies: Experience in developing periodically-fed electronic platforms; updated knowledge on information and content management tools; excellent communication skills, including written and oral forms; proven ability to communicate with several stakeholders; ability to prepare clear, and concise reports with specific and visually appealing information; analytic capacity and ability to assess project outputs and relevant findings; good team player, self-starter, ability to work under limited supervision.

Opportunity Summary:

- **Type of contract and modality:** INECC's procurement processes in accordance with the IDB's procurement policies and procedures and in accordance with the regulations established jointly between the Ministry of Public Administration (SFP) and IDB.
- **Length of contract:** 90 working days, in a period of six (6) months.
- **Starting date:** December 2020.
- **Location:** External consultancy. Mexico City.
- **Responsible person:** INECC's Executive Unit of Administration and SEMARNAT's General Directorate of Climate Change Policies.

Mexico

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Terms of Reference

Capacity building on climate action transparency

Background:

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social, and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing member countries.

The IDB Climate Change Division is currently working on the implementation of the Paris Agreement in LAC countries and, particularly, of their National Determined Contribution (NDC). The Paris Agreement foresees an enhanced transparency framework for action and support as one of its main core elements (article 13). Accordingly, the Capacity Building Initiative for Transparency (CBIT) was established at COP 21 to support developing countries to enhance transparency requirements in a timely manner. The CBIT aims to (a) strengthen national institutions for transparency-related activities in line with national priorities; (b) provide relevant tools, training and assistance for meeting the provisions stipulated in Article 13 of the Agreement; and (c) assist in the improvement of transparency over time.

On June 6th, 2018, the Global Environment Facility (GEF) Secretariat approved the Project Identification Form (PIF) for a medium sized project to be implemented in Mexico with funding from the CBIT. The project entitled "Transparency under the Paris Agreement: National and Subnational Contribution and Tracking towards Mexico's NDC" will be executed by the National Institute of Ecology and Climate Change (INECC), implemented by the IDB and will have the Ministry of Environment and Natural Resources (SEMARNAT) as beneficiary.

The project objective is to build and strengthen institutional and technical capacities to meet enhanced transparency requirements, as defined in article 13 of the Paris Agreement and in accordance with GEF's CBIT Programming Directions. These activities will enhance Mexico's ability to manage climate resources, in a transparent, accountable, and coherent way.

The technical cooperation has four components, that will lead to the development of the SIAT NDC platform for the registration and monitoring of climatic actions at national and subnational levels. The present Terms of Reference refer to the third component.

The team's mission:

The IDB, through the Climate Change Division in Mexico, carries out the development of strategies, studies, analyzes, and programs, as well as the cross-cutting actions of the climate change issue with all sectors of the Bank. In addition, and in collaboration with the Mexican government, and the participation of civil society organizations, it is working on the development of a series of projects and technical cooperation (TC), which give attention to topics related to climate change in different economic sectors, which contribute to low carbon and resilient development in Mexico.

What you'll do:

Develop consistent guidelines and templates, as well as capacity building workshops based on these guidelines, in order to ensure that all the potential participants or data providers of the SIAT NDC platform have a standardized and common understanding on how to work with the platform and what data requirements need to be followed to provide it appropriately.

Activities:

In keeping with the principles and the objectives set for the Project, the firm will perform a consultancy service that should include the following Modules and activities:

The selected firm will be required to realize the following activities:

- Review and analysis of existing guidelines of MRV for mitigation actions, M&E for adaptation actions, and transparency of means of support.
- Develop standardized guidelines of MRV for mitigation actions, M&E for adaptation actions, and transparency of means of support.
- Carry out training workshops on climate action transparency (at least one workshop on MRV, M&E and one on means of support transparency for each NDC mitigation sector) with key stakeholders.
- Analyze the training's impact with questionnaires to identify future training needs, as well as to provide recommendations for better use of the guidelines.

Deliverables:

The consultant will deliver the following products:

- Detailed work plan, including the activities to be carried out to achieve the objectives of the consultancy based on these Terms of Reference. It must contain a timeline of activities.
- First deliverable, which must contain:
 - Standardized transparency guidelines (MRV guidelines for mitigation actions, with a chapter per NDC mitigation sector).
- Second deliverable, which must contain:
 - M&E guidelines for adaptation actions, with a chapter per NDC adaptation component: social sector, ecosystem-based adaptation and strategic infrastructure and productive systems, and guidelines on transparency related to means of support for climate action).

- Third deliverable Final report), which must contain:
 - Workshop notes and a report of impact results of the training workshops. The final report must include, at least, the following points: index, summary, introduction, background, description of the methodology, results, conclusions, recommendations, next steps, bibliography, and annexes. It must also include an executive summary for decision makers and a power point presentation, which must be submitted in Spanish and English.

All documents must be delivered to INECC, SEMARNAT and the IDB in electronic format and follow the IDB's formats and requirements.

The consultant will prepare all documents in Spanish and English when required. Deliveries must contain the topics indicated in the Activities - Deliverables section of these terms of reference and will be carried out in accordance with the activities timeline presented in the work plan.

All products, reports, materials and documents resulting from the development of the activities subject to this contract will be owned by the IDB; however, the IDB will grant the Government of Mexico a non-exclusive license for use and unlimited access to the products generated from the execution of this consultancy.

Payments timeline:

All activities and materials will be developed on a 12-month period. Timeline might vary to accommodate the firm and client schedule.

Deliverables	Month	Payments (%)
Detailed work plan and activity timeline.	Upon submission and approval of the work plan and timeline	20
First deliverable	4	30
Second deliverable	8	20
Third deliverable – Final report	12	30

What you'll need:

Education: MSc, MBA or similar; PhD advantageous. Academic background in public administration, political sciences, industrial engineering, chemical engineering, economy or similar, combined with additional policy qualifications relevant to specific sector of focus.

Experience: Consultant firm or multidisciplinary team of consultants with at least 10 years of experience of relevant professional experience or the equivalent combination of education and experience in public policy in the field of climate change, sustainable development, transparency, and accountability. Substantial experience in monitoring mitigation and adaptation actions and their impacts at the national and subnational levels, as well as in the functioning of MRV and M&E systems. Experience in the development of guidelines for decision-makers.

Languages: Fluency in English and Spanish is required.

Core and Technical Competencies: Excellent communication skills, including written and oral forms; proven ability to communicate with several stakeholders and conduct interviews to obtain the required information; ability to prepare clear, and concise reports with specific and visually appealing information; analytic capacity and ability to assess project outputs and relevant findings; good team player, self-starter, ability to work under limited supervision.

Opportunity Summary:

- **Type of contract and modality:** INECC's procurement processes in accordance with the IDB's procurement policies and procedures and in accordance with the regulations established jointly between the Ministry of Public Administration and IDB.
- **Length of contract:** 180 working days, in a period of twelve (12) months.
- **Starting date:** December 2020.
- **Location:** External consultancy. Mexico City.
- **Responsible person:** INECC's Executive Unit of Administration and SEMARNAT's General Directorate of Climate Change Policies.

Mexico

Transparency under the Paris Agreement: National and Subnational Contribution and Tracking towards Mexico's NDC ME-T1390

Terms of Reference

Project Coordinator

Background

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The project objective is to build and strengthen institutional and technical capacities to meet enhanced transparency requirements, as defined in article 13 of the Paris Agreement and in accordance with GEF's CBIT Programming Directions. These activities will enhance Mexico's ability to manage climate resources, in a transparent, accountable, and coherent way.

The technical cooperation has four components, which result in the development of the SIAT NDC platform for the registration and monitoring of climatic actions at national and subnational levels. This Terms of Reference refer to the Project Coordination Unit (PCU) that will coordinate supervise, monitor, and evaluate the CBIT project in general. The PCU will be integrated by two people: the Coordinator and team leader, as well as a Finance and Procurement Assistant.

The team's mission:

The IDB, through the Climate Change Division in Mexico, carries out the development of strategies, studies, analyzes, and programs, as well as the cross-cutting actions of the climate change issue with all sectors of the Bank. In addition, and in collaboration with the Mexican government, and the participation of civil society organizations, it is working on the development of a series of projects and technical cooperation (TC), which give attention to topics related to climate change in different economic sectors, which contribute to low carbon and resilient development in Mexico.

What you'll do:

Assure the compliance of the objectives in due time of the project "Transparency under the Paris Agreement: National and Subnational Contribution and Tracking towards Mexico's NDC". The Project Coordinator will carry out the technical leadership necessary for the correct implementation of the project and be responsible for the planning, execution, monitoring and supervision of administrative and coordination activities.

Activities

- The PCU will be responsible for the execution of the project, based on the project document, the results matrix, the work plan, the procurement plan, and the terms of reference developed for each component. In particular, the PCU will carry out the following activities:
- Prepare the Terms of Reference and evaluation of proposals, as well as monitoring the procurement for non-consulting services and the selection and hiring of consultancies needed to achieve the project's outcomes and in close coordination with the INECC, SEMARNAT and the IDB. INECC will carry out procurement processes of non-consulting services and the selection and hiring of consultants, based on IDB's procurement policies and procedures and in accordance with the regulations established jointly between the Ministry of Public Administration (Secretaría de la Función Pública in Spanish) and the IDB, asking the IDB for no objections as appropriate.
- To develop a project monitoring and evaluation system to track the results framework of the project.
- To coordinate the contracted consultants to ensure that the project and its activities are correctly developed and that the results comply with the requirements indicated in the Terms of Reference.
- To coordinate, the planning, execution, monitoring and evaluation activities of the CBIT project in general, the PCU will hold regular meetings with INECC, SEMARNAT, the IDB, and other relevant stakeholders, as necessary, to report the status of the project, considering the progress of the activities and deliverables in accordance with the developed work plan, as well as any relevant issues that may compromise, delay or jeopardize the implementation of the project.

- To collect information and prepare reports of overall progress towards achieving results to be presented to INECC, SEMARNAT and the IDB on a monthly and annual basis.
- To ensure effective coordination and communication regarding project activities between the executing agency, the beneficiary entity, and the implementing agency.
 - To develop a detailed schedule of project review meetings, including timeframes for project's meetings, and other relevant advisory and /or coordination mechanism, and project related M&E activities.
- To carry out project monitoring activities based on the monitoring and evaluation system and elaborate the periodic performance reports that include the activities implemented versus those planned, the financial execution, a risk analysis and the identification of lessons learned.

The Project coordinator will carry out the following activities:

- Carry out research and planning activities to achieve the project's stated goals.
- Execute the administrative and coordination activities necessary to fulfill the project objective.
- Prepare the project's work plan.
- Prepare strategies and annual work plans for the execution of Project activities.
- Prepare annually and when necessary the Annual Operative Plan, the Procurement Plan, the Detailed Result Matrix and the Risk Matrix.
- Coordinate the development of a gender analysis and action plan, covering all components of the project, under IDB supervision.
- Prepare project monitoring and evaluation system.
- Comply with the training programs contemplated by the IDB.
- Monitor and manage project deliverables, setting times to achieve established goals.
- Monitor compliance with the project results matrix.
- Monitor and manage the project budget, making sure that the project documentation is in accordance with national and IDB policies that govern the project.
- Direct and supervise the activities of the Project Finance and Procurement Assistant.
- Coordinate project activities including communication with relevant actors, the IDB and the partners agreed on in the Project.
- Prepare the terms of reference and supervise the selection of consultants and consulting firms for the preparation of products contemplated within the project.
- Supervise, guide, and review the work of consultants and consulting firms and non-consulting services preparing the project products to ensure their innovation and technical quality.
- Review the products prepared and submit them to INECC, SEMARNAT and the IDB for comments, compile the observations and ensure the quality of the products developed.
- Supervise the fulfillment of the procurement plan and prepare the periodic disbursement requests and justification of funds, according to the INECC and IDB guidelines.

- Supervise the organization of workshops, including the preparation of agendas, selection of speakers, location and coordination with the partners participating in the project.
- Moderate and collaborate with the independent teams that will carry out the intermediate and final evaluations of the project.
- Prepare, review, and regularly deliver update reports and financial reports of the project to the IDB in accordance with the guidelines established in the Project.
- Ensure throughout the project the organization, accuracy and availability of the project's documentation required in audits.
- Coordinate activities related to project audits.
- Work closely with the General Directorate of Climate Change Policies of SEMARNAT, with the Executive Unit of Administration and with the Direction of International Affairs of INECC, and report progress of the project with the appropriate periodicity according to the status of the project.

Results from the project will be disseminated in Mexico and abroad through existing information sharing networks and forums. The PCU will ensure that the project's deliverables are available to the public in SEMARNAT's website. The PCU will identify, analyze, and share lessons learned and best practices that might be beneficial in the design and implementation of similar future projects in Mexico or other country. If deemed necessary, the PCU will identify and participate, as relevant and appropriate, in subnational, national, and international networks, which may be of benefit to communicate lessons learned and best practices of the project implementation.

Deliverables:

The Project Coordinator will deliver the following products:

- Project Inception Report (IR) to be submitted two months after the project started, including:
 - A detailed project's work plan, divided in quarterly timeframes detailing the activities and progress indicators that will guide implementation of the project, as well as a detailed schedule of project review meetings; the detailed project budget for the project's implementation.
 - The project monitoring system to track the results framework of the project.
 - Final Terms of Reference of each component.
- A synthesized Monthly Report that includes the activities carried out during each month.
 - The project coordinator will report progress on the project's implementation with the periodicity agreed with the INECC, SEMARNAT and the IDB, being able to adjust throughout it, according to the needs of the project.
 - The project coordinator will prepare, review, and regularly deliver project update reports and financial reports to the IDB according to the guidelines established in the project.

- An Annual Results Report that reflects the progress achieved in meeting the project's work plan and an assessment of performance of the project's implementation. The report will include:
 - Project progress against pre-defined indicators and targets (results matrix)
 - Outcome performance
 - Financial information
 - If applicable, project risks, issues, and adaptive management and
 - Lessons learned and best practices.
- GEF Tracking Tool completed on an annual basis and at the end of the project.
- A gender action plan covering all components of the project.
- A first draft of the Terms of Reference for the Mid-term Evaluation, and for the Final Evaluation.
- Project Final Report will be prepared by the project team during the last three months of the project, reporting on whether the project has achieved its objectives and contributed to the broader capacity building objective. This comprehensive report will summarize all activities, achievements, outcomes and outputs of the project; lessons learned; objectives met or not achieved; structures and systems implemented, among others, and will be the definitive statement of the project's activities during its lifetime. It will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project's activities. The final report must include a project's presentation, including:
 - Objective;
 - Main components, activities and outcomes;
 - Results from the project and benefits towards ensuring transparency and achieving the NDC;
 - Lessons learned. As well as a factsheet with the synthesis of the project's presentation.

All documents must be delivered to INECC, SEMARNAT and the IDB in electronic format and follow the IDB's formats and requirements.

The consultant will prepare all documents in Spanish and English when required. Deliveries must contain the topics indicated in the Activities - Deliverables section of these terms of reference and will be carried out in accordance with the activities timeline presented in the work plan.

Payments timeline:

All activities and materials will be developed on a 12-month period, with possibility of renewal. The payments will be made on a monthly basis, according to the reports of project coordination activities and the results and financial reports of the project.

What you'll need:

Education: MSc, MBA or similar; PhD advantageous. Academic background in public administration, political sciences, industrial engineering, environmental engineering, chemical engineering, economics or similar, combined with additional policy qualifications relevant to specific sector of focus and project management.

Experience: At least 10 years of relevant professional experience or the equivalent combination of education and experience in public policy in the field of climate change, sustainable development, transparency, and accountability. Substantial experience in monitoring GHG emissions, and mitigation and adaptation actions and their impacts at the national and subnational levels, as well as in the functioning of MRV and M&E systems. Experience in the development of guidelines for decision-makers and experience in the development or management of platforms related to environmental and climate change issues is a plus.

Languages: Fluency in English and Spanish is required.

Core and Technical Competencies: Excellent communication skills, including written and oral forms; proven ability to communicate with several stakeholders and conduct interviews to obtain the required information; ability to prepare clear, and concise reports with specific and visually appealing information; analytic capacity and ability to assess project outputs and relevant findings; good team player, self-starter, ability to work under limited supervision.

Opportunity Summary:

- **Type of contract and modality:** INECC's procurement processes in accordance with the IDB's procurement policies and procedures and in accordance with the regulations established jointly between the Ministry of Public Administration (SFP) and IDB.
- **Length of contract:** 240 working days, in a period of twelve (12) months.
- **Starting date:** November 2020.
- **Location:** External consultancy. Mexico City.
- **Responsible person:** INECC's Executive Unit of Administration and SEMARNAT's General Directorate of Climate Change Policies.

Mexico

Transparency under the Paris Agreement: National and Subnational Contribution and Tracking towards Mexico's NDC ME-T1390

Terms of Reference

Project Finance and Procurement Assistant

Background

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social, and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing member countries.

The IDB Climate Change Division is currently working on the implementation of the Paris Agreement in LAC countries and, particularly, of their National Determined Contribution (NDC). The Paris Agreement foresees an enhanced transparency framework for action and support as one of its main core elements (article 13). Accordingly, the Capacity Building Initiative for Transparency (CBIT) was established at COP 21 to support developing countries to enhance transparency requirements in a timely manner. The CBIT aims to (a) strengthen national institutions for transparency-related activities in line with national priorities; (b) provide relevant tools, training and assistance for meeting the provisions stipulated in Article 13 of the Agreement; and (c) assist in the improvement of transparency over time.

On June 6th, 2018, the Global Environment Facility (GEF) Secretariat approved the Project Identification Form (PIF) for a medium sized project to be implemented in Mexico with funding from the CBIT. The project entitled "Transparency under the Paris Agreement: National and Subnational Contribution and Tracking towards Mexico's NDC" will be executed by the National Institute of Ecology and Climate Change (INECC), implemented by the IDB and will have the Ministry of Environment and Natural Resources (SEMARNAT) as beneficiary.

The project objective is to build and strengthen institutional and technical capacities to meet enhanced transparency requirements, as defined in article 13 of the Paris Agreement and in accordance with GEF's CBIT Programming Directions. These activities will enhance Mexico's ability to manage climate resources, in a transparent, accountable, and coherent way.

The technical cooperation has five components, which result in the development of the SIAT NDC platform for the registration and monitoring of climatic actions at national and subnational levels. This Terms of Reference refer to the Project Coordination Unit (PCU) that will coordinate supervise, monitor, and evaluate the CBIT project in general. The PCU will be integrated by two people: the coordinator and team leader, as well as a Finance and Procurement Assistant consultant.

The team's mission:

The IDB, through the Climate Change Division in Mexico, carries out the development of strategies, studies, analyzes, and programs, as well as the cross-cutting actions of the climate change issue with all sectors of the Bank. In addition, and in collaboration with the Mexican government, and the participation of civil society organizations, it is working on the development of a series of projects and technical cooperation (TC), which give attention to topics related to climate change in different economic sectors, which contribute to low carbon and resilient development in Mexico.

What you'll do:

Support the duly execution of the activities of the project "Transparency under the Paris Agreement: National and Subnational Contribution and Tracking towards Mexico's NDC".

Activities

- The PCU will be responsible for the execution of the project, based on the project document, the results matrix, the work plan, the procurement plan, and the terms of reference developed for each component. In particular, the PCU will carry out the following activities:
- Prepare the Terms of Reference and evaluation of proposals, as well as monitoring the procurement for non-consulting services and the selection and hiring of consultancies needed to achieve the project's outcomes and in close coordination with the INECC, SEMARNAT and the IDB. INECC will carry out procurement processes of non-consulting services and the selection and hiring of consultants, in accordance with the IDB's procurement policies and procedures and in accordance with the regulations established jointly between the Ministry of Public Administration (Secretaría de la Función Pública in Spanish) and the IDB, asking the IDB for no objections as appropriate.
- To develop a project monitoring and evaluation system to track the results framework of the project.
- To coordinate the contracted consultants to ensure that the project and its activities are correctly developed and that the results comply with the requirements indicated in the Terms of Reference.
- To coordinate, the planning, execution, monitoring and evaluation activities of the CBIT project in general, the PCU will hold regular meetings with INECC, SEMARNAT, the IDB, and other relevant stakeholders, as necessary, to report the status of the project, considering the progress of the activities and deliverables in accordance with the developed work plan, as well as any relevant issues that may compromise, delay or jeopardize the implementation of the project.
- To collect information and prepare reports of overall progress towards achieving results to be presented to INECC; SEMARNAT and the IDB on a monthly and annual basis.
- To ensure effective coordination and communication regarding project activities between the executing agency, the beneficiary entity, and the implementing agency.

- To develop a detailed schedule of project review meetings, including timeframes for project's meetings, and other relevant advisory and /or coordination mechanism, and project related M&E activities.
- To carry out project monitoring activities based on the monitoring and evaluation system and elaborate the periodic performance reports that include the activities implemented versus those planned, the financial execution, a risk analysis and the identification of lessons learned.

The Finance and Procurement Assistant will be part of the PCU, and will assist INECC, SEMARNAT and the IDB, under the supervision of the project coordinator to carry out the administrative activities of the project. The Finance and Procurement Assistant will carry out the following activities:

- Provide support to the Project Coordinator to execute administrative and coordination activities necessary to fulfill the project objective.
- Provide administrative and logistical support to INECC, SEMARNAT and the Project Coordinator.
- Support the Project Coordinator in the preparation of the project's work plan.
- Support the Project Coordinator in the preparation of strategies and annual work plans for the execution of Project activities.
- Support the Project Coordinator in the preparation of annual operative plans, update of procurement plan, and other project management tasks.
- Support the supervision of the work of consultants and consulting firms and the supervision of Non-consulting services by receiving the products of the different contracts that are carried out during the development of the project.
- Support the Project Coordinator in the monitoring and management of the project budget, making sure that the project documentation is in accordance with national and IDB policies that govern the project.
- Support the Project Coordinator in the preparation of Terms of Reference and the supervision of consultants and consulting firms and non-consulting services in due time, to assure the project is executed as planned.
- Support the Project Coordinator in the fulfillment of the procurement plan and preparation of the periodic disbursement requests and justification of funds, according to the INECC and IDB guidelines.
- Support the organization of workshops, including the preparation of agendas, selection of location, as well as travel arrangements and accommodation for participants.
- Assist the preparation of regularly deliver update reports and financial reports of the project to the IDB in accordance with the guidelines established in the Project.
- Assist in the documentation of project information and its availability and organization to help audit processes.
- Support activities related to project audits.

- Support the Project Coordinator in communication and coordination with INECC, SEMARNAT, the IDB and other relevant stakeholders during the project implementation (federal ministries, subnational governments, etc.).
- Work closely with relevant stakeholders, especially the administrative unit designed in the execution agency (INECC- Executive Unit of Administration).
- Assist and support the technical coordinator of the project in preparing monthly activity reports, delivering the products of the consulting and non-consulting contracts, issues related to the procurement of services and with the preparation and presentation of the results of the Project.
- Gather information to integrate the project update on a regular basis and the project financial reports for the IDB and the GEF.
- Assist INECC in the administrative procedures of the project: call for contracts, procurement processes, disbursement request, justification of funds, payments to suppliers and consultants, event logistics, etc.
- Execute other administrative tasks as required.

Deliverables:

The Project's Finance and Procurement Assistant will deliver the following products:

- The project assistant must submit monthly activity reports.
- The assistant will help the project coordinator in the preparation of report progress with the periodicity agreed with the INECC, SEMARNAT and the IDB, being able to adjust throughout it, according to the needs of the project.
- The project assistant will help the project coordinator in the preparation, review, and regularly deliver project update reports and financial reports to the IDB according to the guidelines established in the project.

All documents must be delivered to INECC, SEMARNAT and the IDB in electronic format and follow the IDB's formats and requirements.

The consultant will prepare all documents in Spanish and English when required. Deliveries must contain the topics indicated in the Activities - Deliverables section of these terms of reference and will be carried out in accordance with the activities timeline presented in the work plan.

Payments timeline:

All activities and materials will be developed on a 12-month period, with possibility of renewal. The payments will be made on a monthly basis, according to the reports of activities and the results and financial reports of the project.

What you'll need:

Education: Bachelor's degree in business, public administration, finance, economics, engineering, environmental science or relevant to the field, combined with additional policy qualifications relevant to specific sector of focus and project management and administration.

Experience: At least 3 years of relevant professional experience or the equivalent combination of education and experience as project assistant, preferably in projects related to climate change. Excellent computer skills, knowledge of spreadsheets, familiar with Project software, Database Packages and Office (for example: MS Word, Excel, etc.).

Languages: Fluency in English and Spanish is required.

Core and Technical Competencies: Excellent communication skills, including written and oral forms; proven ability to communicate with several stakeholders and conduct interviews to obtain the required information; ability to prepare clear, and concise reports with specific and visually appealing information; analytic capacity and ability to assess project outputs and relevant findings; good team player, self-starter, ability to work under limited supervision.

Opportunity Summary:

- **Type of contract and modality:** INECC's procurement processes in accordance with the IDB's procurement policies and procedures and in accordance with the regulations established jointly between the Ministry of Public Administration and IDB.
- **Length of contract:** 240 working days, in a period of twelve (12) months.
- **Starting date:** November 2020.
- **Location:** External consultancy. Mexico City.
- **Responsible person:** INECC's Executive Unit of Administration and SEMARNAT's General Directorate of Climate Change Policies.

Mexico

Transparency under the Paris Agreement: National and Subnational Contribution and Tracking towards Mexico's NDC

ME-T1390

Terms of Reference

Project Monitoring and Evaluation. Mid-Term Evaluation

Background

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social, and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing member countries.

The IDB Climate Change Division is currently working on the implementation of the Paris Agreement in LAC countries and, particularly, of their National Determined Contribution (NDC). The Paris Agreement foresees an enhanced transparency framework for action and support as one of its main core elements (article 13). Accordingly, the Capacity Building Initiative for Transparency (CBIT) was established at COP 21 to support developing countries to enhance transparency requirements in a timely manner. The CBIT aims to (a) strengthen national institutions for transparency-related activities in line with national priorities; (b) provide relevant tools, training and assistance for meeting the provisions stipulated in Article 13 of the Agreement; and (c) assist in the improvement of transparency over time.

On June 6th, 2018, the Global Environment Facility (GEF) Secretariat approved the Project Identification Form (PIF) for a medium sized project to be implemented in Mexico with funding from the CBIT. The project entitled "Transparency under the Paris Agreement: National and Subnational Contribution and Tracking towards Mexico's NDC" will be executed by the National Institute of Ecology and Climate Change (INECC), implemented by the IDB and will have the Ministry of Environment and Natural Resources (SEMARNAT) as beneficiary.

The project objective is to build and strengthen institutional and technical capacities to meet enhanced transparency requirements, as defined in article 13 of the Paris Agreement and in accordance with GEF's CBIT Programming Directions. These activities will enhance Mexico's ability to manage climate resources, in a transparent, accountable, and coherent way.

This Terms of Reference refer to the Mid-Term Review, which is part of the Monitoring and Evaluation of the Project, in accordance with GEF and IDB policies.

The team's mission:

The IDB, through the Climate Change Division in Mexico, carries out the development of strategies, studies, analyzes, and programs, as well as the cross-cutting actions of the climate change issue with all sectors of the Bank. In addition, and in collaboration with the

Mexican government, and the participation of civil society organizations, it is working on the development of a series of projects and technical cooperation (TC), which give attention to topics related to climate change in different economic sectors, which contribute to low carbon and resilient development in Mexico.

What you'll do:

To conduct a mid-term evaluation of the "Transparency under the Paris Agreement: National and Subnational Contribution and Tracking towards Mexico's NDC". The mid-term evaluation's main goals are to:

- Determine whether the objectives, outcomes and impact as stated in the Technical Cooperation Document and the results matrix are being achieved.
- Identify major bottlenecks, lessons learned to date, best practices and provide recommendations for the future of the project
- Assess INECC's performance as Executing Agency and the general progress of the project.

Activities

The mid-term evaluation will be conducted based upon the completion of project activities to date, and will include the following activities:

- In cooperation/collaboration with the Project Coordination Unit, examine the overall progress made in the project execution, and the extent to which the indicators have been fulfilled.
- Verify compliance with the performance indicators for each year, as per the Results Matrix according to the progress reported in the project reports.
- Identify and analyze current constraints and challenges facing the Executing Agency in relation to the execution of the project and recommend ways and means to overcome them.
- Assess if the procurement procedures compliance with IDB policies.
- Assess the progress made in the gender action plan.
- Assess the general progress made in project execution.
- Assess the communication mechanisms among the different parties involved.
- Based on the assessment and main findings of the project's progress, update the risk analysis matrix.
- Identify lessons learned, best practice and recommendations.
- The consultant will obtain additional information through interviews with officials at the Inter-American Development Bank, the beneficiary entity, relevant stakeholders, and external consultants who were involved in the preparation and execution of the project.

Deliverables:

- Inception report: Detailed Work Plan, methodology for conducting the Mid-Term Evaluation, schedule for interviews, delivery of interview guides.

- Interim report: Short report including relevant issues of the evaluation and lessons learned. Briefing to determine whether any adjustments may be needed to the approach.
- Draft mid-term evaluation report and mid-term evaluation summary: The report should contain the information in the format agreed on the detailed Work Plan.
- Final mid-term evaluation report and mid-term evaluation summary and power point presentation with main findings.

All documents must be delivered to INECC, SEMARNAT and the IDB in electronic format and follow the IDB's formats and requirements.

The consultant will prepare all documents in Spanish and English when required. Deliveries must contain the topics indicated in the Activities - Deliverables section of these terms of reference and will be carried out in accordance with the activities timeline presented in the work plan.

Payments timeline:

All activities and materials will be developed on a 2-month period.

Deliverables	Month	Payments (%)
Inception report	Upon submission and approval of the work plan and timeline	20
Interim report	1	20
Draft mid-term evaluation report and mid-term evaluation summary	1	30
Final mid-term evaluation report and mid-term evaluation summary and power point presentation	2	30

What you'll need:

Education: Undergraduate degree, master's degree or higher in a relevant field is desirable. Academic background in public administration, law, political science, industrial engineering, environmental engineering, economics, chemical engineering or similar, combined with additional policy qualifications relevant to specific sector of focus and project monitoring and evaluation.

Experience: At least 7 years of relevant professional experience in performance monitoring and evaluation of complex programs, including monitoring and evaluation of

projects financed by international financing institutions or bilateral agencies. Demonstrated knowledge of current evaluation theory and practice. Previous evaluation experience with multilateral institutions, international finance institutions or bilateral donors is preferable. Knowledge of climate change, mitigation and adaptation actions, monitoring, reporting and evaluation of mitigation actions, monitoring and evaluation of adaptation to climate change actions, as well as in the functioning of MRV and M&E systems.

Languages: Fluency in English and Spanish is required.

Core and Technical Competencies: Experience in developing periodically-fed electronic platforms; updated knowledge on information and content management tools; excellent communication skills, including written and oral forms; proven ability to communicate with several stakeholders; ability to prepare clear, and concise reports with specific and visually appealing information; analytic capacity and ability to assess project outputs and relevant findings; good team player, self-starter, ability to work under limited supervision.

Opportunity Summary:

- **Type of contract and modality:** INECC's procurement processes in accordance with the IDB's procurement policies and procedures and in accordance with the regulations established jointly between the Ministry of Public Administration and IDB.
- **Length of contract:** 20 working days, in a period of 2 months.
- **Starting date:** April 2022
- **Location:** External consultancy. Mexico City.
- **Responsible person:** INECC's Executive Unit of Administration and SEMARNAT's General Directorate of Climate Change Policies.

Mexico

Transparency under the Paris Agreement: National and Subnational Contribution and Tracking towards Mexico's NDC ME-T1390

Terms of Reference

Project Monitoring and Evaluation. Final Evaluation

Background

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social, and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing member countries.

The IDB Climate Change Division is currently working on the implementation of the Paris Agreement in LAC countries and, particularly, of their National Determined Contribution (NDC). The Paris Agreement foresees an enhanced transparency framework for action and support as one of its main core elements (article 13). Accordingly, the Capacity Building Initiative for Transparency (CBIT) was established at COP 21 to support developing countries to enhance transparency requirements in a timely manner. The CBIT aims to (a) strengthen national institutions for transparency-related activities in line with national priorities; (b) provide relevant tools, training and assistance for meeting the provisions stipulated in Article 13 of the Agreement; and (c) assist in the improvement of transparency over time.

On June 6th, 2018, the Global Environment Facility (GEF) Secretariat approved the Project Identification Form (PIF) for a medium sized project to be implemented in Mexico with funding from the CBIT. The project entitled "Transparency under the Paris Agreement: National and Subnational Contribution and Tracking towards Mexico's NDC" will be executed by the National Institute of Ecology and Climate Change (INECC), implemented by the IDB and will have the Ministry of Environment and Natural Resources (SEMARNAT) as beneficiary.

The project objective is to build and strengthen institutional and technical capacities to meet enhanced transparency requirements, as defined in article 13 of the Paris Agreement and in accordance with GEF's CBIT Programming Directions. These activities will enhance Mexico's ability to manage climate resources, in a transparent, accountable, and coherent way.

This Terms of Reference refer to Monitoring and Evaluation of the Project, which includes a final evaluation, in accordance with GEF and IDB policies.

The team's mission:

The IDB, through the Climate Change Division in Mexico, carries out the development of strategies, studies, analyzes, and programs, as well as the cross-cutting actions of the climate change issue with all sectors of the Bank. In addition, and in collaboration with the

Mexican government, and the participation of civil society organizations, it is working on the development of a series of projects and technical cooperation (TC), which give attention to topics related to climate change in different economic sectors, which contribute to low carbon and resilient development in Mexico.

What you'll do:

To conduct a final evaluation of the "Transparency under the Paris Agreement: National and Subnational Contribution and Tracking towards Mexico's NDC". The final evaluation goals are to:

- Determine whether the objectives, outcomes and impact as stated in the Technical Cooperation Document and the results matrix were achieved;
- Identify lessons learned and provide recommendations for future projects;
- Assess the role of INECC, as Executing Agency, and performance in implementation; and
- Assess the sustainability of the project.

Activities

The final evaluation will be conducted based upon the completion of project activities, and will include the following activities:

- Determine whether the objectives, outcomes, and impact as stated in the Technical Cooperation Document, as well as the Results Matrix were achieved.
 - Results in terms of objectives achieved.
 - Achievement of project performance indicators.
 - Achievement of the gender action plan.
 - Targeted project impact, and identification of positive and negative externalities derived from the implementation of the project.
- Identify lessons learned and provide recommendations for future projects to be financed regarding transparency under the Paris Agreement, continued operation of the capacity building on climate action transparency.
- Assess the role of the executing agency and its performance in implementation.
- Assess the sustainability of the project.

The final evaluation must follow the methodology and guidelines to carry out final evaluations of the IDB and GEF, including review of project documentation, site visits and interviews with key stakeholders of the project, collection, and analysis of data.

Deliverables:

- Inception report: Proposal of methodology for conducting the Final Evaluation, schedule for interviews, proposal of stakeholders to interview and delivery of interview guides.
- Draft Evaluation Report: Impact of the program, achievement of objective, outputs and activities, financial performance, lessons learned, sustainability,

recommendations for future activities/projects, recommendations for sharing results and future opportunities with other stakeholders.

- Final evaluation report, including an executive summary and a Power Point presentation on the evaluation and main findings.

All documents must be delivered to INECC, SEMARNAT and the IDB in electronic format and follow the IDB's formats and requirements.

The consultant will prepare all documents in Spanish and English when required. Deliveries must contain the topics indicated in the Activities - Deliverables section of these terms of reference and will be carried out in accordance with the activities timeline presented in the work plan.

Payments timeline:

All activities and materials will be developed on a 2-month period.

Deliverables	Month	Payments (%)
Inception report	Upon submission and approval of the work plan and timeline	20
Draft Final Evaluation report and Final Evaluation summary	1	40
Final Final Evaluation report and Final Evaluation summary and power point presentation	2	40

What you'll need:

Education: Undergraduate degree, master's degree or higher in a relevant field is desirable. Academic background in public administration, law, political science, industrial engineering, environmental engineering, economics, chemical engineering or similar, combined with additional policy qualifications relevant to specific sector of focus and project monitoring and evaluation.

Experience: At least 7 years of relevant professional experience in performance monitoring and evaluation of complex programs, including monitoring and evaluation of projects financed by international financing institutions or bilateral agencies. Demonstrated knowledge of current evaluation theory and practice. Previous evaluation experience with multilateral institutions, international finance institutions or bilateral donors is preferable. Knowledge of climate change, mitigation and adaptation actions, monitoring, reporting and evaluation of mitigation actions, monitoring and evaluation of adaptation to climate change actions, as well as in the functioning of MRV and M&E systems.

Languages: Fluency in English and Spanish is required.

Core and Technical Competencies: Experience in developing periodically-fed electronic platforms; updated knowledge on information and content management tools; excellent communication skills, including written and oral forms; proven ability to communicate with several stakeholders; ability to prepare clear, and concise reports with specific and visually appealing information; analytic capacity and ability to assess project outputs and relevant findings; good team player, self-starter, ability to work under limited supervision.

Opportunity Summary:

- **Type of contract and modality:** INECC's procurement processes in accordance with the IDB's procurement policies and procedures and in accordance with the regulations established jointly between the Ministry of Public Administration and IDB.
- **Length of contract:** 20 working days, in a period of 2 months.
- **Starting date:** October 2023
- **Location:** External consultancy. Mexico City.
- **Responsible person:** INECC's Executive Unit of Administration and SEMARNAT's General Directorate of Climate Change Policies.