

Capacity Building for Increased Transparency (CBIT)		
Position title:	Transparency Officer – (TO)	
Duty station:	Nassau, Bahamas. Department of Environmental Planning & Protection (DEPP)	
Duration	36 Months	
Reporting structure:	The transparency officer will periodically report on progress to CTA and UNEP.	
Description of duties:	<ul style="list-style-type: none"> • Coordinate meetings with stakeholders in each of the sectors for the discussion, analysis and elaboration of the outputs of the project. • Support the management of high-level meetings with decision makers in order to ensure the development, and required decision making instances for the implementation of the project. • Offer an informed local perspective to international experts to help develop the outputs of the project. • Collaborate with local entities involved in climate change information management to develop the outputs of the project. • Support the preparation of all annual/year-end project revisions and project reports. <p>Main responsibilities:</p> <ul style="list-style-type: none"> • Ensure high technical quality of project deliverables. • Support the international consultants for preparation of deliverables under output 1 and 3. • Provide technical knowledge and give guidance and inputs during stakeholder consultations and validation exercises, as well as for the development of reports from these exercises. • Provide support in data compilation for all deliverables of the CBIT project. • Provide support in the organisation of the training sessions. • Implement the Gender action Plan and ensure that the recommendations for gender-mainstreaming in project activities will be included and will monitor and assess the indicators semesterly to report the advances in the Half-yearly progress report and Progress Implementation Reports (PIRs). The Transparency Officer is responsible for the deliverables listed below: 	
Expected deliverables:	1.1.1	Report on existing national mitigation and adaptation transparency activities and institutional arrangements and gaps, and recommendations, based on international best practices, to comply with the Paris Agreement modalities, procedures and guidelines.
	1.1.2	One (1) validation workshop, including workshop report on: <ul style="list-style-type: none"> i. The conceptual national transparency framework ii. The institutional and legal arrangements for GHG

	inventory planning, management and preparation, and; iii. The tracking of NDC progress.
1.1.3	National transparency framework, including institutional and legal arrangements and procedures required for preparing the GHG inventory and tracking NDC implementation presented to the Ministry of the Environment and Natural Resources for adoption.
1.1.4	Technical support to the Ministry of the Environment and Natural Resources for adopting the national transparency framework.
1.1.5	Design of the centralized GHG inventory and NDC data and knowledge platform and the data sharing templates and protocols, including hard- and soft-ware specifications.
1.1.6.	Two (2) training sessions on the use of the centralized data and knowledge platform for stakeholders involved in the preparation of the GHG inventory reports and NDC tracking, implementation, and updating, including session reports.
1.1.7.	Centralized data and knowledge platform procured, piloted and operationalized
1.3.1	Report on current transparency practices and gaps and recommendations on NDC accounting, tracking and update, based on international best practices.
1.3.2	One (1) validation workshop, including workshop report, on gender-sensitive monitoring indicators for tracking NDC progress and a data collection methodology and guidelines for each NDC progress indicator.
1.3.3	Report of the proposed gender-sensitive monitoring indicators for tracking NDC progress and data collection methodology and guidelines using the results of the TNC/BUR1 project approved by DEPP. Indicators will be proposed in the following sectors: i. Mitigation: Electricity, Transport, Forestry ii. Adaptation: Agriculture, livestock development and fisheries, Tourism, Health and wellbeing, Human settlement, and Water resources management
1.3.4	Eight (8) training sessions, including one (1) session report on gender-sensitive indicators and guidelines on NDC tracking, accounting, and updating for Ministry staff and other relevant stakeholders on NDC tracking.
1.3.5	Guidelines on the application of the methodology to track climate finance established under deliverable 1.1.9 adapted to assess support needed and received for the implementation of the NDC.
1.3.6.	Three (3) reports of participation in three peer-exchange events on lessons learned and best practices in MRV and M&E components of NDCs and on climate finance tracking shared with the Global CBIT platform.

<p>Qualifications:</p>	<ul style="list-style-type: none"> • A degree (at least a BSc, Master’s or higher preferred) in Environmental Sciences/Policy/Management or areas relevant to the field of climate change, environment and national development. • Advanced studies in Project Management or experience in the management of climate change projects will be considered an asset. • At least three (3) years’ experience in the field of climate change in developing country Parties to the UNFCCC. • At least three (3) years’ experience in managing and/or supporting projects in the areas of climate change mitigation or adaptation. • Demonstrate knowledge of national communications (NCs), biennial update reports (BURs), nationally determined contributions (NDCs) and with international negotiations and processes under the UNFCCC. • Experience in The Bahamas/Caribbean will be considered an asset. • Experience in government and interdepartmental procedures will be considered an asset. • Demonstrated ability to understand technical concepts on issues under the umbrella of the UNFCCC, related to mitigation and adaptation of Climate Change, including the Paris Agreement, and its implications for The Bahamas. • Knowledge/experience re: Measurement, Reporting and Verification (MRV) and Monitoring and Evaluation (M & E). • Experience with gender mainstreaming project management processes will be considered an asset. • Experience as a negotiator in matters that are of interest to the country will be considered an asset. • Excellent research, analysis, planning and organization skills • Fluency in English (reading, writing and spoken) • Excellent communication skills, both oral (i.e. for the delivery of presentations and engagement with high-level, technical, and lay persons) and written (i.e. to prepare clear and concise reports) • Strong ability to work under pressure, with a high level of integrity. • Strong use of computer tools (MS Office Suite and /or similar software, project management tools, virtual communication platforms, and online data storage platforms).
<p>Languages</p>	<p>English</p>