Terms of Reference –  
Professional for the elaboration of Greenhouse Gas (GHG) inventories at the community level, integrated to the HuellaChile Program.

GENERAL BACKGROUND

The mitigation goal of the updated Chilean NDC considers a carbon budget for the years 2020-2030, that includes all sectors and gases of our NGHGI. To achieve this goal, as stated in our Framework Law on Climate Change (LMCC), sectorial ministries must develop sectorial mitigation plans, interrelated with Regional and Community Action Plans for Climate Change (PACCC).

In October 2021, Chile presented to the United Nations Framework Convention on Climate Change (UNFCCC) its Long-Term Climate Strategy (ECLP 2050), in which it integrates in its chapter 6, for Climate Change Management at the Regional Level and Local, goals linked to the level of reporting and declaration of GHG inventories and mitigation actions at the community level. Also adding the preparation of Community Action Plans for Climate Change (PACCC), proposed in article 12 of the Framework Law on Climate Change (LMCC), dispatched in March 2022 by the National Congress, for signature by the executive.

The proposed project contributes to the preparation of local governments for the fulfillment of goals and the development of climate change instruments, committed at the international and local levels, in line with the carbon neutrality commitment to the year 2050 described in the Determined Contribution of Chile (NDC), and specifically to respond to "Goal 1.4 of the ECLP 2050 that commits: By 2035, 50% of the municipalities certified through the Municipal Environmental Certification System (SCAM) program have a self-declared communal (territorial) inventory, through the HuellaChile program of the Ministry of the Environment (MMA) or another internationally recognized standard, such as the Global Protocol for GHG Emission Inventories at a Community Scale (GPC)."

Since 2013, the MMA has been operating and developing the voluntary initiative HuellaChile Program, which seeks to promote the calculation, reporting and management of GHG in organizations and local governments. Maintaining support at the level of: Platform and computerized GHG calculators, Capacity building material, and Seals of recognition for progress in GHG management. To date, more than 1,500 organizations participate in the Program, including 70 local governments, and it is integrated into the ECLP 2050 Monitoring, Reporting and Verification (MRV) structure.
SCOPE OF WORK

The consultant will work as a specialist in emission inventory platforms at the community level. He will be in charge of delivering the tool "Carbon Footprint for local governments of the HuellaChile Program." The consultant will develop at least 2 GHG inventories at the communal level on the designed communal platform and generate reports for each of them. The consultant will also support the Ministry of Environment in the provision of information for the management of GHG emissions at the communal level, required for the design of the communal climate change action plans (PACCC) established in the Climate Change Framework Law.

The consultant will develop a "GHG inventory guide for local governments" and provide technical support to local governments that want to prepare their inventories in 2023.

The consultant should contact key actors (community representatives, sectors, and other stakeholders) to ensure coordinated implementation of actions to reduce and manage the Community Footprint and its linkage with other climate management instruments at the regional and sectoral level. It will work closely with the Mitigation and Transparency Department under the direction of the Head of the Climate Change Division and will report to the NDC Partnership Support Unit.

ACTIVITIES

1. Enable a community-level GHG inventory platform embedded in HuellaChile to prepare community-level GHG inventories.
   a. Validate and update the platform's emission factors.
   b. Perform Quality Assurance and Quality Control of the GHG Inventory Platform.

2. Pilot platform with at least 2 existing (or under development) GHG inventories at the community level (self-declared).
   a. Selection and prioritization of Municipalities and focal points for pilots.
   b. Preparation of the GHG inventory report at the communal level (Self-declared).

3. Capacity building for the use of the platform, considering the verification processes of GHG inventory reports at communal level.
   a. Capacity building (Use of the HuellaChile Program tool and platform) for local government personnel.
   b. Elaborate a summary guide of the steps for the verification of GHG inventories at the communal level.

4. Summary report of results and lessons learned.
   a. Elaboration of a Synthesis Report of Results and Lessons Learned.
DELIVERABLES AND SCHEDULE.

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<th>Deliverable</th>
<th>Deliverable Description</th>
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<tr>
<td>1</td>
<td>Workplan</td>
<td>15 January 2023</td>
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<td>2</td>
<td>Enable a GHG inventory platform at the community level inserted in HuellaChile to prepare GHG inventories at the community level</td>
<td>28 February 2023</td>
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<td>3</td>
<td>Pilot platform with at least 2 existing (or in development) inventories of GHG at the Community level</td>
<td>31 May 2023</td>
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<td>4</td>
<td>Create capacities for the use of the platform, considering the verification processes of GHG inventory reports at the community level- Activity a</td>
<td>30 June 2023</td>
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<td>5</td>
<td>Create capacities for the use of the platform, considering the verification processes of GHG inventory reports at the community level- Activity b</td>
<td>31 August 2023</td>
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<td>6</td>
<td>Summary of Results and Lessons Learned Report.</td>
<td>30 November 2023</td>
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PROFILE

- Graduate degree in engineering in a combination of any of the following areas: environmental, climate change, sustainable development or natural resources.
- A minimum of 6 years of experience developing GHG emission inventory and climate change projects.
- Good understanding of HuellaChile’s Program and the carbon footprint tool online insert in Environment Ministry platform.
- Strong background and experience with projects development of GHG emission inventory at community level, with knowledge and experience in GPC.
- Experience in technical assistance for public and/or private sector in preparation and development of GHG emission inventory.
- Familiarity with Climate Change National Law and Local Governments Climate Change Action Plans.
- Excellent writing, editing and oral communication skills in Spanish.
APPLICATION PROCEDURES

Please submit Cover Letter, CV, and expected daily rate by 23 December 2022 to Nicolás Cisneros (email: nicolas.cisneros@ndcpartnership.org) with the subject “Specialist in GHG inventories at the community level.”

LOCATION AND DURATION OF THE CONTRACT

This is a full-time position which holder will be based Santiago, at the Department of Mitigation and Transparency under the direction of the Head of the Climate Change Division of the Ministry of the Environment.

Contract start date: 9 January 2023
Contract end date: 30 November 2023