1. Background

ICLEI—Local Governments for Sustainability e.V., World Secretariat, supports local governments to tackle climate change, mobilization local climate action to remain well below the 2 degrees Celsius (°C) goal of the Paris Agreement. The whole ICLEI network of offices addresses the Low Carbon City Agenda and engages in specific initiatives such as the Global Covenant of Mayors for Climate & Energy (GCoM).

As a founding partner of the GCoM, ICLEI is supporting selected committed local governments and cities with their reporting of required reporting elements, namely: their targets, action plans, GHG inventories and risk/vulnerability assessments, as well as actions.

The ICLEI World Secretariat manages the carbon Climate Registry (cCR), the global reporting platform for cities, towns and regions tackling climate change, which is a recognised reporting platform for the GCoM. Further, ICLEI World Secretariat is responsible for technical expertise and conducting data validation of reported data, checking for completeness, correctness and identifying possible areas for improving data quality.

2. Scope of work

The consultant will address the following:

Task 2.1: Engage and assess the robustness of reported GHG reduction targets, greenhouse gas (GHG) emissions inventories, climate action plans and actions reported by local governments for their cities and/or government operations.

- This will take place under supervision of the Head of Climate Data, and includes direct communication with ICLEI Regional Offices (ROs) and liaising between the relevant RO and ICLEI World Secretariat, as necessary.

  - **Deliverable:** Fully reviewed data, with written report for inventory using the Gap Analysis documentation and sample/replication of calculation (including total quality/completeness check).
  - Provide clear communication with regional offices in support of robust and transparent reporting
Task 2.2 Support data collection, data cleaning and revision for climate and sustainability related data that has been reported to the CDP-ICLEI Unified Reporting System

- **Deliverable:** Direct communication with Regional Offices and liaising between RO/WS, as necessary, in English, on how to enhance reported data.
- Support the development for data aggregation, comparison and further analysis e.g. compatibility with Paris Agreement and SDGs

Task 2.3: Support the development of methodologies and tools for data review, processes and documents revision, as well as analysis and aggregation.

- **Deliverable:** Assess GHG inventories and action plans from up to 6 local governments to pilot the SBT methodology.
- Identify weak points of reporting and guidance

Task 2.4 Provide support on how to strengthen the process at regional level

- **Deliverable:** Measurable support to local governments using the online GHG inventory tool (ClearPath) or offline tool (CIRIS), with direct contact with city staff and/or ROs, as necessary to increase data quality and completeness for GHG emission inventories

### 3. Expertise and Experience for Assignment

ICLEI seeks an expert on the Global Protocol for Community-scale GHG Emission Inventories (GPC), with experience on data validation following the guidance for the GCoM on achieving compliance with reporting elements, namely the Common Reporting Framework.

**General skills and essential experience needed for this assignment include:**

- Excellent communications skills in English
- Accredited GHG urban Specialist as part of the [City Climate Planner Program](#)
- Analytical thinking and analysis, with a view to validate data and query incomplete or incorrect data
- Ability to interact with government officials from different country backgrounds
- Knowledge or experience with the Compact of Mayors, Global Covenant of Mayors or similar initiatives
- Proven experience in Excel and data sheets
- Previous experience in a city network or similar organizations

The short assignment spans between September and December 2020 with an estimated work load of 30 full work days. The consultant will closely coordinate with and report to the project manager Cesar Carreño of the ICLEI World Secretariat.

### 5. Finances and Budget

The total available budget for this three months assignment is estimated at 13,500 Euro

An invoice should be presented upon conclusion of the work, together with a brief report on delivery.

### 6. Conditions

- The agreement is for a 30 full work days between October and December 2020 with consultation with ICLEI Climate Data team
• Unless specifically stated, all documents, reports and other materials used in the revision process are property of CDP-ICLEI Unified Reporting System
• The consultant shall not pass on to any third party any data, document, reports or other materials prepared or obtained during the assignment

7. Application
Interested individuals should apply as soon as possible, due to the immediacy of deliverables deadline, but are requested to apply before 21.09.2020 (Monday CoB). Individuals should send the following documents to Mr. Cesar Carreño via cesar.carreno@iclei.org:

• Expression of interest, with qualifications and confirmation of availability for the work duration
• Latest CV

8. Payment

• ICLEI WS will pay the provider up to 13,500 Euro
• The payment will be made upon receiving an invoice