**TORs of Posts of STC-MoCC**

**1. Team Leader-Communication & Media.**

* Prepare communication action plans for promotion and projection of development policies, programs and projects of Ministry of Climate Change (MoCC) through electronic, print, digital, and social media.
* Prepare clarifications, rebuttals, responses of fake/negative news stories on environment & climate change related topics and ensure their publications at relevant forums.
* Prepare press releases for Ministry of Climate Change (MoCC) and ensure their publication; also develop relevant content for social, electronic and digital media.
* Coordinate with anchors, reporters, media personnel and ensure effective representation of Ministry of Climate Change (MoCC) at relevant forums.
* Ensure collaboration and coordination with key public and private media organizations and other relevant agencies in implementing project activities and develop digital and non-digital communication platforms. Prepare communication material as per the need and requirement of Ministry of Climate Change (MoCC). Moreover, provide communications support to MoCC as desired by the authorities.
* Any other responsibility assigned by the MoCC.

**2.** **Team Leader – Projects Support (TL - PS)**

* Oversee projects (PSDP, foreign funded) under the Development Wing of Ministry of Climate Change (MoCC).
* Support the portfolio of MoCC’s projects through enhanced coordination, oversight, quality assurance, technical backstopping, and capacity building of MoCC officials & relevant stakeholders.
* Supervise arrangement of capacity building activities for officers and staff of MoCC and its attached departments through trainings on project management, monitoring & evaluation (M&E), procurement (goods & services), HR, financial management, safeguards, team building, and other related topics.
* Supervise the production of all project outputs as per the approved PCs-1.
* Support the recruitment and selection of project personnel of MoCC projects.
* Supervise the work of MPSU staff, consultants, etc.
* Certify the work and financial plans of MPSU.
* Liaise with Ministry of Climate Change (MoCC), relevant government agencies and project partners / stakeholders.
* Support the Development Wing of MoCC for preparation and approval of projects (PSDP/foreign funded).
* Oversee the exchange and sharing of experiences and lessons learned from projects implementation with relevant stakeholders nationally and internationally.
* Any other responsibility assigned by the MoCC.

**3. Monitoring & Evaluation (M&E) Specialist.**

* Oversee Monitoring, Evaluation, and related activities for all projects of MoCC.
* Prepare MPSU work plan.
* Prepare terms of reference (ToRs)/RFPs and support in their evaluation for MPSU.
* Prepare monthly, quarterly, annual progress reports for MPSU, highlighting progress made for activities planned under the agreed work plan. Identify bottlenecks (if any) hindering activity completion.
* Evaluate risks (economic, social, and political) of projects and suggest mitigation measures in timely manner.
* Analyze safeguards measures (environmental, social, gender) adopted by MoCC projects and suggest corrective actions, as needed.
* Review programme related performance reports to facilitate in development of consolidated programme progress reports for onwards submission to NDRMF/quarter concerned.
* Any other task assigned by management.

4. **Team Leader – Environment & Climate Change.**

* Develop multilateral and bilateral project portfolio in priority sectors of environment & climate change (mitigation and adaptation) and facilitate access to opportunities, including relevant projects preparation, technical facilitation, reviews and finalization.
* Strengthen horizontal and vertical coordination for environment & climate change issues in Pakistan, including engagement with federal ministries and provincial departments (agriculture, water/ irrigation, forestry/ wildlife and fisheries, disaster management, energy, transport and industries, etc.).
* Build engagements with intergovernmental, international & national NGOs, UN bodies working in the sector.
* Support Ministry of Climate Change and Environmental Coordination (MoCC&EC) in establishment of carbon markets, including support to readiness and institutional mechanism for carbon accounting and trading, clean development mechanism (CDM), MRV mechanisms and other market based instruments, as required.
* Develop national mechanisms for carbon accounting, address barriers, identify national initiatives and streamline procedure for addressing access to carbon markets, ensure to maximize ‘co-benefits’ from emission trading schemes in line with Sustainable Development Goals (SDGs) and national environmental, social and other sectoral policies of Pakistan.
* Provide assistance to Ministry of Climate Change and Environmental Coordination (MoCC&EC) and oversee implementation in the bilateral agreements, such as preparation of MoUs, coordination with stakeholders, and implementation of MoUs with relevant organizations.
* Extend support to Ministry of Climate Change and Environmental Coordination (MoCC&EC) on matters related to the establishment of Pakistan Climate Change Authority (PCCA).
* Any other responsibility assigned by the MoCC&EC.

**5. Project Development Specialist (UNFCCC).**

* Develop necessary documentation regarding implementation of Multilateral Environmental Agreements (MEAs) in Pakistan.
* Document international commitments, enactment of international bindings and compliance requirements with the regulations of UN bodies like UNFCCC.
* Prepare paperwork regarding institutional strengthening, including representation, technical support and capacity building for projects portfolio development and strengthened monitoring, reporting and verification (MRV) systems in Pakistan for Multilateral Environmental Agreements (MEAs), as required.
* Take technical role in meetings convened under UNFCCC and its subsidiary bodies, national, regional and multilateral agencies, meetings on climate funds, regional and sub-regional workshops, technical conferences and workshops, bilateral meetings with government and other stakeholders.
* Provide technical inputs to Ministry of Climate Change and Environmental Coordination (MoCC&EC) for enhanced engagement with UNFCCC.
* Establish a framework and a process for agreeing to specific actions under UNFCCC, development of effective compliance mechanism with the UNFCCC commitments and agreements.
* Respond to UNFCCC obligations including annual Conference of Parties (COP) and follow up of the decisions taken in COPs along with the subsidiary body for implementation (SBI) and the subsidiary body for scientific and technological advice (SBSTA).
* Support and undertake, as needed, the preparation of meetings material, operational guidelines, reports, other technical outputs, knowledge products, talking points and materials such as pre-COP briefs, post-COP documents, and briefs to support effective delivery.
* Provide support in policy development with reference to the commitments of COP and other international obligations under UNFCCC and Paris Agreement.
* Coordinate with relevant stakeholders, to standardize, monitor, evaluate and communicate the progress made under Nationally Determined Contributions (NDC) under Paris Agreement.
* Extend support to Ministry of Climate Change and Environmental Coordination (MoCC&EC) regarding compliance on any other matters related to United Nations Framework Convention on Climate Change (UNFCCC).

**6. Corban Markets Specialist.**

* Support in development of a National Strategy for establishment of carbon markets and domestic emission trading scheme/s in Pakistan (including for both compliance and voluntary markets), in line with requirements of international mechanisms and best practices, transparency requirements and social and environmental safeguards.
* Provide strategic input for establishment of a robust legal and regulatory institutional framework for carbon markets in Pakistan, including; strengthening and facilitation to operationalize working of the National Committee on the Establishment of Carbon Markets.
* Streamlining institutional processes in line with international market development, through effective involvement of stakeholders at national and provincial levels, private sector and academia/ research institutions for knowledge management related to carbon markets by Pakistan.
* Support in development of national mechanisms for carbon accounting, addressing barriers, identification of national initiatives and streamline procedure for addressing access to carbon markets.
* Ensure to maximize ‘co- benefits’ **from** emission trading schemes in line with Sustainable Development Goals and national environmental, social and other sectoral polices of Pakistan.
* Enhance engagement with international trade and regulatory bodies and private sectors to facilitate entry into carbon markets.

**7.** **Team Leader – Green Finance.**

* Lead the team in Green Finance Unit to support policy development and implementation to enhance access to climate finance in Pakistan in line with the National Climate Change Policy and Pakistan’s international commitments related to climate change.
* Enhance engagement with international climate finance windows (including Green Climate Fund, Adaptation Fund, Global Environment Facility and others), as appropriate.
* Engage with multilateral and bilateral donors and corporate sector for improved access to climate finance.
* Build synergies & alignment of Ministry of Climate Change’s policy and programme initiatives with climate change agenda, support identification of priority action areas for addressing climate change.
* Strengthen national readiness and institutional process by facilitating accreditation of entities in Pakistan with international climate finance institutions.
* Support in organization of meetings of National Steering Committees/Council, and other approval forums, as and when required.
* Lead in compilation of latest scientific research on climate change and its impacts on Pakistan, prepare policy papers, briefs and other technical information to strengthen climate change response in Pakistan.
* Ensure long- term institutional sustainability of Green Change Unit (GFU) through mobilizing necessary resources and support.
* Arrange any other technical, policy and procedural support required to Ministry of Climate Change and Environmental Coordination (MoCC&EC) for strengthening climate change response of Pakistan.

**8. Green Finance Specialist.**

* Develop and implement strategic measures for improved access to climate finance in Pakistan in line with the international mechanisms and local donor landscape.
* Arrange and provide technical inputs to Team Lead (GFU) for enhanced engagement with international climate finance institutions, including bilateral and multilateral donors and private sector. Keep up-to-date with global climate finance scenarios, including UNFCCC lead processes.
* Establish, maintain, and enhance linkages with climate change donors through effective long- term strategy, including mobilization of support for long- term sustainability of GFU.
* Develop and maintain coordination with stakeholders and provide necessary procedural facilitation and advice for accessing climate finance; this should include coordination with GEF, GCF, Adaptation Fund and others, as required.
* Develop a sustainable and long- term financial framework for climate action in Pakistan.
* Strengthen institutional coordination for climate finance, enhance engagement with project developers, and financers, including public sector.
* Develop and update knowledge products for climate change in particularly related to the global climate finance architecture.
* Facilitating accreditation of entities in Pakistan with international climate finance institutions.
* Facilitate GFU’s technical staff and partners/stakeholders in development of project portfolio as per the standard requirements of international financial institutions.
* Any other responsibility assigned by the Team leader (GFU).

**9. Policy Development Expert (Mitigation).**

* Support FP in development and implementation of projects for climate finance for climate mitigation as defined under national policy priorities, and in alignment with due processes at National Designated Entity (NDA), The sectors would include; energy (alternate/ renewable, efficiency & conservation), waste management, industrial and chemical processes, and others.
* Develop and maintain coordination with stakeholders and provide necessary procedural facilitation and advise for accessing climate finance, particularly to federal line Ministries (i.e., Ministry of Power, Industries, Water, Housing, Communications and other federal agencies) and provincial departments (i.e., Environment, Energy, Transport etc. and local agencies including, municipal authorities, local governments, etc.).
* Provide technical backstopping and conduct review of the project proposal, alignment with donor requirements and finalization for further process to ensure access to climate finance, as per design requirements/ templates.
* Support in strengthening capacities of project developers (both public and private sectors) for developing bankable projects, review and processing by national forums for accessing financing, including designing and conducting trainings, consultation on processes and requirements, etc. Support in streamlining institutional processes for approval and effective implementation of projects through Ministry of Climate Change and in line with modalities and required processes. Development of and application Monitoring & Evaluation tools, conduct performance audits and reviews for climate change related mitigation projects, as required by donors.
* Support develop and maintenance of knowledge products for climate change in particularly related to development of projects in priority sectors of mitigation. Collection and compilation of scientific information for strengthened policy response.

**10. Policy Development Expert (Adaptation).**

* Support FP and TL in development and implementation of projects for climate finance in priority sectors of adaptation as defined under national policy priorities, and in alignment with due processes at National Designated Entity (NDA), including in sectors of natural resource (agriculture, water, forestry/ biodiversity, land resources) and disaster management and risk reduction, etc.
* Develop and maintain coordination with stakeholders and provide necessary procedural facilitation and advise for accessing climate finance, particularly to federal line Ministries (i.e., Ministry of National Food Security & Research, Ministry of Water Resources , Ministry of Health, Ministry of communications and other federal agencies) and provincial departments (i.e., Forestry, Wildlife, Fisheries, Water/ Irrigation, Agriculture, Environment, etc.).
* Provide technical backstopping and conduct review of the project proposal, alignment with donor requirements and finalization for further process to ensure access to climate finance, as per design requirements/ templates.
* Support in strengthening capacities of project developers (both public and private sectors) for developing bankable projects, review and processing by national forums for accessing financing, including designing and conducting trainings, consultation on processes and requirements, etc.
* Support TL and FP by streamlining institutional processes for approval and effective implementation of projects through Ministry of Climate Change and in line with modalities and required processes. Development of and application Monitoring & Evaluation tools, performance audits for climate change related projects, as required by donors.
* Support develop and maintenance of knowledge products for climate change in particularly related to development of projects in priority sectors of adaptation. Collection and compilation of scientific information for strengthened policy response.
* Lead in designing, development and implementation of national capacities for development of bankable projects in priority sector, facilitate processing and approval and as per expected quality and eligibility criteria of donors.

**11. Admin & Finance (A&F) Specialist.**

* Oversee Admin and finance matters for all projects under MoCC&EC.
* Monitor projects budgets and financial expenditures.
* Assist the NPD in all administrative and financial processes for MoCC&EC Projects.
* Prepare and finalize bidding documents and ensure adherence to the World Bank procurement guidelines.
* Review financial performance reports to facilitate in development of consolidated financial progress reports for onwards submission to NDRMF/quarter concerned.
* Extend support in preparation of project work plans, budgets and operational and financial planning process for MPSU. Review administrative expenditure as accounting procedures i.e., salaries operational expenses, insurances etc. for MPSU.
* Under guidance of TL-PS, Support MoCC&EC in management & consolidation of audit responses of projects and removal of bottlenecks in timely manner.
* Oversee timely and successful projects operational and financial closure.
* Any other task assigned by management.

**12. Project Management & Reporting Officer.**

* Support TL-PS in ensuring the effective and efficient functioning of the MPSU.
* Carry out review of work plan (program, M&E, risk etc.) of MoCC&EC Projects for ensuring quality and robustness.
* Provide regular input in monitoring of unit activities to assess overall implementation with respect to objectives, outputs and indicators of the unit, as outlined in PC-1.
* Ensure that the reporting requirements of all units are prepared and submitted to concerned quarters in a timely manner.
* Support TL-PS in oversight of MoCC&EC project activities.
* Support TL-PS in development of MoCC&EC Expert’s Roster.
* Support in execution of trainings, workshops, events related to the project management, monitoring & evaluation (M&E), procurement (goods & services), HR, financial management safeguards, team building, and other related topics.
* Under guidance of TL-PS, extend support to MoCC Projects for execution of activities in a successful manner.
* Any other task assigned by management.

**13. IT Assistant.**

* Provide basic ICT support to MoCC. Ensure that all IT equipment (Wi-Fi, printers, video conferencing etc.) is functional.
* Develop STC-MoCC&EC website thus to ensure its online presence.
* Support in procurement of IT related products.
* Any other task assigned by management.