

Terms of Reference for the Regional Commissions

A. General framework and background

The Development Account (DA) funds technical cooperation projects that benefit developing countries within the individual strategic priorities of the respective implementing entities. The lead entity is the primary recipient of DA Funds and ultimately responsible for the implementation of the DA project. These Terms of Reference are developed generically for the focal points in the lead entity¹ of DA projects implemented jointly between two or more regional commissions and other partners.

The project “Development and implementation of a monitoring and assessment tool for CO₂ emissions in inland transport to facilitate climate change mitigation” is aimed at assisting countries in the implementation of the recommendations contained in the Kyoto Protocol to the United Nations Framework Convention on Climate Change (UNFCCC) and in General Assembly resolution A/63/32 on “Protection of global climate for present and future generations”. The lead entity for this project is UNECE.

This project proposes to develop, in a first phase, a uniform monitoring and analytical tool based on a standard and transparent methodology to evaluate the CO₂ footprint of land transport, taking into account climate-relevant indicators, and based on the monitoring results to offer a set of potential actions, i.e. a package of transport policy interventions (a transport policy converter). It would take into consideration not only the continued growth of road vehicle fleets (including the different types of propulsion), future extensions of transport infrastructure, the development and use of Intelligent Transport Systems and the availability of sustainable energy sources, but also railway and inland waterway transport, with particular attention paid to intermodal transport. It would also provide a robust and transparent framework capable of analyzing alternative strategies for the development of sustainable transport and would establish links with transport policy-making decisions.

In a second implementation phase, the capacity building workshops for policy makers and training activities for technical experts will take place in all the five regions of the Regional Commissions (ECA, ECLAC, ESCAP, ESCWA and UNECE) and will focus on how to use the standard tool for the assessment of inland transport CO₂ emissions, including the use of a transport policy converter. These workshops are aimed at raising awareness of the importance of climate change and transport, and building up the necessary capacity at regional and national levels to facilitate climate change mitigation in the inland transport sector using the tool developed under this project.

B. Overall objective and general responsibilities of the lead entity

The objective of this document is to ensure smooth, harmonious, efficient and effective planning, reporting and implementation of the project activities, in cooperation with all other participating entities. The role of the lead entity is given to UNECE, which will be responsible for overall management, budgetary and substantive supervision, implementation of at least an equal part of project activities as any other implementing entity, reporting to headquarters and resolving technical, procedural or substantive disagreements between implementing entities.

¹ As opposed to “implementing partners” (also referred to as “*implementing agency*”, “*implementing entity*”, “*partner*”) that carry out specific activities and add value to the overall project outcomes

C. General Responsibilities

1. The role of the lead entity [UNECE]:

- 1.1. Prepare the Terms of Reference for consultants and temporary staff;
- 1.2. Carry out the selection and supervision of consultants and temporary staff;
- 1.3. Be responsible for general planning, coordination and budgetary monitoring of the project;
- 1.4. Be committed to implement the project over the whole project's life cycle;
- 1.5. Make efforts to raise additional funding for the replication of the project's results;
- 1.6. Identify a project manager from within existing capacities of the organization;
- 1.7. Be aware of the current situation in its region related with CO₂ emissions at the beginning of the project and analyze how the scenario changes while the project is being implemented;
- 1.8. Follow-up the level of achievement in each step of the project in its region;
- 1.9. Be aware of the possible stakeholders in its region and have knowledge of their involvement in the project;
- 1.10. Coordinate with relevant international organizations active in inland transport and other stakeholders to make this project a world-wide catalyst for inland transport CO₂;
- 1.11. Identify potential partners, by assessing their specific comparative advantages and areas of specialization and engage them at the planning stage of DA projects;
- 1.12. Follow-up the project during all its life and be aware of the level of implementation in each step over the world;
- 1.13. Not be responsible for the performance of its partners during project implementation, but be responsible for ensuring the objectives of the project;
- 1.14. Manage the project according to the rules and regulations of the UN system and respecting the guidance provided by the DA Programme Manager (DESA) and the DA focal point;
- 1.15. Organize properly all the events which will take place in its region;
- 1.16. Publish project information on the website;
- 1.17. Set up the project website that will become the host of the tool;
- 1.18. Organize conferences, joint meetings and launching events in cooperation with implementing partners to ensure close coordination;
- 1.19. Propose a fair and realistic division of labor in terms of lead and implementing roles at an early planning stage;
- 1.20. Propose a fair and realistic distribution of budget between various partners, taking into account the different costs between UN duty stations and the assigned work load;
- 1.21. Carry out the project related administrative work as well as collect all the information and documents related with each step of the project in order to have proof of all events that has been taken;
- 1.22. Select the external consultant to evaluate the project;
- 1.23. Draft the consolidated Project Report and arrange and coordinate the final project evaluation, to be conducted by the external evaluator upon project completion;

- 1.24. Share the findings of the evaluation internally (within lead entity and between implementing partners) and with the DA Programme Manager;
- 1.25. Share findings of the evaluation with wider stakeholders (e.g. member states, international organizations, posted on IMDIS, posted on Internet), where and if appropriate.

2. The role of the partner organizations [ECA, ECLAC, ESCAP, ESCWA]:

- 2.1. Be committed to implement the project over the whole project's life cycle;
- 2.2. Make efforts to raise additional funding for the replication of the project's results;
- 2.3. Identify a focal point or project manager within existing capacities of the organization;
- 2.4. Be aware of the current situation in its respective regions related with CO₂ emissions at the beginning of the project and analyze how the scenario changes while the project is being implemented;
- 2.5. Follow-up the level of achievement in each step of the project in its respective regions;
- 2.6. Be aware of the possible stakeholders in its respective regions and have knowledge of their involvement in the project;
- 2.7. Coordinate with the relevant regional organizations active in inland transport and other stakeholders to make this project a catalyst for inland transport CO₂ mitigation activities world-wide;
- 2.8. Organize properly all the events which will take place in its respective regions;
- 2.9. Publish project information on the RC website;
- 2.10. Manage the project according to the rules and regulations of the UN system and respecting the guidance provided by the DA Programme Manager (DESA) and the lead entity;
- 2.11. Be responsible for carrying out all activities assigned during project planning or as revised during project implementation;
- 2.12. Respond promptly to requests for budgetary and substantive information from the lead entity, respecting deadlines as set by the lead entity;
- 2.13. Show flexibility in redefining activities and adjusting budget allotments, as suggested by the lead entity, if suggestions are for the benefit of the overall project objective;
- 2.14. Share problems, concerns and issues with the lead entity as soon as these arise.
- 2.15. Prepare the regional contribution to the project report and cooperate with the consultant evaluating the project.

D. Time Frame

For the draft time schedule of the project, please see the table attached.

E. Duration

The duration of this project is 36 months.



