

**Public Institution “Environmental Projects National Implementation Office”, Project Management Unit
Of The First Biennial Transparency Report
Vacancy Announcement**

I. Position Information	
Job Title:	<u>Print Layout Designer</u>
Project Title:	Republic of Moldova: Preparation of First Biennial Transparency Report to the United National Framework Convention on Climate Change.
Duration of employment:	4 months within the period of August – November 2024, with possibility of extension

II. Background

The project aims to prepare and submit the First Biennial Transparency Report (BTR1) of the Republic of Moldova (RoM) to the UNFCCC. The project will also contribute to strengthening capacities and improving the institutional arrangements and framework to allow for continuous and sustainable reporting. The BTR1 project is prepared in line with the GEF-7 climate change mitigation objective CCM-3: Foster Enabling Conditions to Mainstream Mitigation Concerns into Sustainable Development Strategies.

The project will have one outcome which is the Republic of Moldova updates tools and approaches to meet its BTR1 reporting requirements under the Paris Agreement. The two expected outputs under this outcome are as following:

- Output 1: BTR1 for the RoM prepared and submitted to UNFCCC, by 31 December 2024.
- Output 2: A self-assessment and stocktaking exercise for preparation of subsequent BTR completed.

Under the first output, the project will support the RoM to prepare and submit its BTR1 to the UNFCCC. The preparation of BTR1 will be in line with the modalities, procedures and guidelines for the transparency framework for action and support contained in the annex to Decision 18/CMA.1 and Annexes I to V of Decision 5/CMA3.

The BTR1 project will build on findings and recommendations from previous NCs and BURs as well as recommendations resulting from the International Consultation and Analysis (ICA) process.

Activities to be undertaken under the first output will result in the preparation of the following chapters of the BTR1:

- I. National inventory report of anthropogenic emissions by sources and removals by sinks of greenhouse gases;
- II. Information necessary to track progress made in implementing and achieving nationally determined contributions under Article 4 of the Paris Agreement;
- III. Information related to climate change impacts and adaptation under Article 7 of the Paris Agreement;
- IV. Information on financial, technology development and transfer and capacity-building support needed and received under Articles 9–11 of the Paris Agreement;
- V. Other relevant information (e.g., gender and climate change).

III. Organizational Context

The project is executed by the BTR1 Project Management Unit (PMU) established by the Public Institution “Environmental Projects National Implementation Office” (P.I. “EPNIO”) of the Ministry of Environment (MoEN), on behalf of the Government of the Republic of Moldova, and in consultation with the UNEP.

Under the guidance and direct supervision of the National Project Manager (NPM) and BTR1 Compiler the incumbent(s) will provide the technical services:

The design and print layout of Romanian and English versions of the National Inventory Document: 1990-2022, Greenhouse Gas Sources and Sinks in the Republic of Moldova under the UNFCCC, with the following content:

- **EXECUTIVE SUMMARY**
- **Chapter 1:** National circumstances, institutional arrangements and cross-cutting information
- **Chapter 2:** Trends in greenhouse gas emissions and removals
- **Chapter 3:** Energy (CRT sector 1)
- **Chapter 4:** Industrial processes and product use (CRT sector 2)
- **Chapter 5:** Agriculture (CRT sector 3)
- **Chapter 6:** Land use, land-use change and forestry (CRT sector 4)
- **Chapter 7:** Waste (CRT sector 5)

<ul style="list-style-type: none"> • Chapter 8: Recalculations and improvements • References • List of Acronyms, Abbreviations and Measuring Units • Annexes to the national inventory document: <ul style="list-style-type: none"> Annex I: Key categories Annex II: Uncertainty assessment Annex III: Detailed description of the reference approach Annex IV: QA/QC plan Annex V: Any additional information, as applicable, including detailed methodological descriptions of source or sink categories and the national emission balance Annex VI: Common reporting tables 	
IV. Key Tasks / Results Expected	
<i>Key Task:</i>	
<ul style="list-style-type: none"> • To design and prepare the print layout of Romanian and English versions of the National Inventory Document: 1990-2022, Greenhouse Gas Sources and Sinks in the Republic of Moldova under the UNFCCC 	
<i>Key Deliverables:</i>	
<ul style="list-style-type: none"> • Print layout of the National Inventory Document: 1990-2022, Greenhouse Gas Sources and Sinks in the Republic of Moldova under the UNFCCC in Romanian language; • Print layout of the National Inventory Document: 1990-2022, Greenhouse Gas Sources and Sinks in the Republic of Moldova under the UNFCCC in English language; 	
V. Recruitment Qualifications	
Education:	University degree.
Experience:	<ul style="list-style-type: none"> • At least 2 years of progressive working experience in a position relevant to this position; • Previous experience in designing and print layout of the national reports of the Republic of Moldova under the UNFCCC is an advantage; • Familiarity with computers and word processing; • Good interpersonal/communication skills.
Interested individual consultants must submit the following documents/information to demonstrate their qualifications:	
<ol style="list-style-type: none"> 1. Personal CV, including past experience in similar activities. 2. Financial Proposal – quotation for designing and print layout work, in USD or MDL per page. 	
Documents should be submitted by email on cancelaria@onipm.gov.md , no later than Thursday, 25 July 2024, by 5:00 PM . Only those shortlisted will be contacted.	