Partnership Initiative for Sustainable Land Management

PARTNERSHIP INITIATIVE FOR SUSTAINABLE LAND MANAGEMENT (PISLM)
VACANCY ANNOUNCEMENT
National Transparency Expert (NTE)
Project: Capacity-building Initiative for Transparency (CBIT)

Position Title	National Transparency Expert (NTE)
Organization	Partnership Initiative for Sustainable Land Management (PISLM)
Project	Capacity-building Initiative for Transparency (CBIT)
Preferred Duty Station	Commonwealth of Dominica
Reports To	National Project Director/National Focal Point and Chief Technical Advisor
Contract Type	Project-funded Fixed-Term Contract
Closing Date	November 23rd, 2026

ABOUT PISLM

The Partnership Initiative for Sustainable Land Management (PISLM) is an intergovernmental organization dedicated to strengthening sustainable land management, climate resilience, environmental governance, and ecosystem restoration across Caribbean Small Island Developing States (SIDS). Working closely with governments, regional institutions, development partners, civil society, and international organizations, PISLM supports the development and implementation of innovative programmes that promote sustainable environmental management and enhance resilience to climate change.

ABOUT THE PROJECT

The Capacity-building Initiative for Transparency (CBIT) Project seeks to strengthen institutional and technical capacities for transparency under the Paris Agreement across participating Caribbean countries. The project supports the development of national Transparency Management Systems, enhanced greenhouse gas inventories, climate reporting systems, institutional coordination mechanisms, and regional collaboration to improve countries' (Commonwealth of Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Suriname) ability to meet their reporting obligations under the United Nations Framework Convention on Climate Change (UNFCCC).

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PURPOSE OF THE POSITION

The National Transparency Expert (NTE) will provide country-level technical support for the implementation of the CBIT project, strengthening national capacity to meet Enhanced Transparency Framework (ETF) requirements under the Paris Agreement. The NTE will work closely with relevant national institutions and stakeholders and thematic experts to improve GHG inventory systems, NDC tracking, climate finance and support tracking, data collection and management, and preparation of transparency reports, while supporting the establishment of sustainable institutional arrangements for long-term national transparency reporting.

KEY RESPONSIBILITIES

The National Transparency Expert will provide technical expertise, stakeholder coordination, and analytical support to strengthen the country's climate transparency systems and reporting arrangements under the UNFCCC and the Paris Agreement's Enhanced Transparency Framework.

Technical Oversight

- Provide technical support to strengthen climate transparency systems in accordance with the UNFCCC and the Paris Agreement's Enhanced Transparency Framework.
- Assess existing national transparency systems, institutional arrangements, reporting tools, methodologies, and data-management processes and recommend appropriate improvements.
- Support the design, enhancement, and implementation of national Transparency Management System, including institutional roles, responsibilities, coordination mechanisms, and information flows.
- Assist in developing or improving technical templates (if available), tools, methodologies, and data flows for:
    - Greenhouse gas inventories and emissions projections;
    - Climate risks and vulnerabilities reporting;
    - Mitigation and adaptation components of NDC tracking; and
    - Financial, technology transfer, and capacity-building support tracking.
- Support the preparation of technical requirements and recommendations for the development or enhancement of national transparency platform.
- Contribute to the preparation of national roadmaps, action plans, capacity-building programmes, and communication strategies related to climate transparency and reporting.
- Ensure that all technical outputs are consistent with national priorities, project requirements, and internationally accepted transparency standards.

Stakeholder Coordination and Partnerships

- Coordinate consultations with government ministries, departments, national focal points, technical agencies, civil society organizations, private-sector representatives, and other relevant stakeholders.
- Facilitate stakeholder engagement processes for the preparation and validation of Enhanced Transparency Framework compliance improvement plan.
- Support national consultations to define institutional roles, responsibilities, reporting arrangements, and coordination mechanisms for the Transparency Management System.
- Build and maintain effective working relationships with national stakeholders, PISLM, the Chief Technical Advisor, regional experts, and project partners.
- Facilitate workshops, technical meetings, validation sessions, sensitisation activities, and capacity-building events.
- Promote national ownership and sustained stakeholder participation in climate transparency and reporting processes.

Financial and Risk Management

- Identify technical, institutional, operational, and stakeholder-related risks that could affect the timely delivery of assigned outputs.
- Recommend practical mitigation measures to address data gaps, institutional constraints, limited technical capacity, stakeholder participation challenges, and coordination risks.
- Support the efficient use of project resources allocated to consultations, technical activities, workshops, and capacity-building interventions.
- Ensure that assigned national activities and deliverables are implemented within the approved scope, timeframe, and available resources.
- Promptly inform the Chief Technical Advisor of emerging risks, delays, resource constraints, or other issues that may affect project implementation.
- Support compliance with applicable PISLM, project, procurement, and administrative procedures when undertaking project activities.

Monitoring, Reporting and Quality Assurance

- Monitor progress against the Expert's approved workplan, deliverables, milestones, and project timelines.
- Support the preparation of national reports, including, improvement plans, roadmap, action plans, workshop reports, and implementation updates.
- Document improvements made to greenhouse gas inventory systems, NDC tracking arrangements, institutional systems, reporting tools, and data flows.
- Review stakeholder inputs, technical data, and supporting documentation to ensure accuracy, consistency, completeness, and reliability.

- Maintain appropriate records of consultations, decisions, validation processes, technical recommendations, and stakeholder feedback.
- Apply quality assurance and quality control procedures to all technical products before submission to the Chief Technical Advisor.
- Incorporate feedback from PISLM, national stakeholders, and project partners into revised and final deliverables.

Supervision and Team Leadership

- Provide technical support to national stakeholders, technical officers, consultants, and other persons contributing to assigned project activities.
- Coordinate the work of relevant national technical teams and working groups involved in climate transparency, data collection, reporting, and institutional strengthening.
- Support the allocation and coordination of tasks among stakeholders contributing to the development of project outputs.
- Promote effective communication, collaboration, accountability, and timely completion of assigned activities.
- Work closely with the Chief Technical Advisor and other project experts to ensure consistency in national project outputs.
- Escalate technical or operational issues requiring management intervention to the Chief Technical Advisor.
- Foster an inclusive, professional, and results-oriented working environment throughout the assignment.

Key Deliverables

- Prepare stakeholder an engagement plan
- Prepare stakeholder engagement reports
- Collaborate with thematic experts to deliver a national:
    - ETF compliance improvement plan
    - transparency platform design and/or functional enhancement design requirement document
    - Transparency Management System (TMS) institutional arrangements design
    - national transparency institutional arrangements design and support its implementation
- Assist thematic experts in preparing a national:
    - transparency communication and engagement strategy design
    - transparency communication and engagement strategy implementation
    - improved GHG inventory and projections data collection templates and data flows
    - GHG inventory capability improvement report, documenting implemented improvements on GHG inventory and projections compilation methods and tools
    - improved Risks and Vulnerabilities data collection templates and data flows

    - improved NDC tracking (mitigation and adaptation) data collection templates and data flows,
    - NDC tracking improvement report, documenting implemented improvements on NDC tracking methods and tools
    - improved FTC Support Tracking data collection templates and data flows
    - roadmap and collaborate on one regional collaboration plan, where appropriate for guiding UNFCCC and other MEA engagement and reporting tools for next 10 years.
    - document detailing the implementation of key recommendations developed in deliverable 3.1.1
- Collaborate on regional approaches, where appropriate
- Participate in regional sensitisation and training workshops on UNFCCC and MEA reporting and reporting tools
- Participate at CBIT-GSP workshops
- Support the preparation of:
    - a national action plan for facilitating use of the national Transparency Management Systems (TMS) for national planning processes
    - a document detailing the implementation of key recommendations developed in deliverable 3.2.1, and the improvements to national planning achieved through the CBIT project timeframe
    - three (3) country specific sensitisation and training workshops covering relevant sectors and cross-cutting themes for stakeholders engaged in national planning processes.

EXPECTED PROJECT CONTRIBUTIONS

The successful candidate will support the delivery of country-specific project outputs for the respective country, including:

- A validated Enhanced Transparency Framework compliance improvement plan.
- Technical requirements and recommendations for the development or functional enhancement of the national transparency platform.
- A documented national Transparency Management System, including clearly defined institutional roles, responsibilities, coordination mechanisms, and data flows.
- Implementation support for strengthened national transparency institutional arrangements.
- Improved templates, methodologies, and data flows for greenhouse gas inventories and emissions projections.
- A country-specific greenhouse gas inventory capability improvement report documenting enhancements to compilation methods, tools, and institutional processes.
- Improved systems, templates, and data flows for climate risks and vulnerabilities reporting.
- Improved systems and tools for tracking the mitigation and adaptation components of the respective country's Nationally Determined Contribution.

- A country-specific NDC tracking improvement report documenting enhancements to tracking methods, tools, and reporting arrangements.
- Improved templates and data flows for tracking financial, technology transfer, and capacity-building support received and required.
- Contributions to the design and implementation of national capacity-building programmes.
- A national communication and stakeholder engagement strategy for climate transparency.
- A ten-year national roadmap to guide the respective country's engagement and reporting under the UNFCCC and other Multilateral Environmental Agreements.
- A national action plan to support the use of the Transparency Management System in government planning and decision-making.
- Technical documentation demonstrating the implementation of key recommendations and improvements achieved during the project.
- National sensitisation, consultation, validation, and capacity-building workshops for government agencies and other relevant stakeholders.
- Contributions to regional collaboration, knowledge-sharing, and joint technical approaches among participating Caribbean countries.

REQUIRED QUALIFICATIONS

Applicants should possess:

- A Bachelor's degree or higher in Climate Change, Climate Science, Environmental Management, Sustainable Development, Natural Resource Management, Project Management or another closely related discipline.
- A recognized Project Management qualification or relevant experience.
- A minimum of five (5) years of progressively responsible professional experience providing technical support in climate change, transparency systems, Monitoring, Reporting and Verification (MRV), environmental governance, or related fields.
- Strong understanding of the Paris Agreement, Enhanced Transparency Framework, and Multilateral Environmental Agreements.
- Excellent written and spoken English with exceptional report-writing and presentation skills.

DESIRABLE QUALIFICATIONS

Preference will be given to candidates with:

- Experience working within Caribbean Small Island Developing States (SIDS)
- Experience working with UNEP, GEF, UN agencies, national and regional organizations, or international development partners.
- Knowledge of national environmental governance frameworks.
- Experience managing multidisciplinary technical teams.
- Experience facilitating -national stakeholder consultations and capacity-building initiatives.

CORE COMPETENCIES

The successful candidate should demonstrate:

- Strategic Leadership
- Technical Excellence
- Project and Programme Management
- Planning and Organizing
- Financial Accountability
- Partnership Building
- Results Orientation
- Communication and Presentation Skills
- Team Leadership
- Integrity and Professionalism

TERMS OF APPOINTMENT

This position is offered on a project-funded fixed-term contract for the life of the project. Subject to satisfactory performance, continued project funding, and organizational requirements, the contract may be extended beyond the project's official completion date to facilitate the completion of outstanding project activities, reporting obligations, financial closure, and any remaining responsibilities necessary for the successful implementation and close-out of the project.

The successful candidate will be based in their respective countries.

Travel may be required.

HOW TO APPLY

Interested applicants should submit:

- A Cover Letter;
- A detailed Curriculum Vitae;
- Contact information for three (3) professional references.

Applications should be submitted electronically to: info@pislmsids.org. *Email Subject Line: National Transparency Expert*– [Applicant's Full Name and Country]

Only shortlisted applicants will be contacted.

EQUAL OPPORTUNITY EMPLOYER

PISLM is an equal opportunity employer committed to fostering a diverse, inclusive, and respectful workplace. Applications are welcomed from suitably qualified candidates regardless of gender, age, disability, ethnicity, religion, or background. Women and nationals of Caribbean Small Island Developing States (SIDS) are especially encouraged to apply.

PRIVACY NOTICE

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Personal information submitted as part of this recruitment exercise will be used solely for recruitment purposes and will be handled in accordance with PISLM's applicable data protection and records management policies. Information will only be retained for as long as necessary to complete the recruitment process.