



Terms of Reference (CCM0021-P01)

"Permanent CPA Secretariat"

1 Technical requirements

1.1 Project context and objective

The Carbon Pricing in the Americas (CPA) is a collaborative platform established in response to the Paris Declaration on Carbon Pricing in the Americas in December 2017. Officially launched in April 2018, the CPA facilitates cooperation, information sharing, and knowledge building among its members and partners, comprising national and subnational governments across the Americas. The platform seeks to enhance the role of carbon pricing mechanisms in mitigating climate change and supporting the development of carbon markets.

adelphi is a leading independent think tank and public policy consultancy focusing on climate, environment, and development. adelphi leads the CPA secretariat and works closely with CPA members and partners, as well as with local consultants and regional consultants across multiple regions, including Latin America and the Caribbean.

1.2 Subject of the contract

This assignment seeks a local expert to be based in Latin America and support the CPA Secretariat in delivering its planned activities for 2025. There is potential for the Local Expert role to be extended for one additional year.

1.3 Scope of Services

- The consultant will work alongside the Secretariat team to draft and deliver the annual CPA workplan, timelines, and progress reports. They will also support the planning and execution of key CPA events, including the General Assembly and training courses, ensuring alignment with strategic objectives.
- The consultant will organize virtual and in-person meetings in coordination with the Secretariat team, including logistical arrangements, preparing and distributing detailed agendas and run-of-show documents, and documenting meeting minutes, key outcomes, and follow-up actions.
- The consultant will coordinate training and capacity-building activities with the Secretariat team, developing comprehensive agendas and session plans, working with local partners and speakers, managing on-site logistics, and gathering post-event feedback to ensure successful outcomes.
- The consultant will provide technical support to CPA members and partners, working with the CPA Secretariat to identify their needs around carbon pricing design, implementation and evaluation, and designing strategies to address those needs. The consultant is also expected to help address technical queries on carbon pricing and plan virtual or in-person spaces to share expertise and foster capacity building across the network.
- The consultant will facilitate communication and engagement with CPA members and partners in collaboration with the Secretariat team, ensuring timely and consistent communication, while documenting and tracking interactions to maintain transparency and accountability.
- The consultant will evaluate and improve processes with the Secretariat team, conducting post-event evaluations, analyzing outcomes, and using feedback to refine future activities and enhance overall effectiveness.

- The consultant will also work with the CPA Secretariat to investigate and secure sources of financing to support the operation of the Secretariat and the activities of the CPA.
- The consultant will help promote the CPA platform among the network of carbon pricing experts and governments in the Americas and help in the recruitment process of new members and partners interested in joining the CPA.
- The consultant will help the CPA Secretariat maintain and update the CPA website and ensure high-quality translations into Main Services

1.4 Qualification Requirements

General Profile	Long-term professional experience in the field of climate change and carbon pricing instruments. Previous experience working with government agencies in the Americas will be a great asset.
<i>Requirements</i>	Qualifications
	<ul style="list-style-type: none"> • University degree or equivalent in environmental science, environmental economics, law, political science, international relations or similar
	<ul style="list-style-type: none"> • Excellent communication skills
	<ul style="list-style-type: none"> • Excellent organization and coordination skills.
	<ul style="list-style-type: none"> • Institutional communication skills
	<ul style="list-style-type: none"> • Fluency in written and spoken Spanish or English is compulsory. Fluency in written and spoken Portuguese or French will be a great asset.
	Specific experience
	<ul style="list-style-type: none"> • Based in a jurisdiction in the Americas. • At least 5 years of professional experience in the field of climate change mitigation • Demonstrated experience in organizing high-level meetings and facilitating communication with policymakers. • Strong knowledge of Article 6 of the Paris Agreement and carbon markets. • Proven network of carbon pricing and carbon market stakeholders and government representatives in the region.

2 Formal Requirements (lump-sum service contract)

2.1 Timeline

Project Start: **March 2025**

Project Completion: **February 2026**

Consistent with the above objectives and scope of services, the specific deliverables/outputs to be delivered to adelphi are defined in the table below indicating delivery dates.

The expected project starts at the end of March 2025, pending finalization of contract negotiation. Given the joint effort in preparing the outputs and the short timeframes, regular catch-up meetings are expected to discuss progress and confirm approach etc.

2.2 Deliverables

Indicative timeline of deliverables and payment schedule

Deliverables (dates)	Indicative timeline	Milestone payment (upon acceptance of the deliverable)
Contract signature	March 2025	25%
CPA Training Course Support , the consultant will support the Secretariat on the planning, organization, and execution of the in-person training course on Carbon Pricing Instruments, scheduled for Q2 2025 in a country in the Americas and prepare: <ul style="list-style-type: none"> A detailed agenda, a 3–4-page document outlining the training schedule, session concepts, and a list of speakers and participants, developed in close collaboration with the co-chairs and delivered by April 2025. A report on how the Consultant supported the management of on-site logistics and support the delivery of the training in May 2025, including coordinating with local partners, handling logistical arrangements, and assisting with feedback collection and post-event evaluation to assess outcomes and improve future training courses. 	End May 2025	20%
Annual General Assembly , support the planning, execution, and follow-up of the Annual General Assembly, held alongside a major carbon pricing event in the Americas. <ul style="list-style-type: none"> A detailed meeting agenda, a 2–3-page document outlining session specifics, agenda points, technical presentations, speaker information, and a run-of-show, 	Summer 2025	15%

<p>prepared in coordination with the CPA Secretariat and shared with co-chairs at least five business days prior to distribution to members and partners.</p> <ul style="list-style-type: none"> • 2–3-page meeting minutes summarizing key discussions, decisions, and action items, developed with updates from members and partners and finalized within one week of the meeting for circulation to CPA members. • 1 page report on the consultant’s assistance with logistical coordination and post-event evaluation to assess outcomes and improve future events. 		
<p>Annual Report of activities from the consultant until October 2025, a document summarizing the consultant’s contributions to the CPA Secretariat throughout the contract period. This report will encompass the following key activities:</p> <ul style="list-style-type: none"> • Technical support on carbon pricing in the Americas: Documentation of work provided to address the technical needs of CPA members, including responses to technical queries, participation in meetings, organization of technical webinars, and support for establishing the foundational framework for a CPA collaboration center focused on knowledge sharing and capacity building. • Member and partner communication: Detailed records of secretarial support activities, including consistent communication with CPA members and partners, timely responses to queries, and coordination of ongoing interactions. • Securing sources of financing: Documentation of communication with potential members and partners aimed at identifying and securing funding sources to support CPA initiatives. • Promoting the CPA: Records of efforts to promote the CPA among national and subnational jurisdictions in the Americas, as well as with organizations working on carbon pricing in the region. • Website updates: A summary of requests made to update the CPA website, including news from CPA members, partners, and the Secretariat, as well as quality assurance for translations into all CPA languages. 	<p>October 2025</p>	<p>20%</p>
<p>CPA Annual Report summarizing progress, outcomes, and key lessons learned from the previous year, providing context and support for the upcoming strategic direction, in the form of a 10-page document.</p>	<p>January 2026</p>	<p>20%</p>

2.3 Performance Indicators and Quality Control

The success of the service will be measured through timely delivery, accuracy, and alignment with CPA objectives, with the following indicators for each deliverable:

- CPA training course support: Timely preparation of the agenda by April 2025, successful on-site coordination in May 2025, and gathering evaluations from participants.
- Annual General Assembly support: Agenda delivered five business days before the event, accurate minutes finalized within one week, and registered post-event outcomes.
- Technical support on carbon pricing: Timely and accurate responses to technical queries, impactful webinars, and progress on the CPA collaboration center framework.
- Member and partner communication: Regular engagement, timely responses to queries, and evidence of strengthened relationships with members and partners.
- Securing sources of financing and promoting the CPA: New partnerships established, and funding opportunities identified, with records of outreach activities.
- Website updates: Timely and accurate updates, with high-quality translations into all CPA languages.

2.4 Special Contract Conditions

- The assignment will be overseen and directed by the Team Leader and Project coordinator. They will be the main responsible for overseeing the development of the activities and review of draft products. The Consultant shall establish coordination mechanisms between the Team Leader, project coordinator and the project team and other stakeholders, such as the CPA members and CPA partners in alignment with the CPA Governing Documents and Co-chairs instructions.
- The work will primarily consist of desk-based tasks carried out from the Consultant's home office. The Consultant will participate in remote coordination meetings with the CPA Secretariat, CPA members, and Co-Chairs as required.
- **The Consultant is expected to attend the CPA General Assembly and the CPA Training Course in person at its designated location.** Travel expenses for this will be covered by the CPA Secretariat
- Type of Contract: **Fixed lump sum**
- Payment terms: **Against key deliverables**

2.5 Award Criteria

- The service contract will be awarded with the quotation that showed the most adequate ratio between technical and economical offer.
- The technical offer will consist of three letters of reference, a motivation statement explaining how their profile aligns with the qualification requirements and the activities and deliverables included in these Terms of References, and the tenderer's CV in the format attached to these Terms of References. After reviewing the qualification requirements, the tender may be required to explain their technical proposal in an interview.
- The financial offer should include the number of days estimated for developing the activities, and the total financial quotation for the services

2.6 Organisational Notes

- The quotation must be submitted in via mail to niembro@adelphi.de and ortizrivera@adelphi.de until 2025/03/11 and refer to the internal processing number "CCM-0021".
- Quotations based on the bidder's General Terms and Conditions will not be considered. By submitting a quotation, the bidder accepts adelphi's General Terms and Conditions as binding if the contract is awarded.

2.7 Submission of Bids

Submission Deadline: 11/03

Submission Format: via email

Submission Address: niembro@adelphi.de and ortizrivera@adelphi.de

2.8 Attachments

- adelphi's General Terms and Conditions
- adelphi's CV template

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