**Terms of Reference**

**Position:** International Consultant – Adaptation Specialist

**Project:** Strengthening the capacity of Turkmenistan to comply with the Enhanced Transparency Framework under the Paris Agreement (GCP/TUK/11070/GFF)

**Duration:** August – December 2025, 28 days, 1 day = 350$.

**Duty station:** remotely, with possible missions to Turkmenistan.

**Reporting to:** SIC ICSD, FAO.

**1. Background**

The project aims to strengthen Turkmenistan’s institutional and technical capacity to meet ETF requirements, including reporting on adaptation measures, assessing climate risks, vulnerability, damage and loss, and developing a sustainable national monitoring and evaluation (M&E) system.

The Adaptation Consultant will play a key role in supporting the project components 1, 2 and 3, particularly with regard to integrating adaptation information into the national transparency system, aligning institutions and developing methodological guidelines.

**2. The purpose of the work**

The purpose is to provide technical support in assessing Turkmenistan's current capacity to monitor and report on climate change adaptation measures, develop recommendations and training materials, and strengthen national capacity to assess damage and losses.

**3. 3. Responsibilities and tasks**

* Participation in the development of the institutional structure and roadmap for the adaptation part of the ETF.
* Assistance in the preparation and coordination of institutional mechanisms, procedures and roles related to adaptation in NDC.
* Support the consultation process and coordination of data acquisition with key national ministries and agencies.
* Participation in the development of data and indicator requirements for the adaptation track in the national transparency system.
* Analysis of existing data sources, their availability and compatibility with the requirements of ETF.
* Conduct a gender-sensitive assessment of gaps in the national monitoring and evaluation (M&E) system of climate change impacts, risks and vulnerabilities in NDC priority sectors (agriculture, water, forests, etc.).
* Development of methodological recommendations and an action plan for M&E adaptation measures at different levels (national, subnational, programmatic, project).
* Conducting online and offline workshops, presentations and consultations with national stakeholders.
* Interaction with national partners, technical experts and representatives of the FAO and SIC ICSD.

**4. Expected results**

* Report on institutional and technical gaps related to adaptation processes and coordination.
* The proposed structure and action plan for integrating adaptation into ETFs.
* Guidance and action plan on M&E adaptation measures.
* Protocol for the collection and analysis of adaptation data for the purpose of adaptation reporting.
* Materials for trainings and seminars, presentations.
* Summary of stakeholder consultations.
* Final progress report.

**5. Qualification requirements**

* University degree in climate change, ecology, sustainable development, geography, agronomy or related field.
* Minimum 7 years of professional experience in the field of climate change adaptation.
* Knowledge of UNFCCC requirements (ETF, MPGs) in NDC reporting processes.
* Experience in interaction with government agencies and international organizations (FAO, GEF, UNDP, etc.).
* Excellent analytical and communication skills.
* Fluency in Russian, knowledge of English is an advantage.

**6. Reporting mechanisms**

* Providing brief progress reports and deliverables within agreed timeframes.
* Submitting final documents to the Project Coordinator and FAO for approval.

**Breakdown of responsibilities and results by billing periods**

**August - September 2025 (1st period)**

***Main responsibilities:***

* Study of project documentation, national strategies and reports (NDC, Climate Change Strategy, NC, etc.).
* Conducting a preliminary analysis of gaps of the current institutional structure, the role of ministries and available adaptation data.
* Preparation of a communication plan with national partners.
* To support SIC ICSD in preparation of consultations with stakeholders.

***Expected results:***

* Work and communication plans are approved.
* Draft structure of the ETF adaptation block, including proposals for the inclusion of adaptation information in the institutional scheme prepared.

**October - November 2025 (2nd period)**

***Main responsibilities:***

* Conducting assessment of the current adaptation monitoring and reporting system, including a gender analysis.
* Conduct online consultations with national authorities.

***Expected results:***

* Report on gaps in M&E adaptation system.

**November - December 2025 (3rd period)**

***Main responsibilities:***

* Development of guidelines and action plan for M&E adaptation measures.
* Preparation of training materials and conducting webinars/trainings.

***Expected results:***

* Guidelines and action plan for adaptation Monitoring and Evaluation.

**December 2025 (4th period - completion of the operational period)**

***Main responsibilities:***

* Finalization of all outputs considering FAO and SIC ICSD comments.
* Support in preparation of consolidated recommendations for inclusion in the final project report.
* Preparation of an implementation report.

***Expected results:***

* Final versions of Deliverables:
  + Report on M&E gaps.
  + M&E Guidance and Plan.
  + The consultant's final report.