



## NAP GLOBAL NETWORK – COUNTRY SUPPORT HUB

### TERMS OF REFERENCE

**Short-Term Consultancy: Style correction and editorial design of an Adaptation Communication (AdCom) for the Government of Mexico to inform synthesis reporting for the Global Stocktake (GST) December 2021–February 2022**

The National Adaptation Plan (NAP) Global Network is a multi-funder initiative that was created in 2014 to support developing countries in advancing their NAP processes and help accelerate adaptation efforts around the world. Financial support for the Network has been provided by Austria, Canada, Germany, the United Kingdom, and the United States. The Secretariat is hosted by the International Institute for Sustainable Development (IISD).

The NAP Global Network's **Country Support Hub** provides expert advice and short-term technical support on specific issues related to national adaptation planning and implementation.

#### **Background information**

The Government of Mexico, within the framework of the National Climate Change System (SINACC) and particularly in the Adaptation Policies Working Group (GT-ADAPT) of the Inter-ministerial Climate Change Commission (CICC) prepare the NAP proposal, which is part of the specific actions defined in the Special Climate Change Program (PECC) 2021-2024 of Mexico.

To further its work on adaptation, the Government of Mexico intends to prepare the Communication on the Adaptation (AdCom) of the annex to decision 9 / CMA.1 of the United Nations Framework Convention on Climate Change (UNFCCC) through the National Institute of Ecology and Climate Change (INECC), which has the mission to generate and integrate technical and scientific knowledge and increase qualified human resources for the formulation, conduction, and evaluation of public policies on environmental protection, ecological preservation and restoration, green growth, and adaptation and mitigation to climate change in the country, as well as to integrate the information to prepare the reports submitted by Mexico to the UNFCCC.

#### **Adaptation Communication**

The Paris Agreement (Article 7, paragraph 10) of the UNFCCC established that each party should, as appropriate, periodically submit and update an AdCom, which may include its priorities, implementation, and support needs, plans, and actions without creating any additional burden for the developing country party.

The Katowice Climate Package, adopted in 2018, elaborates the implementation guidelines for the Paris Agreement and notes that the purpose of the AdCom is to:

- Increase the visibility and profile of adaptation and its balance with mitigation.
- Strengthen adaptation action and support for developing countries.
- Provide input to the GST.

- Enhance learning and understanding of adaptation needs and actions.<sup>1</sup>

The first GST will take place in 2023, and parties are expected to submit their AdCom to the UNFCCC Secretariat by February 2022 to inform that stocktake.

### Assignment

The consultant will support to complete Mexico's AdCom (Phase 3) with the Government of Mexico, in accordance with the official provisions on government design and image. With the support of the NAP Global Network, the Government of Mexico, through the Ministry of International Affairs (SRE), will make the formal submission to the UNFCCC.

Likewise, the support will allow the country to finalize the AdCom document, considering basic elements of editorial design. For this purpose, INECC will provide the final document of the AdCom (Phase 1) in Word format to the consultant.

### Outputs

- An **AdCom**<sup>1</sup> considering the Manual de Identidad Gráfica 2018-2024 of the Government of Mexico, as well as the Lineamientos del proceso de difusión y divulgación del Instituto Nacional de Ecología y Cambio Climático of INECC. As well as the style correction, arrangement of references and cross references, numbering of elements of the document (tables and figures) and translation into English of the executive summary.

### Activities related to the assignment

- Considering the **final draft of the AdCom**, proceed to a style correction of the syntax and the grammar of the document to communicate properly the goals of the text, and make the arrangement of references and cross references, and numbering of elements of the document (tables and figures).
- Make the editorial design of the **final draft of the AdCom**, considering basic elements as format, time, identity, structure, art, typography, layout, and final prototyping of the document (text, tables and figures), in accordance with the official provisions on government design and image.
- Translate into English the Executive Summary section of the **final draft of the AdCom** into English.
- Generate the **final version of the AdCom** in its digital and printed versions, and print 100 documents, considering certified materials of sustainable origin.
- Meet with officials from INECC and representatives from the NAP Global Network Secretariat, as requested, to provide updates on progress.

Mexico's ADCOM will provide starting inputs for the preparation of the adaptation chapter of Mexico's 7th National Communication to the UNFCCC, and will provide information for the preparation of the NAP. With the **final version of the AdCom** the Government of

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<sup>1</sup> Decision [9/CMA.1](#) (2018) outlines the purpose of AdComs and the elements that parties are invited to provide information on.

Mexico will proceed to the submission of the AdCom to the UNFCCC's Registry for Adaptation Communications as a stand-alone document through Mexico's National Focal Point, the Ministry of International Affairs (SRE).

The **final version of the AdCom** must be provided to INECC and IISD in their editable format (AI or PSD).

### Anticipated timeline

Task	Output	Timeline
Style correction, editorial design of Mexico's AdCom document, tables and figures, and translation into English of the Executive Summary	<b>First AdCom Draft</b>	December 15, 2021
Style correction and editorial design of Mexico's AdCom document	<b>Second AdCom Draft</b>	January 14, 2022
Incorporate feedback and comments and deliver final AdCom document	<b>Final AdCom</b>	February 4, 2022
Incorporate any final adjustments requested by the Government of Mexico, prepare a <b>final version of the AdCom</b> in its digital and printed versions, and print 100 documents	<b>Published and printed AdCom</b>	February 18, 2022

For all outputs, activities and tasks, the estimated time requirement is **20 days** over an estimated period of three months.

### Payment

Payment will be done upon completion of all outputs, activities and tasks, upon acceptance by the General Coordination of Climate Change Adaptation and Ecology (CGACCE) of INECC and IISD.

### Required qualifications

- Studies in design, graphic design, digital design, editorial design, letters or in a relevant field.
- Demonstrated expertise in similar jobs for the Government of Mexico, preferably in the following areas: Dissemination of Science; Climate Change; Public Policies, etc.
- Familiarity with official provisions on government design and image.
- Strong syntax and writing skills
- Strong editorial design skills.
- Advanced use of software like Adobe Illustrator CS6, Adobe In Design CC, Adobe Photoshop, or other similar ones.
- Fluency in Spanish and English (spoken and written). Strong writing skills in English are essential for some deliverables.

### Reporting and work arrangement

- The consultant will work closely with INECC in accordance with COVID-19 public health guidelines. The consultant will work closely on a virtual basis with Daniel Morchain, NAP Global Network, who will provide technical guidance for the project.
- The consultant must have their own computer equipment, as well as the appropriate software to carry out the activities provided for in these Terms of Reference. The consultant is expected to work during normal working hours.
- Consultants are encouraged to work with local youth organizations and programs to provide work experience/mentorship that will help them to build their skills in matters related to the environment, climate change, and sustainable development.

### **Application process**

To apply for this consultancy, please submit a statement of interest, CV (4 pages max), and expected daily rate to [info@napglobalnetwork.org](mailto:info@napglobalnetwork.org), specifically mentioning in the subject “Short-term Consultancy in Mexico”. If you are selected for the consultancy, you may be required to provide proof of your daily rate (e.g., a copy of a contract of at least 20 days that states a daily rate).

In your application, please clearly demonstrate how you meet the criteria outlined above. Attach supporting information for verification.

**Application deadline:** November 30, 2021

**Start date:** December 1, 2021

**End date:** February 28, 2022



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