

CAEP Senior Grant Management Consultant

Job Summary

Overview

The Nationally Determined Contributions (NDC) Partnership is seeking a dynamic individual to support the operationalization and implementation of Climate Action Enhancement Package (abbreviated CAEP, pronounced “cap”).

The CAEP is a new offering of the NDC Partnership designed to deliver targeted, fast-track support to countries to enhance the quality, increase the ambition, and implement NDCs. The CAEP is designed to catalyze transformational change towards resilient, sustainable, and low-emission development, supporting the objectives of the Paris Agreement for member countries of the NDC Partnership.

The CAEP assists developing countries in achieving two overarching objectives:

- Enhance NDCs, including by raising ambition, as part of the Paris Agreement’s NDC update process;
- Fast-track implementation of NDCs, including by providing in-country technical expertise and capacity building.

The CAEP will allow beneficiary countries to submit updated NDCs to the UNFCCC by 2020 as well as accelerate NDC implementation.

CAEP will deliver support to countries through existing support programs from its institutional and associate members and through a dedicated Technical Assistance Fund that will deploy financing in cases where existing support is not enough to meet needs identified by countries. The Technical Assistance Fund is a pooled funding mechanism with contributions from multiple development partners which will allocate resources to institutional and associate members of the Partnership to respond to NDC updating and implementation requests.

The NDC Partnership seeks a highly-skilled consultant to support the end-to end process of CAEP.

This is a limited term position until 28 February 2020. Location is flexible, but ideally based in Washington DC.

Job Responsibilities

Specific responsibilities will include:

- Refine application forms, procedures, guidelines, screening methodology, based on experiences from round one’s Requests for Proposals
- Execute Calls for Requests for Proposals and all relevant activities, from pre-calls to submission of requests for support to of requests

- Support screening of requests from countries submitted through CAEP’s open Call for Requests for Proposals, ensure minimum compliance, based on agreed methodology
- Organize regular coordination calls with implementing partners and member countries requesting support ensuring all queries and follow ups are responded to/implemented
- Support consolidation of all responses from institutional and associate members who express interest to provide support, including screening TAF eligibility
- Prepare all background materials for the design of Terms of Reference for eligible requests ensuring clear division of labor amongst the implementing partners
- Maintain relationships with external partners and country focal points during the Calls for Requests for Proposals cycles
- Support the preparation of Term Sheets for every request, providing robust justification and comment for approval/rejection
- Track lessons learned from CAEP’s first round of support and propose improvements to future rounds of support
- Track progress through regular follow up (quarterly) with countries and implementing partners to monitor programmatic deliverables and progress
- Respond to issues affecting the delivery of the CAEP portfolio. Specific tasks include (1) responding to queries from partners in a timely fashion (2) identifying risks that can impact on delivery and developing solutions with the Senior Management of the Support Unit, (3) coordinating with implementing partners –on a regular basis
- Conduct additional operational tasks assigned by the Head of CAEP

Reporting

The consultant will report to the Head of CAEP.

Deliverables

15 September 2019	Finalization of application forms, procedures, guidelines, screening methodology, based on experience from round one
30 September 2019	Implementing partner responses consolidated and country-specific Terms of Reference finalized (Round 1)
11 November 2019	All country requests for support reviewed and screened for eligibility (Round 2)
6 December 2019	Implementing partner responses consolidated and country-specific Terms of Reference finalized (Round 2)
28 February 2020	Processes to track progress with implementing partners are set up and initiated

Job Qualifications

- Seven+ years of relevant, full time experience in the field of international development, multilateral climate finance bodies, including in an area such as grant-making, challenge fund management, monitoring and evaluation, development finance or policy, or program implementation.
- Knowledge and practical experience in the operational activities of climate or other relevant funds.
- Knowledge and practical experience in fund design either in climate change or a related sector.
- Master's degree in policy or public administration, economics, international development, business, finance or similarly relevant field required (or bachelor's degree with two additional years of relevant experience).
- Professional experience working in the developing world; experience working in the field a plus, including overseeing programs.
- Excellent written and verbal communication skills and an aptitude for relationship building.
- Ability to work in an entrepreneurial environment, strong team skills and an aptitude for relationship building.
- Appropriate work authorization is required for this opportunity. WRI cannot offer visa sponsorship.

How to Apply

Applications should send a cover letter and resume to amanda.mckee@ndcpartnership.org to be considered.