

# CAEP 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 consultant to support CAEP to deliver targeted, fast-track support to countries to enhance the quality, increase the ambition, and implement nationally determined contributions.

**This is a limited term position until 28 February 2020, based in Washington DC.**

## Job Responsibilities

Specific responsibilities will include:

- Assist in the development and management of online systems to support CAEP’s call for proposals (e.g. application forms, review forms)
- Support the review and assessment of country proposals to CAEP, under the supervision of the Head of CAEP
- Support timely communication with countries on the status of their applications and requests for additional information

- Support the consolidation of responses from implementing partners, including mapping overlap and gaps in support
- Help collect relevant background material from implementing partners for the design of country-specific Terms of Reference for eligible requests and help to ensure clear division of labor amongst the implementing partners
- Support the organization of regular coordination calls with implementing partners and member countries requesting support, ensuring all queries are responded and appropriate follow-up implemented
- Help to manage contact lists and track engagement
- Support the preparation of Term Sheets for every request, providing robust justification and comment for approval/rejection
- Assist in the preparation of presentations, blogs, flyers, social media posts and other communications materials
- Support the Knowledge and Learning Specialist to identify insights from across CAEP countries, and help to turn this into knowledge products
- Conduct additional tasks related to the implementation of CAEP as assigned by the Head of CAEP

## Reporting

The consultant will report to the Head of CAEP.

## Deliverables

<b>30 September 2019</b>	Implementing partner responses consolidated and country-specific Terms of Reference finalized (Round 1); All systems to collect and track Round 2 responses finalized
<b>11 November 2019</b>	All country requests for support reviewed and screened for eligibility (Round 2); Countries communicated results of their proposals
<b>30 November 2019</b>	Outreach material for COP25 finalized, including presentations, flyers, blogs, etc.
<b>6 December 2019</b>	Implementing partner responses consolidated and country-specific Terms of Reference finalized (Round 2)
<b>28 February 2020</b>	Templates to track progress with implementing partners are set up and initiated

## Job Qualifications

- Three+ years of relevant, full time experience in the field of international development, including in an area such as challenge fund management, monitoring and evaluation, development finance or policy, or program implementation.
- Knowledge and practical experience on climate change.

- Practical experience in online systems (online forms, databases, etc.).
- 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.
- High degree of attention to detail.
- 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 US visa sponsorship.

### **How to Apply**

Applications should send a cover letter and resume to [amanda.mckee@ndcpartnership.org](mailto:amanda.mckee@ndcpartnership.org) to be considered.