

Terms of Reference (TOR) for the NDC Update and Implementation Facilitator for the NDC Partnership in Bolivia

Context

The NDC Partnership is a coalition of countries and institutions committed to supporting countries in implementing and increasing the ambition of their Nationally Determined Contributions (NDCs). The Plurinational State of Bolivia joined the NDC Partnership in August 15, 2017. The Focal Points before the NDC Partnership are the Plurinational Authority of Mother Earth and the Ministry of Planning and Development.

The Plurinational Authority of Mother Earth (APMT) submitted in September 2019 a request for support under the NDC Partnerships' Climate Action Enhancement Package (CAEP) for the Bolivia's NDC review efforts. The request was responded by the Food and Agriculture Organization (FAO), the Interamerican Development Bank (IADB) and the NDC Partnership Support Unit. The activities in-country will focus on the review and enhancement of the NDC and on the development of an NDC implementation plan.

In this context, recognizing the importance of having a country-based interface with knowledge of the local reality to serve as coordinator, articulator and mobilizer of actors and resources to coordinate the NDC review and update and design an NDC implementation plan draft, Bolivia is seeking an NDC national coordinator (the Consultant) to support the process.

Roles and responsibilities

The role of the consultant is to support the NDC Partnership's Focal Points of Bolivia in the implementation of the critical roadmap for the NDC review and update and the elaboration of an NDC implementation plan, and other needs the country identifies to achieve NDC implementation. Working on behalf of the government, the consultant plays a central role in ensuring the engagement and coordination of key state and non-state actors needed for the successful completion of the mentioned objective. This involves working with the government of Bolivia to:

- Coordinate all activities defined under the critical roadmap towards the NDC update and review in close collaboration with the APMT;
- Engage with any other stakeholder working in the NDC review and enhancement process, under the guidance of Government, ensuring that all activities are coherent with each other and not overlapping.
- Conceptualize of the draft NDC Implementation Plan through the engagement of the different state and non-state actors;
- Organize, plan and prepare any required in-country exchanges and coordinating among national and international stakeholders, as part of the NDC review and NDC implementation plan design processes as guided by the Focal Points. The consultant will document these exchanges, providing focal points with information highlights, agreed steps and division of responsibilities and timelines. The exchanges

may include sectoral ministries, private sector actors, subnational government officials, civil society, international cooperation partners, etc.

- Organize relevant workshops engaging all relevant stakeholders in-country, as needed;
- Prepare inputs and documentation as requested by the Focal Points in relation to the NDC review and enhancement and NDC implementation plan processes;
- Respond to the NDC Partnership Support Unit operational requests including, but not limited to, periodical report of progress of CAEP activities, preparation of the Bolivia NDC Partnership stakeholder contact list, Preparation of the Rapid Situational Assessment document;
- Liaise with the NDC Partnership Support Unit for vertical (national/regional/global) information-sharing, including both contributing to and accessing knowledge products;
- Other related activities will be defined by the Focal Points.

All activities listed above are indicative and are subject to change, depending on the circumstances.

Location and duration

The consultant will be based in the offices of the APMT in La Paz, Bolivia.

The duration of this consultancy is of eight months, with an anticipated timeline April 1st through November 30th, 2020.

Deliverables

- 1) Monthly report of progression of activities as per the critical roadmap for NDC review and enhancement and draft NDC implementation plan defined by Government
- 2) Quarterly report of CAEP implementation progress
- 3) Draft NDC implementation plan, including definition of outcomes, outputs, key performance indicators for prioritized actions and indication of international support
- 4) Facilitate workshops foreseen in the critical roadmap, including inception, technical, validation and approval workshops
- 5) Workshop reports for each of the above-mentioned workshops
- 6) Rapid Situational Assessment
- 7) Bolivia contact list

Reporting

The consultant will work under the direct supervision of the Plurinational Authority for Mother Earth (APMT) and under the guidance provided by both NDC Partnership Focal Points in Bolivia. The consultant will remain in close communication with the NDC Partnership Support Unit.

Qualifications

- ✓ Post-Graduate degree in Public Administration, Environmental Sciences, Engineering or Management, Political Sciences, Economical Sciences, Social Sciences or relevant fields of study.

Professional experience

- ✓ At least 5 years of experience in public, private or third sector institutions with a special focus on coordination and articulation of different actors and project management in environmental related fields;
- ✓ Experience and knowledge of Climate Change and Nationally Determined Contributions (NDCs) and UNFCCC processes;
- ✓ Knowledge of the national plans, strategies and policies related to climate change in Bolivia;
- ✓ Fluency in Spanish and English;
- ✓ Experience and relevant skills in the use of the Office suite (MS Word, Excel, PowerPoint, etc.);
- ✓ Knowledge of Excel and other tools and packages for project management purposes.

Skills

- Excellent communication, articulation and coordination skills.
- Experience in project management;
- Meets goals and deadlines with quality and consistency;
- Works to deliver agreed goals, dealing with challenges in a constructive way;
- Excellent verbal and written communication in Spanish and English;
- Uses resources, methods, partners and information effectively;
- Take initiative and lead processes;
- Proven ability to work under pressure and tight deadlines;
- Analyzes complex technical materials (including data) and makes them concise and relevant;
- Introduces complex conceptual ideas in practical terms to others;
- Adapts the communication to the specific public;
- Build informal networks internally and externally and visualize them as part of the value creation process;
- Demonstrates behaviors such as teamwork, knowledge sharing, and relationship maintenance;
- Encourages collaboration and improves performance.

Please send your CV and Cover Letter/ Letter of Motivation as a pdf document to Michelle Peña Nelz (Michelle.PenaNelz@ndcpartnership.org) until **March 31, 2020**.