

REF: MEMBERSHIP AND OUTREACH CONSULTANT, NDC PARTNERSHIP

Overview

The NDC (Nationally Determined Contribution) Partnership is a coalition of developed and developing countries and international institutions working together to ensure countries receive the technical and financial support they need to achieve ambitious climate and sustainable development targets as fast and effectively as possible. The Partnership works with its members to: 1) create and disseminate insightful knowledge products; 2) facilitates technical assistance and capacity building; and 3) facilitates enhanced financial support for NDC implementation.

The two main functions of our NDC Partnership Support Unit are: 1) to manage membership functions of the Partnership, including convening biannual Partnership Forums, supporting governance bodies, and maintaining routine communications with the Partners; and 2) to develop institutional relationships with other non-state actors and organizations and broaden the NDC Partnership coalition. In this role, you will support the activities of the Membership and Outreach team to achieve the governance objectives of the NDC Partnership Support Unit.

The duration of this consultant position will 2-3 months. Compensation is commensurate with experience. To apply, please send your CV and cover letter to Sean Gilbert, Head of Membership and Outreach, at seangilbert@ndcpartnership.org with Naomi Barker, Project Coordinator for Membership and Outreach (naomibarker@ndcpartnership.org), in copy. Applications will be reviewed as received, and qualified candidates will be contacted for an interview.

Responsibilities

NDC Partnership Event Preparation

The NDC Partnership coordinates membership events throughout the year, including the biannual Steering Committee meeting and Partnership Forum and Dialogues. The consultant will support the preparation of these and other external meetings, including logistics, meeting materials, and other deliverables as agreed. This task will involve activities such as:

- Supporting the Membership and Outreach team with preparation process of major external events such as COP meetings, major summits, etc., including mobilizing members for activities.

- Supporting the Head of Membership and Outreach with the development of meeting agendas and content.
- Identifying and securing relevant external speakers for NDC Partnership external events.

Member Outreach

The consultant will assist with outreach to Partnership members in order to strengthen the Partnership community and deepen engagement. This task will involve activities such as:

- Preparing regular communications to members of the Partnership and setting up meetings/calls, including working with regionally-based staff.
- Developing an orientation for new members of the Partnership to serve as an information resource on general questions regarding the Partnership and its activities.
- Identifying and developing activities and tools to enhance exchanges among members and their involvement in the work of the Partnership.

Member Webpage

The Partnership Support Unit is in the process of developing a password-protected section of the NDC Partnership website for members. The webpage would provide a platform for information sharing of sensitive material and logistical specifications. This task will involve activities such as:

- Identifying of Support Unit workflows through the webpage.
- Developing content for the webpage.
- Supporting the development of a webpage orientation and instruction pamphlet.

Given the evolving nature of the NDC Partnership and its Support Unit, other duties may be assigned as needs related to external engagement emerge and the balance of time between activities will evolve over time.

Preferred Qualifications

- Minimum of 5 years of relevant experience, including responsibility for managing relationships and collaboration

- Master's degree in related field (or two additional years of experience)
- Robust international experience including understanding of climate strategies - particularly associated with implementing NDC's
- Experience working with coalitions or in organizations with a membership function
- Experience in organizing events involving senior public sector officials
- Demonstrated skills in managing and aligning diverse groups of stakeholders, including development agencies, non-state actors / civil society, financial institutions, the private sector, and others