NDC Partnership In-Country Facilitator for Seychelles
Terms of Reference

BACKGROUND

Context

Seychelles has engaged with the Partnership in since 2018 through the Ministry of Agriculture, Climate Change and the Environment (previously the Ministry of Energy, Climate Change and the Environment) and the Ministry of Finance. The country first requested support in 2018 and developed a Partnership Plan to mobilize and manage resulting support, which it implemented between 2019 and 2022. Seychelles submitted a second request in 2022, for which support has been mobilized and engaged since early 2023. In parallel, Seychelles engaged a revision process of its NDC in 2019, for which it received support from the NDC Partnership through the Climate Action Enhancement Package (CAEP). Seychelles also initiated the development of a Long-term Low Emissions Development Strategy through the Partnership’s Thematic Call in 2023.

Facilitation Model

The Seychelles NDC Partnership Facilitator provides support to the Government of Seychelles to coordinate its engagement with the NDC Partnership and more broadly on climate action. The position is hosted by the Ministry of Agriculture, Climate Change and the Environment, working with the NDC Partnership Focal Points for Seychelles.

ROLES AND RESPONSIBILITIES

In each country, the In-Country Facilitator serves as the NDC Partnership’s interface in country and operates as a liaison between the country and other NDC Partnership member countries. Contrary to the function of IPs, which are implemented directly, the In-Country Facilitator’s role is purely one of coordination and supportive facilitation. Working on behalf of the partner government, the In-Country Facilitator plays a key role in ensuring the smooth implementation of the Country Engagement Process, by supporting ongoing coordination efforts between the Support Unit, the various partners in the NDC Partnership, and the member country government.

This involves working with the member country to refine its objectives for support over time (including articulation of the Partnership Plan); coordinating the Partnership Plan at country level; and serving as an anchor to assist the NDC Partnership in communicating and coordinating services at country level. The In-Country Facilitator will also liaise with the NDC Partnership Support Unit for vertical information-sharing, including both contributing to and accessing knowledge products.
The In-Country Facilitator will work under the direct supervision of the NDC Partnership’s government Focal Point in the Ministry of Agriculture, Climate Change and the Environment and will also work in close coordination with the NDC Partnership Support Unit to carry out the following tasks:

1. Support the Government in identifying and defining priorities and needs for NDC implementation, planning and monitoring. For instance, through the development of Requests for Support letters to the NDC Partnership.
2. Support the Government in coordinating activities pertaining to climate action in Seychelles, for instance using the Partnership Plan to track ongoing and planned support.
3. Support the Government in mobilizing climate finance and technical assistance from a wide range of national and international actors, including through the NDC Partnership, using Requests for Support Letters, Partnership Plans, and other strategic documents as needed.
4. Support the Government in managing implementing and development partner relations as needed, for instance through the coordination of the National Climate Change Committee meetings, or any coordination meetings, and partner scope of work, as requested.
5. Report to the NDC Partnership Support Unit on progress, challenges, and opportunities to further climate action and Seychelles’s climate priorities, through reports and participation in in-person and online gatherings of the NDC Partnership.

**Deliverables**

Specific deliverables include:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quarterly Country Engagement Reports</strong></td>
<td>31 December 2023; 31 March 2024; 30 June 2024; 30 September 2024;</td>
</tr>
<tr>
<td>Quarterly report of activities and progress of the NDC Partnership Plan and NDC revision efforts using the provided template. Report needs to be approved by the NDC Partnership focal point at the Ministry of Agriculture, Climate Change and the Environment.</td>
<td></td>
</tr>
<tr>
<td><strong>Biannual update of the Partnership Plan.</strong></td>
<td>31 December 2023; 30 June 2024;</td>
</tr>
<tr>
<td>The Partnership Plan should be updated based on consultations with national stakeholders and implementing partners reflecting the status of completion of projects and any arising needs. Update of Partnership Plan needs to be approved by the NDC Partnership focal point at the Ministry of Agriculture, Climate Change and the Environment.</td>
<td></td>
</tr>
</tbody>
</table>

**Timeframe and Duty Station**
This is a full-time position based in Victoria, Seychelles for 12 months, with possible extension. The expected start date is 22 November 2023.

Requirements

- Advanced degree in public policy (climate/environment), economics, public finance, sustainable development, or a similar field;
- At least 15 years of experience in climate/environment and sustainable development in Seychelles;
- Demonstrable experience working in climate change tasks in Seychelles, including, but not limited to, mitigation and adaptation action, energy policy, government policy and legal frameworks, MRV, M&E systems, and results-based management;
- 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;
- Excellent writing, editing, digital, and oral communication skills;
- Seychelles national;
- Proficiency in English, French and Seychellois will be considered as an asset.

How to Apply

To apply, please submit a complete application package that includes CV, cover letter and daily remuneration expectation to Alice Bonétat at alice.bonetat.5@ndcpartnership.org, copying ndcpaf@ndcpartnership.org at the NDC Partnership Support Unit by 10 November 2023, with the subject ‘Seychelles NDC Partnership In-country Facilitator Application’. 