

# **Terms of Reference: Climate Finance External Cooperation Coordinator at the Planning Institute of Jamaica**

October 2023

## **ABOUT THIS CONSULTANCY**

The Planning Institute of Jamaica (PIOJ) through the NDC Partnership is seeking an External Cooperation Coordinator to streamline coordination on climate action among government agencies and with international partners, and to monitor and to identify gaps in support of Jamaica's climate agenda. This consultancy will continue work undertaken to access and optimise the use of climate finance with support from Global Affairs Canada and will be closely aligned with the Government of Jamaica's activities under the Taskforce on Access to Climate Finance.

This is a part-time, consultancy for 3 months, hybrid with the possibility of extension depending on the availability of funding.

## **RATIONALE**

The Government of Jamaica through its National Development Plan—Vision 2030 Jamaica—has outlined its priorities and actions with regard to climate change. Climate change is positioned under the goal of having a healthy natural environment, and in its combined sector plan on Natural Resources and Environmental Management and Hazard Risk Reduction and Climate Change (2007) and its Climate Change Policy Framework (2015). A primary focus of Vision 2030 is to adapt to climate change through mainstreaming climate risks into government policies and plans, identifying strategic priorities, adopting best practices, and promoting greater public awareness of the socio-economic issues surrounding climate change.

The PIOJ is an agency of the Ministry of Finance and the Public Service (MOFPS) and the foremost planning agency of the government responsible for oversight of the implementation of Vision 2030. It is responsible for initiating and coordinating the development of policies, plans and programmes for the sustainable development of Jamaica, including cooperation and synergy with other ongoing national and regional programs addressing climate resilience and adaptation. This includes collaborating closely with the Climate Change Division (CCD) of the Ministry of Economic Growth and Job Creation (MEGJC) in the implementation of Jamaica's enhanced Nationally Determined Contribution (NDC), which outlines the country's strategies to reduce greenhouse gas emissions and to mitigate the effects of climate change. In September 2021, Jamaica, through the CCD, launched its NDC Implementation Plan that translates the NDC into a results-based action plan which articulates the need for international support.

The PIOJ is also responsible for advising the Government on major issues relating to economic, environmental and social policy; undertaking research on national development issues; coordinating external cooperation funding and collaborating with external funding agencies in identifying, implementing and monitoring development projects, among other responsibilities. These activities require close collaboration with and coordination of multilateral and bilateral partners, as well as the key public sector entities such as the MEGJC, which is responsible for implementing the Climate Change Policy Framework for Jamaica.

The PIOJ's coordinating role is critical to harnessing and boosting external cooperation for climate action, in alignment with Jamaica's enhanced NDC and NDC Implementation Plan, National Adaptation Plan, other reporting responsibilities as a party to the United Nations Framework Convention on Climate Change (UNFCCC), and participation in the Taskforce on Access to Climate Finance.

## **ABOUT THE NDC PARTNERSHIP**

The NDC Partnership is a global coalition of countries and institutions collaborating to drive transformational climate action through sustainable development. In 2015, the world endorsed the Paris Agreement and the 2030 Agenda for Sustainable Development. Nations signal their commitments to the Paris Agreement through NDCs - each country's strategy to cut its own greenhouse gas emissions and build resilience against the negative effects of a changing climate. The Partnership advances the goals of the Paris Agreement by bringing together nearly 200 countries and institutions in new ways to accelerate NDC implementation and enhance ambition over time. The Partnership's work through 120 partners supporting almost 80 countries produces many examples of impact, lessons learned and ideas for the future. The Partnership is governed by a Steering Committee, co-chaired by two country representatives. The Partnership's work is facilitated by a Support Unit based at World Resources Institute in Washington DC and the UNFCCC Secretariat in Bonn, Germany. UNOPS supports the NDC Partnership and its Support Unit through the Water, Environment and Climate (WEC).

## **OBJECTIVES**

This consultancy aims to provide embedded support to PIOJ to:

- Streamline coordination among government agencies, and with multilateral and bilateral partners engaged in climate action in Jamaica, including the strengthening of a dedicated partner coordination and monitoring mechanism.
- Ensure the portfolio of on-going climate related projects is cohesive, responsive to priorities and optimises the use of existing resources.
- Assist the Climate Finance Advisory Network (CFAN) Advisor with the identification of funding for climate-related initiatives, projects, and programmes; and
- Support building the institutional capacity across all these areas.
- Identify thematic areas and project concepts to mobilize funding for gaps in NDC implementation and/or Climate Change related activities for mitigation and adaptation/resilience building, and update the ICFSF.

## **SCOPE OF WORK**

## External Cooperation and Inter-Agency Coordination for Climate Finance

Building on work undertaken with funding from Global Affairs Canada in the preparation of an International Climate Finance Strategic Framework (ICFSF) which is aimed at enhancing access and use of available finance for climate change mitigation, adaptation, and disaster risk reduction, as well as in alignment with activities under the Taskforce on Access to Climate Finance, undertake the following tasks:

- Review Jamaica's existing portfolio of climate change projects, as reflected in the ICFSF, to ensure continued harmonisation and integration to minimise duplication and redundancies and increase effectiveness.
- Undertake assessments of climate finance opportunities for Jamaica from International Development Partners (IDPs), private sector and other non-state sources, identifying financial resources in alignment with national climate priorities and targeting unsupported and/or underfunded priority areas for climate action in collaboration with the CFAN advisor.
- Update the climate change matrix developed by the PIOJ in collaboration with the Climate Change Division NDC Facilitator and other local partners and in alignment with Jamaica's enhanced NDC and Jamaica's Vision 2030.
- Identify thematic areas and project concepts to mobilize funding for gaps in NDC implementation and/or Climate Change related activities for mitigation and adaptation/resilience building, and update the ICFSF.
- Assist the External Cooperation Management Division of the PIOJ in implementing the Coordination Mechanism which was developed and agreed under the GAC technical assistance and support the coordination of the Government of Jamaica and the International Development Partners (GOJ/IDP) Climate Change Donors Group, bringing awareness to technical and financial resources gaps in NDC implementation. This task shall be undertaken in close collaboration with the CCD.
- Coordinate closely with other NDCP advisory roles that may emerge in support to the Ministry of Finance and international special initiatives such as the Task Force on Access to Climate Finance
- Liaise with the Climate Change Division to prepare briefings and share timely information in preparation for United Nations-related initiatives, events and/or country reporting.

## Monitoring and Reporting

- Perform administrative functions such as completing activity reports, monthly/quarterly reports, expense reports, and mission reports.

The consultant will report to the Deputy Director General of the External Cooperation Management Division of the PIOJ.

## DURATION

The consultant is expected to undertake the previous tasks against specific deliverables during an initial period of 3 months.

**Expected start date:** January 2024

**Duration of assignment:** 3 months with possibility of extension

**Duty Station:** Kingston, Jamaica

## QUALIFICATIONS AND EXPERIENCE

The consultant must:

- An advanced degree in Environmental Sciences, Climate Science, Economics, or any related field Environmental Management.
- At least 7 years' experience with an in-depth understanding of climate change and the financial mechanism supporting the UNFCCC processes.
- Knowledge gained of the Caribbean experience is an advantage,
- Knowledge in topics related to sustainable development, green growth, climate finance, fund management, donor coordination, public or private sector experience, and project management is an advantage.
- Have demonstrated experience developing bankable projects for financing from various climate funds.
- Have experience in researching and drafting the technical content of proposals; and
- Good written and verbal communication skills in English.

## Special Conditions Associated with the Assignment

- Hybrid work, part-time.
- National or international consultant residing in Jamaica; and
- International travel will be required.

## How to Apply

To apply, please submit a complete application package that includes CV, cover letter and daily remuneration expectation to Clarissa Lehne at [clarissa.lehne@ndcpartnership.org](mailto:clarissa.lehne@ndcpartnership.org), using the subject line 'Jamaica External Cooperation Coordinator Application'. The deadline for applications is 14 November 2023