

Terms of Reference: Consultant, Climate Finance - Embedded Advisory Support

September 2023

BACKGROUND

About the NDC Partnership

The NDC Partnership brings together more than 200 members, including more than 120 countries, developed and developing, and more than 80 institutions to create and deliver on ambitious climate action that helps achieve the Paris Agreement and the Sustainable Development Goals (SDGs). Governments identify their NDC implementation priorities and the type of support that is needed to translate them into actionable policies and programs. Based on these requests, the membership offers a tailored package of expertise, technical assistance, and funding. This collaborative response provides developing countries with efficient access to a wide range of resources to adapt to and mitigate climate change and foster more equitable and sustainable development.

About the Partnership's Finance Strategy

The Partnership launched its [Finance Strategy](#) in 2022 to advance the work of the Partnership in supporting countries to use their nationally determined contributions (NDCs) to mobilize finance and drive transformational investments that contribute to both sustainable development and the climate goals of the Paris Agreement.

The Partnership supports developing countries in multiple ways to increase access to finance, a summary of which can be found in the [Partnership in Action Report](#) and [Insight Brief](#). The Finance Strategy addresses gaps in climate finance that can be met through strengthening of the Partnership's model of cooperation.

About the Partnership's Embedded Advisory Support

Embedded advisory support is a critical component of the NDC Partnership's work. In June 2020, the NDC Partnership [launched the Economic Advisory Initiative \(EAI\)](#) to support governments in preparing climate-compatible COVID-19 recovery packages by embedding economic advisors into their relevant ministries. This initiative officially ended in September 2022, but the Partnership's broader country engagement process continues to deploy embedded advisors. The Partnership's [2021-2025 Work Program](#) includes a dedicated indicator (4.5.2) to track the number of embedded advisors deployed through the Partnership, covering: 1) economic or finance advisors; 2) sectoral advisors; 3) advisors delivering [Readiness Support for Greening Central Banks](#); and 4) other advisors (such as private sector advisors or subnational advisors). The Partnership has now deployed a cumulative total of 106 embedded advisors across 40 countries and the African Union Commission to 1) strengthen NDC mainstreaming efforts across planning, finance, environment, and sectoral ministries; and 2) support the mobilization of climate finance from different sources.

SCOPE OF WORK AND DELIVERABLES

Scope of Work

As the Partnership works to operationalize its Finance Strategy and continues to promote whole-of-government, whole-of-society approaches at the country level, the value of the embedded advisor modality has only grown. This consultancy position will help strengthen the Partnership's finance-related work in this area by providing dedicated capacity to:

- Support the Head of Climate Finance and other CE team members to establish and maintain a network of partners to increase engagement in embedding finance-related advisors in response to Partnership requests;
- Monitor finance-related embedded advisory requests and support;
- Support governments in articulating requests for support for embedded advisors, with support from the Country Engagement team;
- Support to build and maintain relationships with partners providing embedded advisory support with a view to mobilize support to countries' requests and help disseminate learning;
- Increase the capacities of the Country Engagement team on embedded advisory support.
- Support knowledge generation, including knowledge products and exchange between countries, advisors, and partners to share best practices and strengthen available support; and
- Increase the visibility of the impacts of the Partnership's embedded advisory support.

This consultancy position will report to the Head of Climate Finance and Director of Knowledge and Learning and will work in close collaboration with the Country Engagement and Knowledge and Learning teams.

Duration

This is a part-time consultancy position for 12 months with the possibility of an extension.

Duty station

Possibility of remote work, but preference for Bonn, Germany, or Washington DC, USA.

Activities

- Support the Head of Climate Finance and other CE team members to establish and maintain a network of partners involved or interested in embedding finance-related advisors in response to Partnership requests, including through quarterly coordination calls;
- Support efforts to tag and track embedded advisory requests within the Partnership systems;
- Support Country Engagement staff to offer guidance to countries, upon request, regarding finance-related embedded advisory requests, including supporting the articulation of needs, elaboration of ToRs, and engagement of partner expertise;
- Support matchmaking between finance-related embedded advisory requests and partner support;
- Establish and maintain a standardized reporting mechanism for all finance-related embedded advisors, building on existing reporting templates or through a dedicated section in facilitators' quarterly reports, to support gathering lessons learned regarding:

- How advisors can support advancement of NDC-aligned projects or otherwise mobilize resources for NDC implementation, and
- How advisors can support improved capacity building related to NDC implementation, especially within ministries of finance and/or planning;
- Develop knowledge products based on lessons learned through embedded advisory support;
- Develop communication products to disseminate best practices and stories of impact from embedded advisory support;
- Facilitate knowledge exchange between countries, advisors, and partners on finance-related topics;
- Update the Partnership's economic advisor roster, including by pooling relevant candidates from partners' rosters;
- Draft reports, blog posts, talking points, presentation decks, infographics, brochures, and other communications materials.
- Support internal and external meetings, workshops, conferences, and other dissemination activities.
- Other activities related to the Partnership's work on Finance.

Deliverables

Table 1. Deliverables:

Deliverable	Description	Timeline
1	Finance-related embedded advisory partner network established and maintained through periodic exchanges	Ongoing
2	Embedded advisory requests tagged and support tracked, in collaboration with the Knowledge and Learning and Country Engagement teams	Ongoing
3	Coordination of meetings and convenings and minutes of engagements with countries and partners in the context of the Partnership's finance-related embedded advisory support	Ongoing
4	Quarterly analysis of demand and support to embedded advisors	Ongoing
6	Knowledge and communications products based on lessons learned gathered through advisor reporting	Ongoing
7	Capacity building and guidance to Country Engagement staff supporting countries to scope out requests for finance-related embedded advisors	Ongoing
8	Production of insight briefs related to engagement with countries, advisors, and partners engaged in finance-related embedded advisory support	Ongoing
9	Updated economic advisor roster	Ongoing
10	Draft reports, blog posts, talking points, presentations decks, infographics, brochures, and other communications materials.	Ongoing
11	Support internal and external meetings, workshops, conferences, and other dissemination activities.	Ongoing
12	Other activities related to the Partnership's work on Finance.	Ongoing

QUALIFICATIONS AND EXPERIENCE

Qualifications

- University degree in social or natural sciences. Master's degree in climate & sustainable finance or related topics as an asset.

- At least 5 years of full-time work experience in development finance, climate finance, sustainable finance, project finance or related fields.
- Relevant experience working with developing countries on climate finance will be an asset.
- Experience working with ministries of finance, economy and/or planning, and Central Banks in developing countries as a strong asset.
- Experience and knowledge of sustainable development projects, including the origination, development, implementation and evaluation of programs and projects as an asset.
- Experience in multi-stakeholder initiatives and working with governments and international organizations as a strong asset.
- Knowledge of the climate finance field and of its main actors.
- Strong interpersonal skills and the ability to work and communicate with teams from different countries and partners.
- Ability to manage multiple priorities and work under pressure with tight deadlines.
- Strong computer skills and experience in Microsoft suite, cloud- and web-based communications. Advanced Excel skills required.
- Excellent writing, editing, and oral communication skills English. Ability to work in French, Portuguese, Spanish or Arabic as an advantage.
- Commitment to the NDC Partnership's mission and values.

TO APPLY

To apply for this consultancy position, please submit:

- ✓ *Curriculum vitae (CV);*
- ✓ *Cover letter with no more than one page in English;*
- ✓ *Expected daily remuneration in USD; and*
- ✓ *Duty station and ability to work/move to Bonn, Germany.*

Qualified candidates are invited to send their application documents by 1 December 2023 by 17:00 hrs, Central European Time (CET) via e-mail to Joaquim.Leite@ndcpartnership.org and Clarissa.Lehne@ndcpartnership.org.

We will consider applications as they are received. **Only short-listed candidates will be contacted and final terms will be discussed upon selection.** Please use the following format for the email subject line: [FINANCE_EA_CONSULTANT_NAME](#). All applications must be submitted in electronic format.