

Terms of Reference – Enhancement Consultant, Thematic Call on LT-LEDS and NDC Alignment, Update, and Enhancement

GENERAL BACKGROUND

The 2023 COP 28 Global Stocktake calls for countries to submit more ambitious and improved Nationally Determined Contributions (NDCs) ahead of COP 30 in 2025, with a timeframe until 2035 according to the Common Timeframes agreed upon at COP 26.

The NDC Partnership provided support to countries to submit new or revised NDCs in 2019-2021 ahead of COP 26 through the Climate Action Enhancement Package (CAEP). Building on this initiative, the NDC Partnership launched the Thematic Call on LT-LEDS and NDC Alignment, Update and Enhancement in 2022 (Thematic Call). Launched at COP 27 in December 2022 and running until December 2025, the Thematic Call responds to the urgent need to achieve bolder, significantly more ambitious climate action globally in line with the mandate of the Paris Agreement and the most recent COP decisions. It aims to facilitate, leverage, and coordinate support from the NDC Partnership's development and implementing partners for integrating the transition towards systemic resilience and decarbonization envisioned in LT-LEDS into countries' short to medium-term pledges and actions reflected in their NDCs and implementation plans.

To date, 61 member countries have sought support through the Thematic Call, 46 of which have already submitted requests. An additional 15 countries are currently working on developing requests. We expect the number of NDC-related requests to continue to increase this year and next as more member countries focus their attention on NDC development. Considering momentum around NDC 3.0 submissions and growing demand among the membership, the Partnership is looking for support on specific deliverables to enhance its ability to respond via the Thematic Call at speed and scale.

This contract will run until 31 December 2024, with the possibility of extension.

PURPOSE AND OBJECTIVE

The Enhancement Consultant will serve as liaison and support for the Country Engagement team as it pertains to the Partnership's Thematic Call. They will be responsible for tracking partner engagement and developing systems and workflows in support of effective coordination around country needs, maximizing opportunities to leverage support across the Partnership at the service of member countries.

PURPOSE AND DELIVERABLES

To strengthen the technical support provided to countries through this Thematic Call, the NDC Partnership Support Unit is seeking support to enhance Country Engagement team capacity in i) coordinating requests for country support relating to NDC and LT-LEDS formulation, update and ambition raising, ii) tracking partner engagement, including programmatic support opportunities, iii) develop and maintain the systems needed to enhance efficiency in the Thematic Call, and iv) support with coordination around strategic partner events.

The NDC Partnership Support Unit intends to award a deliverable-based contract. Once a contract has been established payments will be made on a monthly basis reimbursing for the work completed in that period. Anticipated deliverables will be developed in close coordination and under the supervision of the Thematic Call Project Manager.

Anticipated Deliverables

Deliverable number	Deliverable Description	Illustrative timeframe and expected time to complete
1	Develop framework for partner engagement tracking and coordinate with respective counterparts for population; audit and improve the filing and tracking systems for the TC to ensure clear information flow across the Support Unit and partners.	May 31, 2024
2	Support Country Engagement team with RSF development and identifying priorities for expert and partner engagement; update templates, processes, and procedures in the operating manual as well as their dissemination across the Support Unit and to external partners; support Project Manager with partner engagement around events taking place during SB60.	June 30, 2024
3	Systematize partner support data; support Country Engagement team with RSF development, identifying priorities for expert engagement and delineate next steps for engagement and submission through the Partnership Action Fund.	July 31, 2024
4	Review facilitator reports and identify key challenges and opportunities; support Country Engagement team with RSF development and identifying priorities for expert and partner engagement; provide recommendations to the Program Manager on process and system development to enhance the efficiency and	August 31, 2024

	impact of information and data tracking; identify resources and best practices and make available to countries and internal team as needed.	
5	Support Country Engagement team with RSF development and identifying priorities for expert and partner engagement; support TC team with preparation for events during UNGA and COP 16.	September 30, 2024
6	Systematize partner support data and delineate next steps for engagement, including identifying priorities for Partnership Action Fund inclusion; support Project Manager with partner engagement around events taking place during the GCAP; support TC team with preparation for events during COP 29.	October 31, 2024
7	Support Country Engagement team with RSF development and identifying priorities for expert and partner engagement; support TC team with data analysis, insights, and coordination with partners around COP29; track progress and coordinate follow up with partners post-COP 29.	November 30, 2024
8	Prepare status report of country support gaps and on-going partner engagement for follow up.	December 31, 2024

Timeframe and Duty Station

This is a home-based, full-time consultancy for 8 months with a possibility of extension based on needs and performance. The NDC Partnership aims to have a contract awarded by May 2024.

REQUIREMENTS

Educational Qualifications

- Advanced university degree (master's degree or equivalent) in natural sciences, economics, engineering, environmental management, climate, political science, administration, finance, international relations, international development, or a related field.
- Bachelor's degree in a related discipline in combination with an additional 2 years of relevant work experience may be accepted in lieu of an advanced university degree.

Experience

- At least 2 years of relevant professional experience in environmental data and information management.
- Excellent knowledge of international climate policy, especially on the UNFCCC decisions framework on NDCs and LT-LEDS.

- At least one experience in environments in which coordination with internal and external partners has been a core task.
- Capacity to work well under pressure and successfully manage multiple deadlines.

The following are not required but will be considered an asset:

- Familiarity with the NDC Partnership.
- Experience in international organizations with a focus on economic development and sustainability is desirable.
- Fluency in Spanish and/or French will be considered an asset.

HOW TO APPLY

To apply, candidates must submit a complete application package including their **curriculum vitae** (CV) in English, a cover letter and their daily remuneration expectation in US dollars (USD) to to Julianne.Baker-Gallegos@ndcpartnership.org by **May 10, 2024** with the subject “**Enhancement Consultant Application**”. Only short-listed candidates will be contacted.