

Short-Term Consultant

Terms of Reference

ABOUT THE NDC PARTNERSHIP

The NDC Partnership is a global coalition, bringing together more than 200 members, including more than 120 countries, developed and developing, and nearly 100 institutions to deliver on ambitious climate action that helps achieve the Paris Agreement and drive sustainable development. 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.

The Partnership's work is facilitated by a Support Unit hosted by the World Resources Institute (WRI) in Washington, DC and the UNFCCC Secretariat and UNOPS in Bonn, Germany. This work will be contracted through WRI and will engage with Support Unit staff in the Washington, DC and Bonn offices as well as with other vendors located around the world.

Overview

The Short-Term Consultant will work with the Knowledge & Learning, Management, and Country Engagement Teams on a variety of regional priorities in the Anglophone-Lusophone African (ALA) region. The consultant will report to the ALA Regional Manager and also coordinate with focal points, in-country facilitators, and implementing partners. The consultant will provide support to the Management Team and CE Partner Manager on Country Platforms development within the ALA region.

Responsibilities

Knowledge & Learning

- Contribute a technical review in collaboration with Partners on the final Communication Material (s) for Ethiopia NDC National Flagship initiative for a high-level launch at ACS ahead of COP30. Focusing on the Clean Cooking initiative that was requested through the Partnership and UNDP supported. This was launched.

Country Platforms

- Support CES' efforts to facilitate technical discussions with countries interested in developing country platforms (CPs), including but not limited to, Uganda, Rwanda, Zambia, Ethiopia, Malawi and Nigeria, and relevant partners under the guidance of the Regional Manager. Coordinate the systematization of information and report back to the Management Team and

CE Partner Manager, for ALA countries, and any required steer on next steps from the Management Team. If requested by countries, support the scoping and mobilization of support. This will be aligned with ongoing work under the San Giorgio Group (SSG) and collaboration with other partners.

Nigeria

- Support coordination of the NDC 3.0 update process by convening and documenting at least one coordination meeting with the National Council on Climate Change Secretariat (NCCCs) and development partners.
- Oversee onboarding and coordination of consultants delivering the River Basin Authority Study linked to NDC implementation.
- Finalize and operationalize the Scope of Work (SoW) for Nigeria's NDC Investment Plan, including identification of partners for delivery through existing baseline agreements.
- Support strategic engagement with the Ministry of Finance and Central Bank of Nigeria, including through the Climate Finance Advisor.
- Facilitate internal coordination, including biweekly check-ins with in-country stakeholders and joint meetings with key climate and finance institutions (e.g., NCCCS, IERD).

Malawi

- Coordinate alignment of PAF-supported NDC 3.0 and LT-LEDS workstreams, ensuring coordination across focal points and implementing partners (e.g., WB, UNDP, IRENA).
- Support human resources coordination for the extension of the in-country facilitator, including preparation and circulation of the Request for Support Letter (RSL).
- Support visibility and resource mobilization by packaging the collaboration with UNEP on greening central banks for the NDC Partnership platform and submitting a request for support.
- Design and implement an awareness session for focal points on the role and function of country platforms.
- Oversee implementation of gender-inclusive programming, particularly coordination with One World on gender-responsive climate planning.
- Facilitate biweekly coordination with the in-country team (Facilitator and Climate Finance Advisor).

Kenya

- Provide technical and coordination support for the NCAP investment planning process, including liaising with in-country facilitators.

- Advance two pending partner requests related to the Knowledge Resource Centre and the Project Preparation Facility.
- Coordinate biweekly check-ins with the in-country facilitator to ensure operational alignment.

South Africa

- Mobilize support for the LT-LEDS implementation components, including net-zero modelling and socio-economic impact analysis, in coordination with UNDP and AFD.
- Coordinate the contracting of two pending technical positions (GHG Emissions Modelling and Remote Sensing).
- Support follow-up on the PCC business case, including stakeholder coordination with GIZ and the UK Government.
- Facilitate and document the monthly LT-LEDS/NDC coordination call, including preparation of materials and congratulatory messages.
- Explore new priorities in need of support, building on the mission to South Africa in February 2025, including support for the implementation of the Climate Act, the new NDC and updated LT-LEDS once finalized, and Treasury-related requests. Further explore nomination of a second focal point from Treasury, as discussed in a preliminary manner during mission with DFFE and Treasury.

Anticipated Deliverables

Deliverable Number	Deliverable Name	Deliverable Description/ Acceptance Criteria	Due Date
REGIONAL COORDINATION SUPPORT			
1	Technical review on the Ethiopia national flagship initiatives communication material (s) Focus on Clean Cooking Initiative	A review input towards documenting two or three Ethiopia National Flagship initiatives for high level launching at ACS and ACW ahead of COP30. Working closely with RM and government FPs until approved by government.	30 August
NIGERIA			
2	Approved Scope of Work (SoW) for Nigeria's NDC Investment Plan	Finalise and operationalise the Scope of Work (SoW) for Nigeria's NDC Investment Plan, including identification of partners for delivery through existing baseline agreements with support from	August – November 2025

		<p>Netherlands. . NL focuses on three sectors (Water, Agriculture and Energy) – potential country platform discussion.</p> <p>Engage AfDB to clarify additional support.</p> <p>Update the CPRL for resharing to government.</p> <p>Support Kick off of the work</p>	
MALAWI			
3	Best Practice paper finalized with UNEP	<p>Support visibility and resource mobilization by packaging the successfully completed PAF collaboration with UNEP on greening central banks for the NDC Partnership platform. Follow up the on-going discussions with the Bank on submitting a new request for support.</p> <p>A possible new RSL submitted from Malawi Central Bank.</p>	Mid October 2025
KENYA			
4	CPRL approved and sent to government	<p>Follow on the unsupported request from Ministry of Environment, Forestry and Climate Change related to Reimagination and Revitalization of the Kenya National Information and Knowledge Hub (The National Climate Change Resource Center. Work closely with the Incountry Facilitators to reach out to potential DPs/IPs.</p> <p>Follow up on a request from National Treasury on Enhancing county climate investment frameworks to attract and structure private sector participation. Work closely with Incountry Facilitators. Confirm the partners offers from UNDP, GIZ and others</p> <p>Hold with National Treasury – to clarify on expectations and collaboration modality with the responding partners</p>	August – September 2025
5	NCAAP Project Mapping project completed - PAF funded	Follow up and updates shared the on-going NCCAP Mapping Project with the consultant in collaboration with In country Facilitator	End August 2025
SOUTH AFRICA			

6	CPRL approved and sent to government	<p>Mobilise support for the LT-LEDS implementation components, including net-zero modelling and socio-economic impact analysis, in coordination with UNDP and AFD. Keep Country Engagement Director and RM updated.</p> <p>Support follow-up on the PCC business case – on operationalization of the commission- , including stakeholder coordination with GIZ and the UK Government.</p> <p>Follow up with GIZ and UK to clarify their support.</p> <p>Keep Country Engagement Director and RM updated</p>	August – October 2025
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Requirements

- Broad knowledge related to climate change, sustainable development, economic policy and international development.
- Ability to communicate effectively regarding progress, deadlines and turnaround times for all deliverables in a fast-paced work environment.
- Excellent writing, editing, digital, and oral communication skills.
- Proficiency in English.

Evaluation and Selection

Proposal Content

A detailed response tailored to address the full scope of work as outlined in this proposal, including:

- Hourly rate.
- Resume and/or CV, including experience with similar clients and/or projects.
- Cover letter.

Evaluation Criteria

The following elements will be the primary considerations in evaluating all proposals submitted in response to this TOR:

- Completeness of all required elements.
- Hourly rate.
- Knowledge, skills, abilities and other attributes relevant to the stated requirements of the TOR.

Selection Process

No proposal development costs shall be charged to WRI; all related expenses are to be borne by the bidders. WRI may award to the bidder offering best value without discussions. However, WRI reserves the right to seek bidder clarifications and to negotiate with those bidders deemed to be within a competitive range. WRI may, at its discretion and without explanation to the prospective vendors, choose to discontinue this TOR without obligation to such prospective vendors, or make multiple awards under this TOR.

Submission

All proposals must be submitted on July 25, 2025 to Mirjam Kaholonho at Mirjam.Kaholongo@ndcpartnership.org. Please use the following format for the email subject line: "Short-Term Consultant Application." All proposals must be submitted in electronic format in one document **not exceeding five pages.**