

NDC Partnership Sustainable Development Coordinator and Monitoring and Evaluation Specialist for Belize

Terms of Reference

BACKGROUND

Context

Climate change is a cross-sectoral issue that is affecting Belize's development. Over the past decade, the country has experienced the impacts of climate change such as increased incidences and frequency of droughts, storms, flood events and accelerated rates of erosion along coastal areas disrupting lives and economic activities. Our geographic location increases exposure to greater negative impacts of climate change due to the country's reliance on climate sensitive sectors. It puts Belize at risk for economic crises such as declines in the agriculture sector and tourism, increase in natural disaster recovery costs and increase in human health conditions such as vector-borne illnesses and heat stress.

The Sustainable Development Goals (SDGs) which were adopted by the United Nations in 2015 as a universal call to action to end poverty, protect the planet are well articulated in Belize's national planning framework. These goals are expected to ensure that by 2030 all people will enjoy peace and prosperity. The 17 SDGs are integrated—they recognize that action in one area will affect outcomes in others, and that development must balance social, economic and environmental sustainability.

The Government of Belize is committed to prioritizing progress for those who're furthest behind. This commitment is demonstrated in the establishment of the Ministry of Sustainable Development, Climate Change and Disaster Risk Management in 2020. The Ministry is the agency dedicated to advancing Belize's sustainable development agenda, improve climate resiliency, and achieve better disaster risk reduction by mainstreaming these concepts into national development planning. In pursuing this portfolio mandate the Ministry seeks to integrate green financing, mainstream climate adaptation and disaster risk management policies and strategies across whole-of-government for improved sustainable development outcomes.

Belize as a Small Island Development State is signatory to several multilateral environment agreements (MEAs) including the conventions for the minimizing land degradation, climate change and conservation of biodiversity. As a party nation, Belize is obligated to fulfilling the requirements of these MEAs inter alia strengthening technical and institutional capacities to streamline key legislation, implement appropriate policies and strategies, improving coordination mechanisms across agencies and establishing data management systems to drive data driven decision making processes.

In light of the above, a national capacity self-assessment highlighted deficiencies in Belize's data management infrastructure such as lack of standardized methodologies for data collection among agencies, lack of adequate meta data which contribute to incompatibility and interoperability of data sets. This impedes our ability to track and monitor development and informed decision making. Further to this, outdated and lack of cohesion in legislation, policy and sector documents and planning processes to achieve better mainstreaming.

Belize's planned climate response is well articulated. Its NDC includes a clear strategy with relatively well-developed costing for its mitigation and adaptation activities.

Embedded Advisory Model

The Monitoring & Evaluation Specialist under the guidance of the Chief Executive Officer and in close collaboration with the NCCO, PPPU and thematic leads, Government officials, private sector, non-government and civil society organizations will be responsible to lead overall monitoring and evaluation related duties for the Ministry through the design and implementation of an appropriate M&E framework.

In addition, the Specialist will carry out duties to support coordination, research, and learning framework for the Ministry that seek to harmonize policy and strategy documents. Special focus is to be given to ensuring that Sustainable Development, climate change and Disaster Risk Management initiatives are mainstreamed in all national policies, strategies, plans and legislation across government, and especially across different departments and offices under the Ministry.

ROLES AND RESPONSIBILITIES

The Sustainable Development Policy Coordinator will work under the direct supervision of the Chief Executive Officer in the MSDCCDRM to carry out the following tasks:

1. Develop sound Monitoring, Evaluation and Research framework, including accompanying indicators, baseline and target schedules for MSDCCDRM
2. Lead and manage the monitoring activities of the implementation and impact of plans, projects, programs and initiatives for the MSDCCDRM
3. Research, develop and apply Sustainable Development, Climate Change and Disaster Risk Management analytics, metrics and indicators to projects and policy activities.
4. Establishment of an appropriate procedure for the coordination of all relevant social sector agencies, government departments and institutions and with keen focus on stakeholders involved in Sustainable Development, Climate Change and Disaster Risk Management activities to ensure inter-agency and cross-government coordination and collaboration.
5. Coordination/communication with parties within the MSDCCDRM to ensure activities/programs are being carried out as per approved work plans.
6. Supervision of and provision of inputs to consultants to ensure their reports meet expectations of stakeholders, specifically in relation to mainstreaming the country's

Sustainable Development, Climate Change and Disaster Risk Management climate agenda into relevant national policy.

7. Contribute to the design of TORs, training and communication materials relevant to the M&E system.
8. Supports the collection, analysis and presentation of data and information for use in briefings and background papers policy decision making.
9. Representation of the MSDCCDRM at required consultations, meetings, fora, conferences, locally, regionally and internationally.
10. Provision of sustainable development policy related advice, comments, reviews in committee meetings, in country's strategies and programs, and project preparation process.
11. Overseeing of alignment of sustainable development and disaster risk management activities with NDC priorities and with other environment UN conventions within the MSDCCDRM.

Deliverables

Specific deliverables include:

Deliverables	Timeframe
M&E plan and logical framework including indicators, baseline and target schedules that are aligned with the Ministry's Strategic Plan	45 days from contract start date, on-going updates
Institutional arrangements that ensure a flow of data and information to feed the monitoring and reporting system.	90 days from contract start date, on-going updates
A digital Dashboard complete with agreed set of indicators to track progress and to facilitate decision making processes	180 days from contract start date, on-going updates
Periodic (quarterly) reports on strategic target. These should also include monthly progress reports will be prepared and submitted to the NDC Partnership Support Unit for approval, in addition to other established internal approval procedures of the MSDCCDRM. Progress reports are due at the end of the first week of each month, starting in March 2023	Monthly and quarterly
An updated project & programme database	180 days from contract start date, on-going updates

Development of knowledge products for the Ministry	On-going, completion by November
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Timeframe and Duty Station

This full-time position is based at the Ministry of Sustainable Development, Climate Change & Disaster Risk Management in Belize for ten months. The targeted start date is February 2023.

Requirements

- Master’s degree in Applied or Social Sciences, Economics, Sustainable Development, Public Policy (climate/environment), Political Science, or a similar field.
- Bachelor’s degree with at least 8 years of experience in climate/environment and sustainable development in Belize.
- Experience in contributing to national policies, plans and strategies related to either the United Nations Convention on Climate Change, Convention on Biological Diversity, United Nations Convention to Combat Desertification, or Sendai Framework for Disaster Risk Reduction.

Competencies & Skills

- 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
- Programmatic experience in social development, social protection systems and other relevant fields would be an asset
- Experience in designing data collection tools and strategies and preparing reports
- Experience of quantitative and qualitative data collection and analysis
- Proven ICT skills and data analysis using statistical software
- Excellent writing, editing, digital, and oral communication skills
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners
- Ability to work and adapt professionally and effectively in a challenging environment.
- Innovative, results-driven and open with a collegial work style
- Strong training and facilitation skills
- Capacity to work in a team and to adequately juggle with competing priorities
- Excellent spoken and written English
- Ability to work and adapt professionally and effectively in a challenging environment

How to Apply

To apply, please submit a complete application package that includes CV, cover letter and daily remuneration expectation to Julianne Baker-Gallegos at Julianne.Baker-Gallegos@un.org

Gallegos@ndcpartnership.org, copying ndcpaf@ndcpartnership.org at the NDC Partnership Support Unit by January 31, 2022, with the subject '**Belize Sustainable Development Policy Coordinator Application**'.