

# Coordination Support for Malawi's NDC Revision

20 July 2020

## BACKGROUND

The Nationally Determined Contributions (NDCs) Partnership (NDC Partnership) is a coalition of countries and institutions committed to supporting countries in implementing and increasing the ambition of their NDCs. The Government of the Republic of Malawi joined the NDC Partnership in August 2017.

The NDC Partnership received an application from Malawi under the second round of the Climate Action Enhancement Package (CAEP) in December 2019. The CAEP is a new offering of the NDC Partnership designed to deliver targeted, fast-track support to countries to enhance the quality, increase the ambition and implement NDCs. The Republic of Malawi's CAEP application included five requests, of which the European Commission, Carbon Counts, German International Cooperation (GIZ) and ICLEI (Local Governments for Sustainability) are providing support. United Nations Development Programme (UNDP) will provide supplemental support through the Climate Promise Initiative whereas the Economic Commission for Africa (UNECA) will provide technical support on the energy sector of the mitigation component in the NDC. The CAEP Terms of Reference provide details and overview of Malawi's request for support, as well as corresponding partner support. To support the revision of Malawi's NDC and its implementation, a local consultant will be hired to support the Ministry of Forestry and Natural Resources in the coordination of activities related to the NDC revision process in consultation with line ministries, climate change inter-ministerial committees and other relevant national coordination mechanisms.

## Overview

The National Coordinator's role is mainly coordination and technical facilitation for the NDC revision processes in Malawi and initiation of Implementation process of the revised NDC Implementation Plan. With guidance from the Environmental Affairs Department, the National NDC Coordinator will coordinate and support implementing partners providing support through CAEP, including: European Commission, Carbon Counts, GIZ, ICLEI, and UNDP through its Climate Promise. In addition, he/she will coordinate with other partners contributing to the NDC revision and general implementation together with government institutions and other non-state actors. Key NDC sectors for both mitigation and adaptation, include energy and transport, agriculture, forestry and other land uses (AFOLU), waste and industrial processes and product use (IPPU).

## Key Responsibilities

The National NDC Coordinator's roles will fall in the following two aspects.

### **1: Coordinate support for the enhancement and revision of Malawi's NDC:**

With guidance from Environmental Affairs Department, the consultant will coordinate and support Partners that are accessing the Partnership's CAEP funds including: European Commission, Carbon Counts, GIZ, ICLEI, and UNDP Country Office through its Climate Promise. In addition, he/she will coordinate with other partners contributing to the NDC revision. Close collaboration is critical with UNDP which will provide additional funding through the Climate Promise. These activities and support are scheduled to finish by the end of 2020, or by when Malawi intends to submit its revised NDC to the United Nations Framework Convention on Climate Change (UNFCCC). Responsibilities will include:

- Conduct the mapping of NDC revision activities among CAEP partners
- Develop a harmonized NDC revision workplan (overall road map) with clear timelines, responsibilities and sequencing of all activities per implementing partners
- Lead and facilitate coordination and information exchanges among partners supporting NDC revision including CAEP partners through teleconferences or physical meetings, and partners supporting NDC Implementation Plan actions in the country. This will include:
  - Supporting organization of stakeholder consultations to convene various stakeholders in engaging with CAEP partners to present and discuss results from NDC revision activities;
  - Collecting inputs and feedback to the proposed activities for the updated NDC
- Coordinate CAEP partners to consolidate results of multi-stakeholder consultations regarding proposed interventions for the updated NDC and prepare synthesize content for decision makers
- Organize at least one high-level policymaker meeting to present results and collect feedback on NDC revisions documents
- Coordinate the compilation of partner inputs to the revised NDC document for Malawi to submit its revised NDC to the UNFCCC
- Track implementation of the activities in the NDC Revision Workplan of the various partners to meet agreed timeframes;
- Compile monthly and quarterly updates on the CAEP activities of each partner.
- Ensure that the final revised NDC is available and ready for submission to the UNFCCC.

## **2: Initiate elaboration of Malawi's costed NDC implementation plan:**

Alongside the process of the NDC revision, the Coordinator will facilitate a process of elaborating the costed revised NDC implementation plan (also serving as the NDC Partnership Plan). This actual work will be conducted concurrently with the NDC revision process. The Consultant will do context mapping on existing projects that contribute to the achievement of Malawi's climate action commitments through the NDCs, and develop a Rapid situation Assessment that assesses current status on ground and the support gaps for NDC implementation. Work activities will be under the guidance and direction of the Environmental Affairs Department. Responsibilities will include:

- Develop a clear TOR with activities to be conducted for approval by Environmental Affairs Department;
- Develop a map of existing stakeholders and the status of their projects and programs contributing to NDC implementation, and identify stakeholders to target for engagement;
- Review national, sub-national and sectoral development plans and policies to identify opportunities for climate action mainstreaming;
- Map current and planned projects that contribute to NDC implementation. This will be done through desk reviews, online literature and face-to-face meetings with development partners and government institutions;

- Compile a Rapid Situation Assessment report on the current work supporting NDC /climate action in core sectors and projects being implemented with support from development partners. Together assess the existing gaps, and opportunities to accelerate implementation in Malawi. The NDC Support Unit will provide a template for this Situation Assessment;
- Based on the revised NDC implementation plan, facilitate sectors to articulate their sectoral NDC implementation needs and elaborate sector needs into a results-based framework;
- Ensure the alignment and integration of the NDC sector needs in existing national plans/strategies, governance mechanisms to strengthen coordination and policy coherence;
- Convene and facilitate meetings with line ministries, development partners and other stakeholders as needed, to validate the revised NDC implementation plan;
- Support the focal Ministries to organize a high level launch of the Costed NDC Implementation Plan, including preparation of launch materials, invitations, and other items to be determined;
- With support from the NDC Partnership, popularize the costed NDC Implementation Plan with various non state actors, including development partner coordination platforms, private sector forums to mobilize support for priority implementation actions
- Prepare and share monthly and quarterly reports of activities and progress on the NDC Implementation Plan for review and approval of the Environmental Affairs Department and the NDC Partnership Support Unit.

## Requirements for the Position

The candidate should be highly motivated, enthusiastic, and capable of working independently. He/she should have a strong technical and policy background with the UNFCCC, the Paris Agreement, and NDC process, particularly in priority sectors identified by the Government, the ability to work with a range of stakeholders, across Ministries/Departments/Agencies (MDAs), non-governmental organisations, private sector and research institutions is essential. A good understanding of the national institutional framework is highly desirable.

### Reporting

The Coordinator will report to the Environmental Affairs Department on day-to-day administrative activities while coordinating with the Ministry of Economic Planning and Development and Public Reforms (MEPDPR) and National Planning Commission (NPC). He/she will also be reporting to the NDC Partnership Support Unit on key deliverables on a monthly basis.

### Duration of the assignment

The position will run for 12 months initially, and may be extended subject to demand for the service and performance.

### Qualifications

- A minimum of a Bachelor's degree in Climate Change or Environmental Sciences.
- Experience or post-graduate certificate in Project Management will be an added advantage.
- A minimum of 5 years of relevant experience in climate change planning and implementation.
- Familiarity with the Paris Agreement and NDC process, as well as national obligations and commitments to the UNFCCC.
- Demonstrated successful leadership in the design and execution of projects related to the field of climate change.

- Good understanding of Malawi's environment and development issues.
- Familiarity with low carbon, climate resilient development methodologies and approaches.
- Substantial experience working with the Government of Malawi and in inter-departmental procedures.
- Strong knowledge of Malawi Government policies and strategies on climate change.
- Proven experience with negotiation and conflict resolution.
- Demonstrated leadership and ability to foster multi-stakeholder partnerships.
- Demonstrated ability to liaise and foster cooperation between agencies, including Government, private sector participants, NGOs and other stakeholders.
- Familiarity with computers and word processing and Microsoft Office Suite.
- Excellent knowledge of English (written and spoken).
- Excellent inter-personal skills as well as working well within a team environment.

### Proposal Submission:

Candidates must submit:

- Their curriculum vitae (CV)
- A cover letter of no more than one page in English **indicating a daily rate.**

The CV and cover letter should be sent to

Ms Margaret Barihaihi [margaret.barihaihi@ndcpartnership.org](mailto:margaret.barihaihi@ndcpartnership.org)

and Mr John Heermans [John.Heermans@ndcpartnership.org](mailto:John.Heermans@ndcpartnership.org)

not later than **24, July 2020 at 5pm EST**. Please send application materials, electronically, using the subject line: Malawi NDC Coordinator.