

# Terms of Reference: CAEP Systems Consultant

7 December 2020

## BACKGROUND

The NDC Partnership is looking for a short-term consultant to provide administrative and systems support for its [Climate Action Enhancement Package](#) (CAEP). The CAEP is an offering of the NDC Partnership designed to deliver targeted, fast-track support to countries to enhance the quality, increase the ambition, and implement nationally determined contributions (NDCs). The CAEP is designed to catalyze transformational change towards resilient, sustainable, and low-emission development through existing support programs from its institutional and associate members and through a dedicated Technical Assistance Fund (TAF). The Technical Assistance Fund is a pooled funding mechanism with contributions from multiple development partners that has allocated resources to institutional and associate members of the Partnership to respond to NDC updating and implementation requests. This consultant will join a fast-paced team at an exciting time in the NDC revision cycle. Support provided will be critical to ensure that the NDC Partnership's support is responsive to country needs and that important lessons and learning are captured.

**This is a limited-term position ending May 31, 2021 with the potential for an extension.**

## About the NDC Partnership

The NDC Partnership is a global coalition of countries and institutions working to mobilize support and achieve ambitious climate goals while enhancing sustainable development. Through our Partnership, members leverage their resources and expertise to provide countries with the tools they need to implement their NDCs and combat climate change to build a better future. Hosted by WRI and the UNFCCC Secretariat, the NDC Partnership has members in all regions of the world, with staff in Washington, DC, and Bonn, Germany. This position will work with staff based in the Washington DC office.

## POSITION SUMMARY

The NDC Partnership is looking for an assertive, detail-oriented, and highly organized individual to assist in supporting the CAEP team as Systems Consultant. In this position you will perform a variety of administrative tasks and support the management of CAEP internal systems. You will report to the CAEP Operations Manager. In addition, you will provide support on special projects related to wider Support Unit systems, under the direct supervision of the Head of CAEP.

Responsibilities will include but are not limited to:

- Reconciling and updating program trackers including grant, subgrant, and subcontract trackers
- Ensuring partner deliverables are saved to the CAEP SharePoint library
- Reviewing and updating Monday boards to ensure continued accuracy
- Setting up meetings, preparing agendas and taking minutes
- Submitting payment requests and tracking in financial system
- Providing contract and subgrant support to CAEP Program Specialists as needed
- Supporting special projects on wider Support Unit team system management, including expansion of a team roster, organization of talking points and presentations, etc.
- Other duties may be assigned

## **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree in a related field
- One year of relevant work experience, preferably in financial management, administration, knowledge management or nonprofit operations
- Adaptable to rapidly changing priorities and can manage multiple projects with varying deadlines
- Extremely organized and excellent attention to detail
- Strong process orientation with sensitivity to quality, timelines, and organizational systems
- Excellent written and oral communication skills, including the ability to work well in a team
- Ability to work independently with minimal supervision
- Highly responsible, self-motivated
- Strong computer skills including high level of comfort with Microsoft Office (SharePoint, Teams, Excel, Word, PowerPoint, Outlook), web-based communications (Zoom, GoToMeeting), with CRM database (Salesforce) and budgeting preferred

## **APPLICATION**

The start date for this position is 4 January 2021, or sooner if possible.

Interested candidates should email their CV, cover letter and their expected daily rate to [louise.winberg@ndcpartnership.org](mailto:louise.winberg@ndcpartnership.org). This posting will remain open until a suitable candidate is identified.