Terms of Reference for NDC Partnership In-Country Facilitator for Sao Tome and Principe (STP)

BACKGROUND

As a signatory of the Paris Agreement, Sao Tome and Principe (STP) submitted its Updated Nationally determined Contribution (NDC) in July 2021. By updating its NDC, STP reaffirmed its commitment to reducing greenhouse gas emissions by 27% and efforts to increase the resilience of sectors and vulnerable communities. With the support of the NDC Partnership, STP elaborated and updated its NDC implementation plan and is currently working to mobilize resources for its implementation, establish a Monitoring, Reporting and Verification (MRV) mechanism, map financial resources, build capacities, engage stakeholders and other important activities. To support these processes, the Government of STP requested the NDC Partnership for the extension of the NDC Partnership In-country Facilitator (National Coordinator) for a period of two years.

Recognizing the importance of having an interface with deep local knowledge to serve as the NDC Partnership national-level interface and coordinate the Partnership’s Country Engagement Strategy, each country member of the Partnership country is eligible for an In-Country Facilitator. The In-Country Facilitator serves as the NDC Partnership's interface and operates as a coordination agent within the country.

Roles and Responsibilities

The In-country Facilitator or National Coordinator works under the guidance of the NDC Partnership focal points in the Ministry of Planning, Finance and Blue Economy, the Ministry of Infrastructure, Natural Resources and Environment, the National Committee for Climate Change, and the NDC Partnership Support Unit. The National Coordinator is embedded in the Government to strengthen ownership and promote a whole-of-government approach to NDC implementation.

The Facilitator serves as the NDC Partnership’s interface in the country and operates as a liaison between the country and NDC Partnership members. The Facilitator's role is one of coordination, facilitation, and assistance to mobilize support for the country. Working on behalf of the partner government, the Facilitator plays a crucial role in ensuring the smooth implementation of the Country Engagement Strategy by supporting ongoing coordination efforts between the Support Unit (SU), the various NDC Partnership members, and the host country government. This involves working with the Government to:

- Refine the government’s needs for support over time (including through its NDC Implementation Plan) and serve as an anchor to assist the NDC Partnership in communicating and coordinating services at the country level.
• Support the government of STP in articulating its needs and priorities along with the preferred process for coordination.
• Support the coordination of Implementing Partners and Development Partners and mobilize additional resources for NDC implementation.
• Liaise with the NDC Partnership Support Unit for vertical (national/regional/global) information-sharing, including contributing to and accessing knowledge products.
• Engage with partners to link needs to services and resources in accordance with the NDC Implementation Plan.
• Track the progress of in-country engagement and provide periodic progress updates to the NDC Partnership.
• Collaborate with the SU to document changes in the operating context and provide support to the host government and stakeholders in decision-making processes.
• Conduct ongoing capacity development (i.e., technical assistance and formal/informal on-the-job training) of the Government in preparation for fully taking on the facilitation role in the future.

Reporting

The NDC partnership in-country Facilitator will work under the guidance of the NDC Partnership’s focal points at the Directorate of Planning of the Ministry of Finance, Planning and Blue Economy and the National Institute of Meteorology. The NDC Partnership In-country Facilitator will report and receive technical and institutional backstopping from the NDC Partnership Support Unit (SU).

TIMEFRAME AND DUTY STATION

Expected entry on duty: 15 July 2022
Duration of assignment: until November 2022 with possibility of extension
Duty station: Sao Tome, Sao Tome and Principe

Activities

➢ Actively support the coordination of the NDC Implementation Plan through the engagement of the different Ministries, national stakeholders, and international partners, ensuring harmonization and alignment of activities.
➢ Periodically update the status of the plan and identify gaps, strategies, and actions necessary to advance implementation.
➢ Actively support resource mobilization for NDC Implementation Plan’s initiatives and projects.
➢ Ensure information sharing and periodic exchange with all implementing partners and development partners involved in NDC-related activities in the country.
➢ Support Focal Points (FPs)/member government, and the NDC Partnership in planning, preparing, and organizing in-country exchanges and coordinating among national and international stakeholders on existent and potential in-country NDC-related activities, including:
  o Intersectoral multi-stakeholder dialogues to promote a whole-of-government government approach to implementing NDCs and their integration into development policies.
  o Multi-stakeholder dialogues to identify the support needed to advance NDC implementation.
Meetings among implementing partners and Development Partners and other key stakeholders to maximize synergies, avoid duplication, and mobilize support for identified needs and gaps for successful NDC implementation.

- Multi-stakeholder dialogues with the private sector and/or civil society organizations.
- Multi-stakeholder dialogues within specific sectors or on a certain topic (i.e. Measurement, Reporting and Verification [MRV], climate readiness, etc.).

- Collaborate with the NDC Partnership Support Unit to document changes in the operational context and provide support to Government and stakeholders in NDC decision-making processes.
- Conduct needs assessments and assist in preparing requests for support, ToRs, concept notes, amongst others to mobilize assistance to NDC implementation.
- Conduct ongoing capacity development (i.e., technical assistance and formal/informal on-the-job training) of the Government in preparation for entirely taking on the facilitation role in the future.
- Liaise with the NDC Partnership Support Unit for vertical (national/regional/global) information-sharing, including both contributing to and accessing knowledge products.
- Track the advancement of in-country engagement and provide periodic progress updates to the NDC Partnership.
- Ensure that information relevant to the implementation of São Tomé and Príncipe’s NDCs is shared with national and international stakeholders.
- Assist the NDC Partnership Support Unit in identifying and disseminating information on best practices and lessons learned.
- Directly support coordination and resource mobilization initiatives in line with the National Committee on Climate Change.
- Other activities related to the implementation of NDCs in São Tomé and Príncipe.

**Deliverables**

- Monthly report of activities and progress of the NDC Implementation Plan.
- Quarterly review of the progress of NDC Partnership through the Quarterly Reports and recommendations for improvement.
- Documents and analysis in the context of the NDC Partnership Engagement Strategy (performance reports, discussion and event minutes, situational diagnosis, stakeholder mapping, among others).
- Periodic (at least bi-monthly) meetings with all relevant stakeholders involved in the implementation of the Country’s NDCs, including development partners who are not members of the NDC Partnership.
- Synthetic report of meetings highlighting discussed aspects, next steps, and division of responsibilities.
- Monthly update of information in the Online Partnership Plan Tool and the tool developed by the National Committee on Climate Change framework.
- Elaboration and/or direct support to at least 3 proposals (per year) for resource mobilization in line with the NDC Implementation Plan.
- Requests for support, ToRs, and concept notes to mobilize assistance to country needs.
- Support the Government in NDC-related activities as requested by the NDC Partnership focal points in Government and the NDC Partnership Unit.
• Others related to the implementation of NDCs in São Tomé and Príncipe.

**Academic Qualifications**

Master’s degree in Administration or Public Administration, Political Sciences, Social Sciences, Engineering, Economics, Environmental Sciences, Natural Resources, or related. Two additional years of professional experience are accepted in lieu of the master’s degree.

**Professional experience**

- At least five years of experience in public, private or third sector institutions with a special focus on coordination and articulation of different stakeholders, preparation and implementation of multi-stakeholder work plans, resource mobilization, preparation of proposals for climate action, monitoring and project evaluation and project management.
- Experience and knowledge of Climate Change and Nationally Determined Contributions (NDCs) in STP.
- In-depth knowledge of the national plans, strategies and policies related to climate change in STP.
- Fluency in Portuguese and English.
- Experience and relevant skills in the use of the Office suite (MS Word, Excel, PowerPoint, etc.).
- Advanced knowledge of Excel and other tools and packages for project management purposes.

**Skills**

- Excellent communication, articulation and coordination skills. Understands different interests and seeks conciliation and coordination of activities.
- Meets goals and deadlines with quality and consistency.
- Works to deliver agreed goals, dealing with challenges in a constructive way.
- Assumes responsibility and works for target achievement, overcoming obstacles, setbacks and uncertainties.
- Excellent verbal and written communication in Portuguese and English (mandatory).
- Uses resources, methods, partners and information effectively.
- Take initiative and lead processes.
- Adapts the communication to the specific public.
- Build informal networks internally and externally and visualize them as part of the value creation process.
- Constantly looks for opportunities to learn and share.
- Demonstrates behaviors such as teamwork, knowledge sharing, and relationship maintenance.
- Encourages collaboration and improves performance.
PROPOSAL SUBMISSION:

- Candidates must submit:
  - *Curriculum vitae (CV)*;
  - *Cover letter with no more than one page in English*; and
  - *Expected monthly remuneration in USD (full-time allocation = 40-hours/week)*;

Qualified candidates are invited to send their application documents by July 5th, 2020 by 00:00 hrs, Central European Summer Time (CEST) via e-mail to Margaret.Barihaihi@ndcpartnership.org and Joaquim.Leite@ndcpartnership.org and copy ndcpaf@ndcpartnership.org.

Only short-listed candidates will be contacted, and final terms will be discussed upon selection. Please use the following format for the e-mail subject line: *STP_FACILITATOR_NAME OF CANDIDATE*. All applications must be submitted in electronic format.