

# **Terms of Reference:**

## **Communications and Knowledge Management**

### **Advisor**

## **AU Green Recovery Action Plan 2021-2027**

May 2023

### **ABOUT THE NDC PARTNERSHIP:**

The NDC Partnership is a global coalition that works with national governments, international institutions, and civil society, to fast-track climate and development action. To date, the Partnership's membership brings together more than 120 countries—developed and developing—and more than 85 institutions to create and deliver on ambitious climate action. Through the Partnership, members leverage their resources and expertise to provide countries with the tools they need to implement their NDCs to combat climate change and build a better future.<sup>1</sup>

In 2015, the world endorsed the Paris Agreement and the 2030 Agenda for Sustainable Development. These historic accords presented countries with an unprecedented opportunity to align the climate and sustainable development agendas to spur economic growth and improve the livelihoods of all people. Nations signal their commitments to the Paris Agreement through Nationally Determined Contributions (or NDCs) - each country's strategy to cut its own greenhouse gas emissions and build resiliency against the negative effects of a changing climate. One of the unique value propositions that the NDC Partnership brings through its in-country work is leveraging the support from a consortium of partners towards a common objective set by the government. The Partnership, through its Country Engagement process, engages directly with ministries and other stakeholders to assess climate related needs and identify opportunities for collaboration around these needs—across sectors, regions, and international partners. Through targeted and coordinated technical assistance, members of the Partnership support countries with, for example, policy and strategy formulation for NDC mainstreaming, development of NDC implementation plans and resource mobilization, NDC revision and enhancement, or green economic recovery post-pandemic.

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<sup>1</sup> The NDC Partnership is hosted by the World Resources Institute in Washington DC, US; UNFCCC in Bonn, Germany; and UNOPS.

## SCOPE AND SCHEDULE OF WORK:

The AU GRAP Communications and Knowledge Management Advisor will principally lead the development and dissemination of information material; engage the media at national, regional, continental and international levels; and enhance publicity on the GRAP. Additionally, the advisor will be responsible for developing a knowledge management system to share implementation experiences, best practices, and lessons on GRAP programmes and activities in the broader context of green and climate resilient recovery of African economies. To this end, the core communication and knowledge management functions will consist of the following over the period March 2023-March 2024:

- 1) Review, update the GRAP communication strategy and action plan.
- 2) Review, update and enhance GRAP media engagement strategy and action plan.
- 3) Lead upscaling of GRAP publicity and engagement with media houses.
- 4) Develop GRAP knowledge management system, knowledge products and services.
- 5) Provide communication, media and publicity services in the delivery of GRAP programmes and activities.
- 6) Contribute to the strengthening of the communication system of the Directorate of Sustainable Environment and Blue Economy (SEBE) of the African Union Commission.
- 7) Lead content development for the website, printed and social media platforms and ensure dissemination.
- 8) Carryout any other task as assigned by the supervisor or any other delegated authority in the implementation of GRAP.

In line with items 1-7 above, the advisor will refine existing tools and develop new and innovative ones for vigorous and impactful communication, media engagement, publicity and knowledge and information management. With respect to item 5, the advisor will put forward a general template for communication, media and publicity that will be customized and applied regularly in the planning of engagements for each GRAP event. As regards item 6, the advisor will provide, as may be requested from time to time, technical and administrative support to SEBE in-house communication team to strengthen the Directorate's communications system, enhance products and services as well as delivery capacity. Thus, the advisor will be required to undertake technical and administrative tasks and activities that may be assigned by SEBE outside the direct deliverables of the TORs of this assignment.

### **Expected Deliverables:**

- Revised communication, media and publicity strategies and action plans.
- GRAP knowledge management system, products and services.
- Design and publication of the following:
  - GRAP quarterly newsletter
  - GRAP annual report 2023, 2024
  - GRAP annual continental green economic recovery status reports
  - 2023 GRAP continental green recovery policy briefs (2023, 2024).
  - GRAP policy study series
- Communication, media and publicity services. Especially for the following:
  - GRAP pledging conference.
  - GRAP country and regional collaboration programme.
  - Green recovery and transition champions forum.

- GRAP@COP.
- Technical and administrative support to the Directorate of Sustainable Environment and Blue Economy.
- Submission of monthly and quarterly performance reports to AUC and NDC Partnership Support Unit

Specifically, the communication and knowledge management advisor will undertake activities as outlined in the deliverables table below.

## Performance Reporting:

The Advisor will work closely with the GRAP Green Economic Advisor, Climate Change Team and SEBE Communications team, and report to SEBE Director through the direct supervision of the Head of Division of Sustainable Environment. The advisor will produce monthly and quarterly progress reports on the delivery of the aforementioned functions. The communications material will be distributed among stakeholders and partners both in-country, regionally, continentally and internationally, based on AUC guidelines and directives. Also, the advisor will regularly provide progress reports to the NDC Partnership Support Unit and the focal point of the government of the UK through the Foreign, Commonwealth and Development Office (FCDO) on the deliverables as per this contract. As part of the reporting requirements, the advisor will participate in and present updates on GRAP implementation at SEBE and the GRAP Coordination weekly meetings.

## Skills and Requirements:

- Advanced university degree (Master's degree or equivalent) in climate change, environment, natural resources or development, communications or other related fields.
- At least 7 years of relevant working experience in the areas of climate change and natural resources in the AU.
- Experience with communication, media, and publicity strategy and action plans.
- Experience with knowledge management systems, products, and services.
- Experience with the design of publication materials.
- Experience organizing and facilitating engagements, events, and stakeholder dialogues.
- Experience with multilateral and bilateral development partners.

**The position will be based in Addis Ababa, Ethiopia.**

## TO APPLY:

Interested consultants should submit a current curriculum vitae, cover letter (no more than one page) and proposed daily rate by **c.o.b., 26 May 2023** to:

- Margaret Barihaihi: [Margaret.Barihaihi@ndcpartnership.org](mailto:Margaret.Barihaihi@ndcpartnership.org)
- Gabriel Malunga: [Gabriel.Malunga.5@ndcpartnership.org](mailto:Gabriel.Malunga.5@ndcpartnership.org)

- Christine Luttmer: [Christine.Luttmer@ndcpartnership.org](mailto:Christine.Luttmer@ndcpartnership.org)