

Terms of Reference: Embedded advisor assisting facilitation in Benin

BACKGROUND

Nationally Determined Contributions (NDCs) are at the heart of the Paris Agreement and the achievement of its long-term goals. Launched at COP22 in 2016 in Marrakesh, the NDC Partnership aims to enhance cooperation so that countries have access to the technical knowledge and financial support they need to implement their NDCs. International support for fast and effective NDC implementation in the context of the Partnership implies new forms of coordination and collaboration. As of 2021, the NDC Partnership is a global coalition of over 200 countries and institutions that support countries on accelerating the implementation of NDCs in line with sustainable development goals (SDGs).

The Republic of Benin became a member of the NDC Partnership in 2018. With the support of the NDC Partnership, Benin has developed a Partnership Plan that responds to national priorities and serves as a tool for coordination, planning, monitoring and resource mobilization for the implementation of the NDC.

The Government of Benin has two focal points that work closely with the NDC Partnership: Ministry of Living Environment and Sustainable Development and Ministry of Economy and Finance. Their prerogatives are to ensure the link between the Government and the NDC Partnership, to coordinate the sector's activities in relation to the sectoral objectives of the NDC, or to ensure the link and integrate the NDC's actions into the sector's development programmes.

ROLES AND RESPONSIBILITIES

The embedded advisor serves as the NDC Partnership's interface in country and operates as a liaison between the country and other NDC Partnership members. The embedded advisor's role is one of coordination and supportive facilitation. He/she plays a key role in ensuring the smooth implementation of the Country Engagement Process, by supporting ongoing coordination efforts between the Support Unit, the various partners in the NDC Partnership, and the government of Benin.

The consultant will be placed under the supervision of the focal point from the Ministry of Living Environment and Sustainable Development (MCVDD) and the NDC Partnership Support Unit. Under the supervision of Mr. Wilfried Mongazi, he/she will be responsible for strengthening national coordination in terms of resource mobilization and monitoring the implementation of the Partnership Plan. He/she will support the focal point in his/her daily tasks of implementing the Partnership Plan.

The following responsibilities are part of the embedded advisor role in Benin:

Coordination and communication with key stakeholders

- Ensure that communications relevant to NDC Partnership engagement are shared with relevant national, international, and local level stakeholders.
- Facilitate periodic coordination and information exchange among partners in the country, with the aim of leveraging and mobilizing their respective advantages in support of the Partnership Plan, including with the team of Climate Analytics who developed in cooperation with the government an NDC implementation plan with sectoral roadmaps.
- Organize meetings to monitor and coordinate the implementation of the Partnership Plan with stakeholders.

Operationalization of NDC Partnership Plan

- Collaborate with the NDC Partnership Support Unit and the Focal Points to manage and update the Plan in the Online Partnership Plan Tool, ensuring information remains up to date and accessible for key stakeholders.
- Identify implementing and development partners, compile their contact details (name of focal point, email address, telephone number) and follow up with them regarding their contribution to the partnership plan.
- Contribute to the development of the Partnership Plan Narrative and its validation by the government.

Facilitation of NDC Partnership Plan implementation

- Collaborate with the Support Unit to document changes in the operating context and provide support to the government and stakeholders in decision-making processes and new development with respect to the enabling environment.

Mobilization of resources for implementation

- Support the government in following up on and mobilizing partner financing to close its support gaps to allow for NDC implementation per the Partnership Plan.
- Update government needs and priorities for NDC implementation in the Partnership Plan.
- Work with the Support Unit to produce an overview of support gaps to make available to partners.
- Engage with partners, including at the local/subnational level, to link needs to services and resources in accordance with the Partnership Plan.
- Assist the government in coordinating with key donors, partners, and funding mechanisms on aligning country programs and projects with the needs and gaps identified in the Partnership Plan.
- Assist and provide guidance to International and Development Partners to align climate projects and programmatic objectives with the Partnership Plan.

Tracking of Partnership Plan and Investment Plan implementation progress

- Monitor and assess implementation of the Partnership Plan and coordinate periodic reporting of partners to the NDC Partnership.
- Prepare quarterly country update reports summarizing key insights and progress updates, challenges, and recommendations for the way forward.
- Assess progress outcomes of the NDC Partnership in-country engagement and make recommendations for adjustments.

Organize and support NDC-related meetings as needed

- If requested, facilitate national country specific multi-stakeholder NDC dialogues.

- Support the government in preparing for NDC-related events such as COPs, regional climate weeks, national events, and other convenings relevant to showcase NDC progress and generate support for implementation of the NDC.
- Organize coordination meetings between the Support Unit and the government as needed.

Deliverables

DELIVERABLE	TIMEFRAME
1. Quarterly country engagement update reports (progress on the NDC Partnership Plan), using the Online Tool and the report template developed by NDC Partnership Support Unit	End of each quarter (March, June, September, December)
2. Update of the Partnership Plan in the Online Tool, including NDC Partnership partner responses to the Plan and new elements of the revised NDC	Q1 2022
3. Mapping of actors and contact list	Q1 2022
4. Partnership Plan Narrative approved by government	Q1 2022
5. Support to convening of regular partner coordination meetings (possible setup or strengthening of mechanism)	Ongoing

Timeframe and Duty Station

The embedded advisor will implement all tasks under the direct supervision of the NDC Partnership Focal Point in the Ministry of Living Environment and Sustainable Development. The embedded advisor will also work in close collaboration with the NDC Partnership Support Unit. He/she will need to bring his/her own laptop to the ministry's duty station. This is a full-time national vacancy / position based in Cotonou, Benin, for ten (10) months.

Requirements

- Advanced degree in public policy (with respect to climate/environment), economics, public finance, sustainable development, or relevant fields;
- At least 5 years of experience in climate change;
- Knowledge about the UNFCCC, the Paris Agreement, NDCs and SDGs;
- Experience in the design and implementation of climate change related projects;
- Demonstrated knowledge of environmental issues in Benin;
- Experience in working with governments and national and international organizations;
- Excellent writing, editing, digital, and oral communication skills;
- Excellent IT (i.e. Word, Excel, PowerPoint and others) and internet research skills;
- Proficiency in French and English.

How to apply

Candidates are invited to submit their application, including a CV and a financial offer, to Mr. Omar Zemrag (Omar.Zemrag.5@ndcpartnership.org) and Ms. Anne Theuerkauf (Anne.Theuerkauf@ndcpartnership.org), copying ndcpaf@ndcpartnership.org, with the subject line "Benin Embedded Advisor Application", by 27 January 2022 at the latest.