



Coordination Support for The Gambia's NDC Revision Terms of Reference

CONTEXT

The NDC Partnership is a coalition of countries and institutions committed to supporting countries in implementing and increasing the ambition of their Nationally Determined Contributions (NDCs). The Government of the Republic of Gambia joined the NDC Partnership in August 2019.

The NDC Partnership received an application from the Gambia under round two of the Climate Action Enhancement Package (CAEP) in late 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 nationally determined contributions (NDCs). The Gambia's CAEP application included 6 requests, which will be supported by: ICLEI – Local Governments for Sustainability, the International Renewable Energy Agency, and UNDP, through the Climate Promise. The CAEP Terms of Reference provide the details and overview of Gambia's requests for support, as well as corresponding partner support.

To support the revision of Gambia's Nationally Determined Contribution (NDC) and its coordinated implementation, a national NDC Coordinator will be hired to support the Ministry of Environment Climate Change Water and Wildlife (MECCWW) to oversee activities related to the NDC revision process, led by the MECCWW with technical inputs and validation from Ministry of Finance and Economic Affairs (MOFEA). The Coordinator will also initiate the implementation of the revised costed implementation plan, to be developed with support by ICLEI.

OVERVIEW

The Consultant will report to the MECCNAR on day-to-day administrative aspects, while supporting and coordinating all institutions relevant to the NDC updating process. He/she will also be reporting to the MECCNAR and the NDC Partnership Support Unit on key deliverables. The duration of this assignment will be eight months.

The NDC Coordinator's role is purely coordination and technical facilitation for the NDC revision processes in the Gambia. In collaboration with the MECCNAR and with guidance from MOFEA, the Coordinator will coordinate and support implementing partners providing support through CAEP. 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.

The Coordinator will report to the MECCNAR on day-to-day administrative aspects. He/she will also be reporting to the NDC Support Unit. The Coordinator will also engage the Director of the Planning Directorate at the MOFEA on leveraging the role of national economic planning in NDC processes, including revision and implementation. The Coordinator will also undertake any other activities assigned to her/him related to Gambia's NDC.

ROLES AND RESPONSIBILITIES

The role of the Coordinator is to support Government in engaging, coordinating, facilitating and mobilizing actors and resources for the revision of the NDC and initiation of implementation of the NDC Implementation Plan in Gambia. Working on behalf of Government, the Coordinator plays a central role in ensuring the advancement of the NDC implementation plan.

The Facilitator's support to the Gambia will be focused on 2 broad components:

- **Component I: NDC Revision**

Under the NDC revision activities, the Coordinator will coordinate and support Partners that are accessing the Partnership's CAEP funds including: ICLEI, IRENA and UNDP. In addition, he/she will coordinate with other partners contributing to NDC revision and related implementation. These activities and support are scheduled to finish by the end of 2020, or in time for when the Gambia intends to submit a revised NDC to the UNFCCC. Specific activities and deliverables are included in the table below.

Activities	Deliverables	Time frame
In consultation with MECCNAR, facilitate periodic coordination and information exchanges among partners supporting NDC revision including CAEP partners (ICLEI, IRENA and UNDP), and partners supporting NDC implementation plan actions in the country	Periodic coordination calls conducted and a call schedule shared to focal points and NDC Partnership Support Unit and partners	June – October 2020
	Brief analytical reports and feedback to partners' work to inform Government's guidance of NDC revision process;	
Support reviews of TORs, contracts and local consultant recruitments where requested	Consultants secured for the planned work under NDC revision	By end June 2020
Support the Government and UNDP to organize multi-sector/ -stakeholder validation workshops including High-Level Policymaker meetings for CAEP partners to present results and collect feedback on the revised NDC	Validation workshops held including high-level and feedback is compiled by the teams compiling the revised NDC document	October – Nov 2020
Support coordination with UNDP and other partners for the compilation of the revised NDC document to allow the Gambia to submit a revised NDC to the UNFCCC	Efficient Coordinated compilation of the revised NDC document	June - Dec 2020
Compile monthly and quarterly update on the CAEP activities as communicated by each partner	Monthly and Quarterly reports shared	June 2020 until submission to UNFCCC

- **Component II: NDC Implementation**

The NDC Coordinator will support mobilisation and coordination of government institutions and partners on the implementation of the revised NDC, as outlined in an implementation plan. Specific activities and deliverables are included in the table below.

Activities	Deliverables	Timeframe
Support MECCNAR and with guidance from MOFEA to hold national multi sector meetings to familiarize and elaborate the revised NDP Implementation Plan supported by Conservational International	NDC sectors implementation plans and targets are well understood	October – November 2020
Facilitate sectors to develop a results-based, NDC costed implementation plan that identifies support gaps for implementation of revised NDC	A result based NDC Implementation is completed	November 2020
Work closely with NDC Partnership Support Unit together with the MECCWW with guidance from the MOFEA to share the result based NDC Implementation Plan with the Partnership members to mobilize support	Partnership members align their support against Gambia's NDC priorities	December 2020
Support MECCWW and with guidance from the MOFEA in tracking the progress of implementation of the revised costed NDC implementation plan in collaboration with the other government focal point institutions including NDC sectors and implementing partners	Agreed mechanisms on tracking progress and reporting of the implementation of the NDC in collaboration with implementing partners	November-December 2020
Migration of the NDC implementation plan to Gambia's website, and NDC Partnership's online platform for ease of access, update and navigation;	Gambia's NDC implementation plan accessible online at both Gambia Website and NDC Partnership online platform	December 2020
Compile monthly and quarterly country update reports on the implementation of the revised NDC Implementation Plan for internal and external sharing	Quarterly Country Updates reports on the implementation of the NDC Implementation Plan shared by government to Partners in addition to monthly internal reports	June 2020-December 2020

NDC COORDINATOR PROFILE

1. Skills:

- Excellent communication and coordination skills, a good understanding of 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 English. Understanding of some local languages is desirable.
- Uses resources, methods, partners and information effectively;
- Takes initiative and leads processes;
- Analyzes complex technical materials (including data) and makes them concise and relevant;
- Introduces complex conceptual ideas in practical terms to others.
- 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 from and share experiences on NDC enhancement and implementation;
- Demonstrates behaviors such as teamwork, knowledge sharing, and relationship maintenance;
- Encourages collaboration and improves performance, with ability to work in diverse cultural situations.

2. Qualifications:

A Master's Degree in Climate Change, Environmental Management, Natural Resources Management, Development Economics or Finance, Project Management or other fields related to the portfolio. A PhD in the above fields will be an added advantage.

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

3. Professional Experience:

- At least seven (7) years of experience in public, private or third sector institutions with a special focus on coordination and articulation of different actors, preparation and implementation of multi-stakeholder work plans, resource mobilization, preparation of proposals for climate actions, monitoring and project evaluation and project management;
- Experience in multilateral and national climate change processes and Nationally Determined Contributions (NDCs);
- Knowledge of Gambia's context of national plans, strategies and policies related to climate change is required;
- Advanced 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

4. Proposal Submission:

Candidates must submit:

- Their curriculum vitae (CV)
- A cover letter of no more than one page in English, including daily rate in USD.

Application materials should be sent to john.heermans@ndcpartnership.org and Margaretbarihaihi@ndcpartnership.org, no later than 26 June, 2020 at 5pm EST. Please send application materials, electronically, using the subject line: NDC Partnership: Gambia NDC Coordinator Application - LAST NAME.