



In-Country Facilitator Support for Malawi

Terms of Reference

Context

The Nationally Determined Contributions (NDCs) Partnership (NDC Partnership) is a coalition of countries and institutions committed to supporting countries in implementing and increasing the ambition of their NDCs. The Government of the Republic of Malawi joined the NDC Partnership in August 2017.

The NDC Partnership received request for support from Malawi under the second round of the Climate Action Enhancement Package (CAEP) in December 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 NDCs. The Republic of Malawi's CAEP application included five requests, of which the European Commission, Carbon Counts, German International Cooperation (GIZ) and ICLEI (Local Governments for Sustainability) are providing support. Additional support is provided by the United Nations Development Programme (UNDP) through the Climate Promise and the United Nations Economic Commission for Africa (UNECA). The CAEP Terms of Reference provide details and an overview of Malawi's NDC revision process and corresponding partner support. Key NDC sectors for both mitigation and adaptation, include energy and transport, agriculture, forestry and other land uses (AFOLU), waste and industrial processes and product use (IPPU).

Overview

The facilitator will report to the Environmental Affairs Department on day-to-day administrative activities while coordinating with the Ministry of Finance, Economic Planning and Development (MOFEPD) and National Planning Commission (NPC). He/she will also be reporting to the NDC Partnership Support Unit on key deliverables. The facilitator's role is purely coordination and technical facilitation for the NDC revision processes in Malawi and initiation of implementation process of the revised NDC. With guidance from the Environmental Affairs Department, the facilitator 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 position will run for 12 months initially, subject to renewable subject to performance and demand for the service and be under the guidance and direction of the Environmental Affairs Department.

Key Responsibilities

The in-country facilitator's primary roles will fall into two categories: supporting the coordination of the enhancement and revision of the NDC and supporting the coordination of NDC implementation.

1. Coordinate support for the enhancement and revision of Malawi's NDC

With guidance from Environmental Affairs Department, the facilitator will coordinate and support partners providing CAEP support, in addition to other partners supporting the NDC revision. Close collaboration is critical with UNDP which will provide additional funding through the Climate Promise. These activities

will align with Malawi's timeline to submit its revised NDC to the United Nations Framework Convention on Climate Change (UNFCCC). Responsibilities will include:

- Conduct the mapping of NDC revision activities among CAEP partners
- Develop a harmonized NDC revision workplan (overall road map) with clear timelines and sequencing of all activities per implementing partners
- Lead and facilitate periodic coordination and information exchanges among partners supporting NDC revision including CAEP partners through teleconferences or physical meetings, and partners supporting NDC Implementation Plan actions in the country. This will include:
 - Supporting organization of stakeholder consultations to convene various stakeholders in engaging with CAEP partners to present and discuss results from NDC revision activities
 - Collecting inputs and feedback to the proposed activities for the updated NDC
- Coordinate CAEP partners to consolidate results of multi-stakeholder consultations regarding proposed interventions for the updated NDC and prepare synthesize content for decision makers
- Organize at least one high-level policymaker meeting to present results and collect feedback on NDC revisions documents
- Coordinate the compilation of partner inputs to the revised NDC document for Malawi to submit its revised NDC to the UNFCCC
- Compile monthly and quarterly update on the CAEP activities of each partner.

2. Supporting the development of Malawi's costed NDC implementation plan

Alongside the process of the NDC revision, the facilitator support a process of elaborating the costed revised NDC implementation plan (also serving as the NDC Partnership Plan). This actual work will be conducted concurrently with the NDC revision process. The facilitator will do context mapping on existing projects that contribute to the achievement of Malawi's climate action commitments through the NDCs, and develop a Rapid Situational Assessment for context of NDC implementation.

Responsibilities will include:

- Develop a clear TOR with activities to be conducted for approval by the Environmental Affairs Department
- Develop a map of existing stakeholders and the status of their projects and programs contributing to NDC implementation, and identify stakeholders to target for engagement
- Review national, sub-national and sectoral development plans and policies to identify opportunities for climate action mainstreaming
- Map current and planned projects that contribute to NDC implementation. This will be done through desk reviews, online literature and face to face with development partners and government institutions
- Compile a Rapid situation Assessment report on the current work supporting NDC /climate action in core sectors and projects being implemented with support from development partners. Together assess the existing gaps, and opportunities to accelerate implementation in Malawi. The NDC Support Unit will provide a template for this situation assessment.
- Based on the revised NDC implementation plan, facilitate sectors to articulate their sectoral NDC implementation needs and elaborate sector needs into a results-based framework
- Ensure the alignment and integration of the NDC sector needs in existing national plans/strategies, governance mechanisms to strengthen coordination and policy coherence
- Convene and facilitate meetings with line ministries, development partners and other stakeholders as needed, to validate the revised NDC implementation plan
- Support the focal Ministries to organize a high-level launch of the costed NDC Implementation Plan, including preparation of launch materials, invitations, and other items to be determined

- With support from the NDC Partnership, popularize the costed NDC Implementation Plan with various non state actors, including development partner coordination platforms, private sector forums to mobilize support for priority implementation actions
- Prepare and share monthly and quarterly reports of activities and progress on the NDC Implementation Plan for review and approval of the Environmental Affairs Department and the NDC Partnership Support Unit.

Qualifications

- An advanced science degree (MSc and above) in Climate Change or Environmental Sciences. A post-graduate certificate in project management will be advantageous.
- A minimum of 5 years of relevant experience in climate change planning and implementation
- Familiarity with the Paris Agreement and NDC process, as well as national obligations and commitments to the UNFCCC
- Demonstrated successful leadership in the design and execution of projects related to the field of climate change
- Good understanding of Malawi's environment and development issues
- Familiarity with low carbon, climate resilient development methodologies and approaches
- Substantial experience working with the Government of Malawi and in inter-departmental procedures
- Strong knowledge of Malawi Government policies and strategies on climate change
- Proven experience with negotiation and conflict resolution
- Demonstrated leadership and ability to foster multi-stakeholder partnerships
- Demonstrated ability to liaise and foster cooperation between agencies, including Government, private sector participants, NGOs and other stakeholders
- Familiarity with computers and word processing and Microsoft Office Suite
- Excellent knowledge of English (written and spoken)
- Excellent inter-personal skills as well as working well within a team environment

Requirements for the Position

The candidate should be highly motivated, enthusiastic, and capable of working independently. The ability to work with a range of stakeholders, across Ministries/Departments/Agencies (MDAs), non-governmental organisations, private sector and research institutions is essential. A good understanding of the national institutional framework is highly desirable.

To apply

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: Malawi NDC Coordinator Application - LAST NAME.