

Terms of Reference (TOR) for Support to the Online Partnership Plan Tool

June 2020

ABOUT THIS POSITION

The NDC Partnership is seeking a consultant to support the development and management of an online tool that hosts and facilitates the development and implementation of Partnership Plans, an integral part of the Country Engagement process.

About the NDC Partnership

The NDC Partnership is a global coalition of countries and institutions collaborating to drive transformational climate action through sustainable development. Through the Partnership, members leverage their resources and expertise to provide countries with the tools they need to implement their NDCs and combat climate change to build a better future. The NDC Partnership Support Unit is jointly hosted by the World Resources Institute (WRI) and the UN Climate Change Secretariat. For this project, the consultant would be contracted directly through WRI.

The NDC Partnership Country Engagement process provides a framework through which priority needs of member countries are matched to the coordinated support of the Partnership's members and beyond. Throughout the process, the government of the country, with Partnership support, engages all relevant stakeholders to collaborate on NDC implementation. The Partnership Focal Points, nominated from the member country's government, lead the process of assessing needs and identifying opportunities for achieving NDC targets.

The Country Engagement process is an adaptable five-step process to establish, operationalize, and track Partnership activities at the country level. The stages include: 1) Scoping Mission and Request for Support; 2) Rapid Situational Assessment (RSA); 3) Design of the Partnership Plan; 4) Partnership Plan Implementation; and 5) Results Assessment and Learning.

The NDC Partnership is seeking a consultant to support the development and management of an online tool that hosts and facilitates the development and implementation of Partnership Plans, in support of stages 3, 4 and 5 of the Country Engagement process.

The Online PP tool was developed based on feedback from members to improve the in-country engagement process and the ability of different stakeholders and partners to interact with the Partnership Plan.

It aims to assist countries in achieving the following overarching objectives:

- Improve collaboration and coordination of support: by increasing the user-friendliness of the Partnership Plan and making it easier for countries and members to provide inputs and interact with the Plan;
- Improve progress tracking and transparency: by making easier to navigate the plan and extract information at different levels to feed into stock-takes, as well as national and international reports;
- Mobilizing resources: by easily and quickly identifying gaps, facilitating the interaction of development partners, and informing programming of at national, regional, and international level.

SCOPE OF WORK AND ACTIVITIES

Working under the leadership of the Senior Country Engagement Specialist, the consultant will support the following:

| Activities | Deliverables | Deadline |
|--|--|-------------------|
| Online Partnership Plan (80%) | | |
| <p>Development and Testing</p> <p>Support the piloting phase of the Online Partnership tool</p> | <p>Online Partnership Plan issues identified, tracked and shared with web developer (including detailed feedback on system functionality)</p> <p>Meetings with web developer and feedback materials prepared upon request of SU team</p> | <p>08/30/2020</p> |
| <p>Content Management</p> <p>Prepare and upload Partnership Plans to the online system in close coordination with the Country Engagement Team, facilitators and focal points</p> <p>Check Online Partnership Plan content for accuracy, and adjust as necessary</p> | <p>35 Partnership Plans uploaded and operational in the Online System reflecting excel versions</p> | <p>12/30/2020</p> |

| Activities | Deliverables | Deadline |
|--|---|------------|
| <p>Training</p> <p>Providing ongoing technical support and training to the NDC Partnership's facilitators, Support Unit team, partners, and other stakeholders in the use of the Online Partnership Plan tool</p> | <p>Materials and training documents for users (SU team, facilitators, and partners)</p> <p>At least 4 monthly training/Q&A sessions with CE team, facilitators, IPs/DPs and other stakeholders as requested</p> <p>System FAQs developed and maintained</p> | 12/30/2020 |
| <p>Ongoing</p> <p>Provide ad hoc support to the Online Partnership Plan operation as requested by the Senior Country Engagement Specialist</p> | Ad hoc support to the Online PP as requested | 12/30/2020 |
| Ad hoc work (20%) | | |
| Provide support to the work not part of the projects above, as and when necessary. | Support Provided | 12/30/2020 |

All activities listed above are indicative and are subject to change, depending on the circumstances.

LOCATION AND CONTRACT DURATION

The consultant will be based remotely. The duration of this consultancy is 6 months with the possibility of extension. Time allocation expected is 20 days/month.

REQUIREMENTS

Profile of eligible candidates

- A degree in one of the following fields: Computer Science, Information Systems, Data Management, Economics, Climate Change, Environmental Management, Natural Resources Management, or a related field. An advanced degree in one of the above fields will be an added advantage.
- At least two (2) years of experience in database management, information systems, or programming;
- Professional experience with environmental and climate change topics;

- Experience in developing and delivering technical trainings;
- Knowledge and experience with Results-Based Management;
- Advanced experience and relevant skills in the use of MS Excel.

Skills

- Excellent communication skills;
- 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. French and Spanish are an asset;
- Uses resources, methods, partners and information effectively;
- Takes initiative and leads processes with a strong ability to quickly grasp new topics;
- 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;
- Demonstrates behaviors such as teamwork, knowledge sharing, and relationship maintenance;
- Encourages collaboration and improves performance, with ability to work in diverse cultural situations.

PROPOSAL SUBMISSION

Candidates must submit:

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

Qualified candidates are invited to send their application documents by 26 June 2020 at 00:00 (CEST) to Joaquim.leite@ndcpartnership.org. Only short-listed candidates will be contacted.

Please use the following format for the email subject line:

Online_Partnership_Plan_NAME. All CVs must be submitted in electronic format.