NDC Partnership In-Country Facilitator for Rwanda
Terms of Reference

BACKGROUND

Context

Rwanda made significant progress in implementing the updated Nationally Determined Contribution (NDC). The Ministry of Environment (MoE) in collaboration with the Ministry of Finance and Economic Planning and the Rwanda Green fund - FONERWA launched the NDC Implementation Framework in October 2021 as a tool for the effective coordination of projects and programs as well as an instrument for climate finance which was developed with the support of the NDC Partnership. The NDC framework includes a total of 246 new projects and programs that must be streamlined and consolidated into coherent investment plans.

With support through the NDC partnership members, the Ministry of Environment, in collaboration with the Ministry of Finance and Economic Planning and the Rwanda Green fund – FONERWA, has managed to mobilize support for NDC implementation and enhancement through World Bank, UNDP, GIZ, UN-HABITAT, SIDA, UNIDO, KFW, UK, BELGIUM, SIDA, NAP Global Network, and IRENA.

Currently there several initiatives towards implementing the revised NDCs, with close alignment with the overarching Rwanda Green Growth Resilience Strategy (GGRS) as described below.

- The Rwanda Green Fund developed the INTEGO NDC Facility, which received 46 million Euros from Germany. The Fund also has operationalized the Rwanda Green Investment Facility (RGIF)-IREME Invest, to enhance the contribution of the private sector to the implementation of NDC.

- Rwanda is one of the five pioneer countries for the Taskforce on Access to Climate Finance, which was established to increase the access of developing countries to climate finance. It was launched by the United Kingdom and Fiji at COP26. Through the Taskforce, stakeholders’ consultation is engaged in discussions aimed at streamlining technical assistance to promote more coordinated and efficient delivery of technical support. The streamlined TA is crucial to the adoption of a programmatic approach as opposed to the project approach through the development of investment programs.
• The Government of Rwanda is greening the financial sector to promote sustainable financing and green investments bringing on various key institutions including the National Bank of Rwanda, commercial banks, the stock exchange, capital market, and insurance companies through the national sustainable finance roadmap and orientation by Kigali International Finance Centre (KIFC).

• For short-term activities, the Ministry of Environment has received the support of GIZ to integrate NDC into sector and district plans and budgets and to conduct country-wide awareness on the NDC.

To support the ongoing ambitious initiatives and coordination of resource mobilization and planning through NDC Partnership, the Government requested added capacity to the Ministry of Environment, to which the NDC Partnership offered an embedded in-country Facilitator which received the support of the Belgium Government since 2019. However, the contract is coming to an end in May 2023. The Government appreciated Belgium support, and requests NDC Partnership for continued support to get the services of a Facilitator for the period of three years.

The in-country facilitator will be based in the Ministry of Environment of Rwanda and will be under the supervision of Director General of Environment and Climate Change. The in-country facilitator will pay transport cost in Kigali and if invited to participate in a meeting outside Kigali, the cost will be covered by the Ministry or any other partner.

**Facilitation Model**

The NDC In country Facilitator’s role is to support strategic coordination of the implementation of the NDC and ensuring the engagement of all stakeholders at all levels. Embedded in the Ministry of Environment, the Facilitator plays a central role in ensuring coordination among the NDC Partnership Focal points (MoE and MINECOFIN), consultants engaged in the country contributing towards NDC Implementation. Involving coordinating the NDC core sectors and other stakeholders targeted to accelerate the implementation of the NDC commitments. In addition to this, the Facilitator will also support the Ministry of Environment and MINECOFIN in the alignment of the NDC Implementation Framework to other national and regional processes and play a role in the mobilization of climate finance, including through private sector actors, to support implementation.
ROLES AND RESPONSIBILITIES

In each country, the In-Country Facilitator serves as the NDC Partnership’s interface in country and operates as a liaison between the country and other NDC Partnership member countries. Contrary to the function of IPs, which implement directly, the In-Country Facilitator’s role is purely one of coordination and supportive facilitation. Working on behalf of the partner government, the In-Country Facilitator 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 member country government.

This involves working with the member country to refine its objectives for support over time (including articulation of the Partnership Plan); coordinating the Partnership Plan at country level; and serving as an anchor to assist the NDC Partnership in communicating and coordinating services at country level. The In-Country Facilitator will also liaise with the NDC Partnership Support Unit for vertical information-sharing, including both contributing to and accessing knowledge products.

The In-Country Facilitator will work under the direct supervision of the NDC Partnership’s government Focal Point in the Ministry of Environment, and will also work in close coordination with the NDC Partnership Support Unit to carry out the following tasks:

1. Coordinate implementation, updating and refining the NDC Implementation Framework:

   o **Work with mandated institutions** (e.g., MoE, MINECOFIN, REMA) with their guidance on improving the reporting of NDC progress. Develop quarterly country update reports on the implementation of the NDC Implementation framework for internal and external sharing. Also work with the same institutions to develop a roadmap for the revision and update of the Rwanda NDC and track reporting obligation of the country under the Paris agreement.

   o **Support Ministry Departments and Agencies in Quarterly Planning meetings:** Working closely with the Planning Department in MoE, ensure selected NDC targets, Programs, projects, and activities are agreed upon for the quarter. While the **Ministry Departments and Agencies** report on a wide set of indicators, the NDC Facilitator will focus on integrating NDC Implementation Framework and GGCRS related actions, projects, and indicators.

   o **Work closely with Planning Department to keep oversight and coordination:** the facilitator should be part of the preparation of the planning session, monitoring with agencies, monitor key outputs, use same template to include different programs and programs. The facilitator should specifically support the efforts to track implementation of climate change policies.
2. Coordinate different Technical Assistance (TAs) supporting MoE (and its agencies), FONERWA, MINECOFIN, and ensure regular updates shared;

- Work closely with the embedded advisors at FONERWA, and MINECOFIN to ensure that the selection criteria for projects are linked to the NDC Implementation Framework projects as a condition for applying to the funding channels (e.g., NDC facility, IREME Invest…). If necessary, the Facilitator may be an observer at the project evaluation committee. Ensure subsequent coordination, tracking progress and reporting to MoE.

- Support coordinated resource mobilization and implementation support and support innovative climate finance initiatives such as IREME Invest, and INTEGO facility in their effort for resource mobilization.

- Coordinating the technical assistance projects in ministries and sectors, in collaboration with the MoE and MINECOFIN focal points, facilitate regular sessions with the relevant TAs to generate new support gaps which can be considered by government through the NDC partnership.

3. Compile Quarterly NDC Country Update to ensure up to date and effective tracking on the status of NDCs implementation and resources being mobilized. This will involve working closely with MDAs an Implementing and development partners to gather progress on:

- the implementation of the NDC Implementation Framework and the programmatic approach for the development of the investment programs.

- Resources mobilized and support gaps through Rwanda based financing channels and beyond.

- The implementation of the ongoing projects and work with stakeholders, as to develop new requests to be submitted to NDC Partnership for resource mobilization.

- Progress on greening the Rwanda National Bank and the Rwanda financial system.

4. Coordinate with implementation and development partners through existing coordination mechanisms:

- support the MoE to present the status of NDC and support gaps, and where necessary supporting ad hoc partner meetings.
5. **Promote whole-of-society engagement in the implementation of climate actions.**

- by supporting the engagement of the private sector, and civil society.
- Facilitate youth engagement and mobilize support for youth capacity building on climate change.

6. **Supporting the Coordinator for Co-chairmanship of the NDC Partnership.**

- Collect information on opportunities relevant to the role of co-chairs that Rwanda will play during the two coming years (e.g., sectoral, or thematic questions Rwanda may want to address as part of its tenure) and provide advice on how to leverage them at the national level.
- In collaboration with the embedded co-chair coordinator, help disseminate information and inform government officials on key issues addressed as part of Rwanda’s tenure (e.g., workplans, initiatives).

7. **Knowledge and learning products.**

- Collaborate with the NDC Partnership Support Unit’s Knowledge and Learning team and other partners’ knowledge learning platforms to document success stories and organize learning events as appropriate, including both contributing to and accessing knowledge products.

**Deliverables**

Specific deliverables include:

<table>
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<tr>
<th>Deliverables</th>
<th>Timeframe</th>
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<tr>
<td>Updated NDC Implementation Framework, including the online iteration of the plan</td>
<td>Continuous</td>
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<tr>
<td>Contribution to Ministry, Departments and Agencies Quarterly Planning and reporting on NDC targets</td>
<td>At the end of each quarter</td>
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<tr>
<td>Regular updates on ongoing and planned Technical Assistance (TAs) supporting MoE, MINECOFIN, FONERWA, and REMA</td>
<td>On demand</td>
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<tr>
<td>Updated NDC revision roadmap and a reporting plan for the Paris Agreement reporting obligation under the Enhanced Transparency Framework</td>
<td>On demand</td>
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<td>New country support gaps and requests</td>
<td>On demand</td>
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Timeframe and Duty Station

This is a full-time position based in Kigali, Rwanda for 2 years and 2 months, with possible extension. The expected start date is 1 October 2023.

Requirements

- Advanced degree in public policy (climate/environment), economics, public finance, sustainable development, or a similar field.
- At least 10 years of experience in climate/environment and sustainable development in Rwanda.
- Demonstrable experience working in climate change tasks in Rwanda, including, but not limited to, mitigation and adaptation action, government policy and legal frameworks, MRV, M&E systems, and results-based management.
- Demonstrated skills in managing and aligning diverse groups of stakeholders, including development agencies, non-state actors / civil society, financial institutions, the private sector, and others.
- Excellent writing, editing, digital, and oral communication skills.
- Rwanda national.
- Proficiency in English, other national languages considered an asset.

How to Apply

To apply, please submit a complete application package that includes CV, cover letter and daily remuneration expectation to Gabriel Malunga at gabriel.malunga.5@ndcpartnership.org, copying ndopaf@ndcpartnership.org at the NDC Partnership Support Unit by 31 August 2023, with the subject ‘Rwanda NDC Partnership In-country Facilitator Application’.