NDC Partnership In-Country Facilitator for Sierra Leone
Terms of Reference

BACKGROUND

Context

Sierra Leone submitted its revised and updated Nationally Determined Contributions (NDC) to the United Nations Framework Convention on Climate Change (UNFCCC) in July 2021. The revised NDC envisions actions and measures for both mitigation and adaptation. For mitigation, the aim is to earn forest carbon credits through the implementation of REDD+ (Reducing Emissions from Deforestation and Forest Degradation) programs. For adaptation, the country aims at reducing vulnerability by half by 2030 through increased risk awareness, improvements in rule compliance, increased institutional capacity and an integrated approach to adaptation in development policy and programs across sectors and scales. The country intends to engage its partners and national actors to begin the implementation of the NDC. In this context, Sierra Leone is expected to implement the NDC and prepare for the updating of the current NDC by 2025. In efforts to strengthen NDC coordination, a tripartite of the Ministry of Environment and Climate Change (MECC), Ministry of Finance (MoF) and the Ministry of Development and Economic Planning (MDEP) has since emerged. It is very important for the Ministry of the Environment and Climate Change and all its partners to build its capacity in the implementation of the country’s NDC. The Ministry of the Environment and Climate Change with technical support from the Environment Protection Agency (EPA) will coordinate the implementation of the NDC.

Facilitation/Embedded Advisory Model
The in-country facilitator will support the EPA in coordinating the implementation and delivery of the country’s NDC. Working on behalf of the Government, the facilitator will play a central role in ensuring the advancement of the NDC implementation plan. The facilitator will focus on mainly 2 broad components: (1) working with partners to mobilize technical and financial resources to implement activities in the NDC implementation Plan and (2) coordinate activities between MECC, through the EPA, and MoF, and the MDEP.

The facilitator will report to the Directors of the EPA. The facilitator will also engage the appropriate Director in the MoF and the MDEP on leveraging the role of national economic planning in NDC processes and implementation.

The in-country facilitator will be based in the EPA office. S/he will work in close cooperation with the focal points in the EPA, the Ministry of Finance and the Ministry of Development and Economic Planning. The NDC In-country facilitator will also work closely with the NDC Partnership Support Unit through EPA.

**ROLES AND RESPONSIBILITIES**

The embedded in-country facilitator will support the Ministry of Environment and Climate Change through the Environment Protection Agency (EPA) based on following roles and responsibilities:

i. **Facilitate coordination of implementation of NDC Implementation Plan**
   a. Disseminate the NDC Implementation Plan across stakeholders – government and non-government stakeholders.
   b. Support sectors to prioritise, elaborate and update sector NDC implementation Plan
   c. Facilitate the mainstreaming of NDC targets/climate actions in planning and budgeting processes including budget tagging and tracking systems at national and county levels to ensure alignment with the priorities of the Government of Sierra Leone (GoSL)
   d. Support quarterly coordination meetings between EPA and the various stakeholder coordination platforms to facilitate information sharing
   e. Support EPA to foster local governments engagement and whole of society approach while implementing climate actions
   f. Conduct donor/Investor dialogues (at least two per year)

ii. **Support EPA to maintain the NDC online implementation tool and reporting templates and on how to monitor and report on the implementation of the NDCs**
   a. Support EPA to track progress and report the NDC implementation progress across all stakeholders at national and county level
   b. Develop monthly and quarterly update reports on the implementation of the revised NDC for internal and external sharing
iii. Facilitate the mobilization of new and additional resources for local climate action
   increase access climate finance and develop project pipelines
   a. Map development partners support and identify resource gaps
   b. Conduct needs assessments and identify support gaps
   c. Support alignment, harmonization, and coordination of development partner's
      support on climate change activities, in line with the government's priority
      areas/actions
   d. Disseminate the revised NDCs within existing coordination and governance
      mechanisms in country together with non-state actors and Development Partners
      coordination platforms while leveraging and mobilizing their respective advantages
   e. Support sectors to translate their NDC priorities into project concept notes /project
      idea notes
   f. Convene donor coordination meetings on a quarterly basis
   g. Write NDC progress support gaps assessments reports

iv. Facilitate the mobilization of private sector and civil society organizations (CSOs) to
    engage in the implementation of the NDC
    a. Map out private sector players and CSOs involved in NDC implementation
    b. Disseminate the revised NDC amongst the private sector players and CSOs
    c. Assess the capacity needs of the private sector and CSOs in implementing the NDC
    d. Make recommendations on how best to engage the private sector and CSOs in
       implementing the NDC
    e. Raise awareness amongst the private sector and CSOs on NDC implementation

v. Develop knowledge and learning products in collaboration with the NDC Partnership
    SU and other partners knowledge learning platforms
    a. Document success stories and organize learning events as appropriate, including
       both contributing to and accessing knowledge products
    b. Facilitate periodic progress assessments of NDC implementation to generate
       success stories, existing gaps, opportunities and NDC Partnership support status and
       make recommendations for adjustments
    c. Support EPA to hold an annual “stop and reflect” learning and exchange events on
       the NDC implementation

Deliverables

Specific deliverables include:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational NDC Implementation Plan with aligned Partner support</td>
<td>March to June 2024</td>
</tr>
<tr>
<td>Updated NDC Implementation Plan, that is aligned to the NDC online partnership tool being used by sectors and development partners</td>
<td>March to June 2024</td>
</tr>
</tbody>
</table>
Project proposal concept notes developed and presented to partners | August 2024
---|---
Projects mapping and documentation incorporated in the NDC Implementation Plan | March 2024 onwards
Private sector players and CSOs engaged in NDC implementation | October 2024
Sierra Leone climate change knowledge management system set up | March 2024 onwards

**Timeframe and Duty Station**

This is a full-time position based in Freetown, Sierra Leone for one year, with possible extension dependent upon the availability of funding. The expected start date is October 2023

**Requirements**

- Advanced degree in public policy (climate/environment), economics, public finance, sustainable development, or a similar field;
- At least 8 years of experience in climate/environment and sustainable development in Sierra Leone;
- Demonstrable experience working in climate change tasks in Sierra Leone, 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;
- Sierra Leone national;
- Proficiency in English.

**How to Apply**

To apply, please submit a complete application package that includes CV, cover letter and daily remuneration expectation to Namazzi Gloria Veronica at gloria.namazzi.5@ndcpartnership.org Gabriel Malunga at gabriel.malunga.5@ndcpartnership.org and Margaret Barihaihi Musana at margaret.barihaihi@ndcpartnership.org copying ndcpaf@ndcpartnership.org at the NDC Partnership Support Unit by 30 August 2023, with the subject ‘Sierra Leone NDC Partnership In-country Facilitator Application’.