

# **Terms of Reference – Content Developer and Outreach Support, Thematic Calls & other NDC Partnership Initiatives.**

## **GENERAL BACKGROUND**

The NDC Partnership Thematic Call on LT-LEDS and NDC Alignment, Update, and Enhancement is a response to the urgent need to achieve bolder, significantly more ambitious climate action globally starting now, in line with the mandate of the Paris Agreement and the most recent COP26 decisions<sup>1</sup>.

The Thematic Call aims to facilitate, leverage, and coordinate support from the NDC Partnership's development and implementing partners for integrating the transition towards systemic resilience and decarbonization envisioned in LT-LEDS into countries' short to medium-term pledges and actions reflected in their NDCs and implementation plans.

In parallel to the Thematic Call, the NDC Partnership has recently launched or is engaged in other strategic, cross-cutting initiatives such as the UN Secretary General's Adaptation Pipeline Accelerator (APA) which demand agile content development and promotion.

## **PURPOSE**

The Content Developer consultant will develop content for events, meetings, and dissemination activities, and assist stakeholder coordination and, internally, team coordination, primarily for the Thematic Call on NDCs and LT-LEDS alignment, update, and enhancement and, partially and on-demand, for other special initiatives such as the APA.

## **ROLES AND RESPONSABILITIES**

1. Support the Thematic Call's Program Manager in the preparation of periodic reports to the NDC Partnership's Support Unit Management Team, the NDC Partnership's Steering Committee and PAF Advisory Group, and to external partners as needed, on the status, challenges and implementation needs of the Thematic Call.
  2. Support the conceptual and content development of Thematic Call events, and other events on demand, ensuring that plans and needs are clearly and timely communicated to relevant Support Unit teams.
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3. Support the preparation of written inputs, communication, and dissemination materials (summaries, briefs, talking points, slide decks, etc.) on the Thematic Call, and on other initiatives such as APA on demand.
4. Lead coordination and all preparatory activities for information sessions to disseminate the Thematic Call, and on other initiatives such as APA on demand.
5. Provide recommendations to the Program Manager on outreach and dissemination approaches to enhance the impact of information awareness-raising activities carried out within the context of the Thematic Call and, on demand, other initiatives.
6. Ensure that the website content, brochure, and dissemination materials for the Thematic Call are regularly updated and are readily available to users.
7. Propose and implement a methodology to systematically capture the impact and results of the information and dissemination activities carried out within the context of the Thematic Call and, on demand, other initiatives.
8. Establish and maintain a regular communication / feedback cycle with the Program Manager and other team members to incorporate learning continuously into processes and activities.
9. Support the Country Engagement Team (Directors, Regional Managers, Country Engagement Specialists, and consultants) to ensure that staff leading engagement with countries have resources at their disposal (bullet points, presentations, updated dissemination materials) to ensure that requests for support submitted by countries through the Thematic Call are technically sound.
10. Work in close collaboration with the different NDC Partnership workstreams, especially with the Knowledge and Learning team and the Communication team.

## DELIVERABLES

- Monthly report of activities including a summary of key milestones and products delivered and improvement recommendations for the dissemination of the Thematic Call and other initiatives.
- Summaries, briefs, talking points, slide decks, brochures, blurbs, content for social media and other similar products to promote and disseminate the Thematic Call on LT LEDS and NDC alignment, update and enhancement on demand.
- A methodology to systematically capture the impact and results of the information and dissemination activities carried out within the context of the Thematic Call and, on demand, other initiatives.
- Updated / revamped content in the Thematic Call's landing page on NDC Partnership's website.
- At least 6 information sessions on the Thematic Call organized in 2023 and results made visible.

## REQUIREMENTS

### Educational Qualifications

- A Bachelor's degree in sociology, communications, psychology, environmental management, climate science, political science, natural resource management or related fields.

## Experience

- At least 3 years of experience in environment, climate, natural resource management, international development, international economics, or related fields.
- Demonstrated experience in developing and/or reviewing written assignments such as papers, briefs, essays, blogs, and others in English.
- Good working knowledge of the international framework to combat climate change, particularly on the Paris Agreement and subsequent decisions related with NDCs and LT-LEDS.

*The following are not requirements but will be considered assets:*

- An advanced university degree (Master's degree or equivalent) is an asset.
- At least one experience in environments in which coordination with internal and external partners has been a core task.
- Capacity to work well under pressure and successfully manage multiple deadlines.
- Fluency in Spanish and/or French will be considered an asset.

## CONTRACT DURATION

This assignment will commence as soon as possible with a contract duration of six (6) months with possibility of extension.

## PROPOSAL SUBMISSION

### Candidates must submit:

- Their **curriculum vitae** (CV), in English.
- A **sample** of past, written work (authored by the candidate).
- A cover letter including **their daily rate in US dollars (USD)**.
- Qualified candidates are invited to send their application documents by **28 November 2022 at 17:00 (EST)** to [gabriela.rangel.5@ndcpartnership.org](mailto:gabriela.rangel.5@ndcpartnership.org). Only short-listed candidates will be contacted.
- Please use the following format for the email subject line: **Content Developer Application**. All CVs must be submitted in electronic format.