

# **Terms of Reference – Systems and learning 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 process development, standardization, and efficient tools for information sharing. Moreover, there is potential for results, lessons and impacts from the Thematic Call and other special initiatives to be fed into broader knowledge and learning processes of the NDC Partnership.

## **PURPOSE**

The Systems and Learning Support consultant will develop the processes and implement and manage the tools to ensure clear and consistent data and information flow in the context of the Partnership's Thematic Call on NDCs and LT-LEDS alignment, update, and enhancement and, on-demand, for other special initiatives such as the APA. Flows of information consider external and internal stakeholders and must be responsive to and aligned with the Partnership's existing Knowledge management systems and tools and Learning processes.

## **ROLES AND RESPONSABILITIES**

1. Support the 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

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<sup>1</sup> Decision 1/CMA.3.

Group, and to external partners as needed, on the status, challenges and implementation needs of the Thematic Call.

2. Develop and support the implementation of tools for data and information management (data collection, analysis, and archiving) in the context of the Partnership's Thematic Call and, on demand, other special initiatives, using and building on existing systems and tools used by the Support Unit (knook, Knowledge Portal, information-sharing platforms such as Sharepoint).
3. Support the development of templates, processes, and procedures to be included in the NDC Partnership's Thematic Call operating manual as well as their dissemination across the Support Unit and to external partners.
4. Provide recommendations to the Program Manager on process and system development to gradually enhance the efficiency and impact of information and knowledge-sharing activities carried out within the context of the Thematic Call and, on demand, other initiatives.
5. Develop the supporting systems to capture the impact and results of the Thematic Call and, on demand, other initiatives, building on the Partnership's M&E Framework and exiting databases and tools.
6. Establish and maintain a regular communication / feedback cycle with the Program Manager and other team members to continuously incorporate learning into processes and activities.
7. Work with the content developer to ensure that the materials and templates relevant to the Thematic Call that are disseminated and published are always updated and reflect final versions.
8. Support the Country Engagement Team (Directors, Regional Managers, Country Engagement Specialists, and consultants) to ensure that staff leading engagement with countries are knowledgeable users of the processes, tools and systems put in place in the context of the Thematic Call.
9. Work in close collaboration with the different NDC Partnership workstreams, especially with the Knowledge and Learning team and the Communication team.

## REQUIREMENTS

### Educational Qualifications

- A Bachelor's degree in natural sciences, technology, business administration, engineering, or related fields.

### Experience

- At least 3 years of experience in the implementation of internationally recognized quality standards (ISO, others), process development and standardization and systems / web-based tools management and implementation.
- 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.

The following are not required but will be considered an asset:

- Experience in international organizations with a focus on economic development and sustainability is desirable.
- Knowledge of the international framework to combat climate change is desirable.
- Fluency in Spanish and/or French will be considered an asset.
- An advanced university degree (Master's degree or equivalent) is 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.