

# Terms of Reference: Consultancy, NDC Investment Planning

May 2023

## BACKGROUND

### About the NDC Partnership and its Country Engagement Strategy

The NDC Partnership brings together more than 200 members, including more than 120 countries, developed and developing, and more than 80 institutions to create and deliver on ambitious climate action that helps achieve the Paris Agreement and the Sustainable Development Goals (SDGs). Governments identify their NDC implementation priorities and the type of support that is needed to translate them into actionable policies and programs. Based on these requests, the membership offers a tailored package of expertise, technical assistance, and funding. This collaborative response provides developing countries with efficient access to a wide range of resources to adapt to and mitigate climate change and foster more equitable and sustainable development.

The [Country Engagement Strategy](#) guides the in-country work of the Partnership. The Strategy defines the structures, roles, and approaches for catalyzing targeted changes. Through the Country Engagement Strategy, member countries articulate their support needs that inform a coordinated and collaborative response from implementing and development partners of the Partnership.

### About the NDC Partnership's Finance Strategy

The NDC Partnership launched its [Finance Strategy](#) in 2022 to advance the work of the Partnership in supporting countries to use their nationally determined contributions (NDCs) to mobilize finance and drive transformational investments that contribute to both sustainable development and the climate goals of the Paris Agreement.

The Partnership supports developing countries in multiple ways to increase access to finance, a summary of which can be found in the [Partnership in Action Report](#) and [Insight Brief](#). The Finance Strategy addresses gaps in climate finance that can be met through the strengthening of the Partnership's model of cooperation.

One of the strategic offers of the Partnership to its members is the support to NDC Investment Planning, to assist member countries in translating their climate change priorities into investments and improved enabling environments. To that effect, in 2022, the Partnership developed an NDC Investment Planning guide ([full guide](#) and [summary](#)) to assist countries in articulating and advancing their climate investments.

## SCOPE OF WORK AND DELIVERABLES

### Scope of Work

This consultancy position will support the NDC Partnership Support Unit in operationalizing the NDC Investment Planning Guide in the Country Engagement Process. This will be done by providing hands-on support to Country Engagement Specialists (CES) and increasing the capacities of CES and Regional Managers (RMs), and in-country facilitators through targeted training and the refinement of the Partnership's internal Guidance on Investment Planning.

This position will report to the Head of Climate Finance and will work in close collaboration with the Climate Finance Associate in the Knowledge and Learning team.

### Duration

This is a seven (7) months consultancy with the possibility of an extension.

### Duty station

Remote with the ability to work on European and East Coast North American time and flexibility to have calls in all time zones (for targeted engagement with country representatives).

### Activities

- Support CES in liaising with Government Focal Points to identify country needs on Investment Planning and articulate clear requests for support to the NDC Partnership (this may include contributing to exchanges with Government representatives and selected stakeholders, desk research, reviewing and revising requests, amongst others).
- Revise and improve the internal Guidance for Country Engagement Specialists (the guidance includes a proposed process and a set of questions to formulate requests for support aligned with the NDC Investment Planning Guide).
- Provide hands-on capacity building and training to RMs and Country CES on NDC Investment Planning, including the Partnership's Guide and international best practices.
- Provide recommendations and improvements to the Partnership's NDC Investment Planning Guide throughout the assignment.
- Other Ad-hoc support related to investment planning.

## Deliverables

**Table 1. Deliverables:**

Deliverable	Description	Deadline
1	Countries supported in the elaboration of their requests for support on NDC Investment Planning, number of countries will depend on country requests, but will range from 5-10	Ongoing
2	Revised Guidance to Country Engagement Specialists on NDC Investment Planning - draft	September 2023
3	Revised Guidance to Country Engagement Specialists on NDC Investment Planning - final version incorporating feedback from the team and lessons from the assignment	November 2023
4	Training sessions to RMs, CES, and in-country facilitators on NDC Investment Planning	Ongoing
5	Recommendation to improve the Partnership's NDC Investment Planning Guide	Ongoing

## QUALIFICATIONS AND EXPERIENCE

### Qualifications

- Advanced university degree in finance, economics, business or related area. Master's degree in climate & sustainable finance or related topics as an asset.
- At least 10 years of full-time work experience in development finance, climate finance, sustainable finance, project finance or related fields.
- Strong experience in investment planning at national or sectoral levels, including climate finance and resource mobilization.
- Strong experience working with developing countries on climate finance strategies and investments.
- Excellent knowledge of the climate finance field and of its main actors.
- Working experience in key sectors for NDC Implementation, such as energy, forestry, agriculture, water, transport, and infrastructure.
- Experience in multi-stakeholder initiatives, liaising with government officials, and working with international organizations.
- Strong computer skills and experience in Microsoft suite and cloud- and web-based communications.
- Strong interpersonal skills and the ability to work and communicate with teams from different backgrounds and cultures.
- Ability to manage multiple priorities and work under pressure with tight deadlines.
- Excellent writing, editing, and oral communication skills English. French as a strong asset. Ability to work in Portuguese, Spanish or Arabic as an advantage.
- Commitment to the NDC Partnership's mission and values.

## TO APPLY

To apply for this consultancy position, please submit:

- ✓ *Curriculum vitae (CV);*
- ✓ *Cover letter with no more than one page in English;*
- ✓ *Expected daily remuneration in USD.*

**Qualified applicants are invited to send their application documents by June 2<sup>nd</sup>, 2023, by 17:00 hrs, Central European Summer Time (CEST) via e-mail to [Joaquim.Leite@ndcpartnership.org](mailto:Joaquim.Leite@ndcpartnership.org).**

We will consider applications as they are received. **Only short - listed applicants will be contacted and final terms will be discussed upon selection.** Please use the following format for the email subject line: **FINANCE\_CONSULTANCY INVESTMENT PLANNING\_NAME**. All application material must be submitted in electronic format.