

Terms of Reference: Consultant, Climate Finance

May 2023

BACKGROUND

About the NDC Partnership

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.

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 strengthening of the Partnership's model of cooperation.

In February 2023, the Support Unit of the Partnership designed a Finance Action Plan to facilitate the implementation of the Finance Strategy, sharpen the Partnership's offer to member countries, and further leverage support from implementing and development partners.

SCOPE OF WORK AND DELIVERABLES

Scope of Work

Contribute to the implementation of the Partnership's Finance Strategy through direct support to the Support Unit Finance Action Plan. This consultancy position will report to the Head of Climate Finance and will work in close collaboration with the Country Engagement and Knowledge and Learning teams.

Duration

This is a full-time consultancy position for twelve (12) months with the possibility of an extension.

Duty station

Possibility of remote work, but preference for Bonn, Germany.

Activities

- Support efforts to mainstream the Finance Strategy into the Partnership’s Country Engagement Strategy and Thematic Call on LT-LEDS and NDC Alignment, Update and Enhancement.
- Support efforts to advance the Partnership’s [Readiness Support for Greening Central Banks](#), including mobilizing support to member countries, tracking and reporting on progress, and joint events.
- Support efforts to communicate the Partnership’s finance offer internally and externally.
- Support member countries on project identification and roll-out of the checklist to assess status and completeness of project information.
- Support efforts to operationalize the [NDC Investment Planning Guide](#) as part of the country engagement processes.
- Support efforts to map and engage with members, non-members and key initiatives to mobilize finance-related support to member countries.
- Support capacity-building efforts to equip the Support Unit staff to facilitate the implementation of the Finance Strategy.
- Provide overall support on the coordination and tracking of the implementation of the Finance Strategy.
- Draft reports, blog posts, talking points, presentation decks, infographics, brochures, and other communications materials.
- Support internal and external meetings, workshops, conferences, and other dissemination activities.
- Other activities related to the Partnership’s work on Finance.

Deliverables

Table 1. Deliverables:

| Deliverable | Description | Timeline |
|-------------|--|----------|
| 1 | Inputs to mainstreaming the Finance Strategy into the Partnership’s Country Engagement Strategy and Thematic Call on LT-LEDS and NDC Alignment, Update and Enhancement. | Ongoing |
| 2 | Coordination of meetings and convenings, analysis of demand and support, compilation of quarterly reports, minutes of engagements with countries and partners, in the context of the Partnership’s Readiness Support for Greening Central Banks. | Ongoing |

| Deliverable | Description | Timeline |
|-------------|---|----------|
| 4 | Outputs related to project identification and roll-out of the checklist to assess status and completeness of project information. | Ongoing |
| 5 | Operationalization of the NDC Investment Planning Guide as part of the country engagement processes. | Ongoing |
| 6 | Scheduling of meetings, note taking, production of briefs, analysis, and recommendations related to mapping and engagement with members, non-members and key initiatives to mobilize finance-related support to member countries. | Ongoing |
| 7 | Support capacity building efforts to equip the Support Unit staff to facilitate the implementation of the Finance Strategy. | Ongoing |
| 8 | Overall support on the coordination and tracking of the implementation of the Finance Strategy. | Ongoing |
| 9 | Draft reports, blog posts, talking points, presentations decks, infographics, brochures, and other communications materials. | Ongoing |
| 10 | Support internal and external meetings, workshops, conferences, and other dissemination activities. | Ongoing |
| 11 | Other activities related to the Partnership's work on Finance. | Ongoing |

QUALIFICATIONS AND EXPERIENCE

Qualifications

- University degree in social or natural sciences. Master's degree in climate & sustainable finance or related topics as an asset.
- At least 3 years of full-time work experience in development finance, climate finance, sustainable finance, project finance or related fields.
- Relevant experience working with developing countries on climate finance will be an asset.
- Experience in sustainable development projects, including the origination, development, implementation and evaluation of programs and projects as a strong asset.
- Experience in multi-stakeholder initiatives and working with governments and international organizations as a strong asset.
- Knowledge of the climate finance field and of its main actors.
- Strong interpersonal skills and the ability to work and communicate with teams from different countries.
- Ability to manage multiple priorities and work under pressure with tight deadlines.
- Strong computer skills and experience in Microsoft suite, cloud- and web-based communications. Advanced Excel skills required.
- Excellent writing, editing, and oral communication skills English. Ability to work in French, 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; and**
- ✓ **Duty station and ability to work/move to Bonn, Germany.**

Qualified candidates are invited to send their application documents by June 2nd, 2023 by 17:00 hrs, Central European Summer Time (CEST) via e-mail to Joaquim.Leite@ndcpartnership.org.

We will consider applications as they are received. **Only short-listed candidates will be contacted and final terms will be discussed upon selection.** Please use the following format for the email subject line: [FINANCE_CONSULTANT_NAME](#). All applications must be submitted in electronic format.