Terms of Reference (TOR) for a NDC Action Plan coordinator and Partnership Facilitator in the Dominican Republic

ABOUT THIS POSITION

In 2018 and with NDC Partnership support, the government of the Dominican Republic developed a NDC Action Plan which identifies the key areas and needs for support the implementation of its Nationally Determined Contribution (NDC) across all sectors. Based on this Plan, the government has mobilized support and established a coordination mechanism for climate action between various stakeholders, ranging from government agencies to development and implementing partners and non-government organizations. With support from the NDC Partnership, the government of the Dominican Republic produced and submitted to the UNFCCC an updated, more ambitious Nationally Determined Contribution (NDC), with additional measures and actions to adapt to, and mitigate climate change. In light of this development, the country aspires to produce an update and strengthening of its NDC Action Plan and transform it into a sectoral action roadmap with more robust indicators aligned with the 2020 NDC ambition, sectoral guidance on the way forward and additional support for implementation.

The role of the consultant is to support the National Council for Climate Change and Clean Development Mechanism (CNCCMDL, in Spanish) in coordinating the update and enhancement of the Dominican Republic’s 2020 NDC Action Plan, widely disseminating its contents and deploying a facilitation strategy to mobilize support from various sources to boost its implementation. In doing so, the consultant will also assist the government in facilitating dialogues with key stakeholders for NDC action, government and non-governmental, and the NDC Partnership Support Unit in tracking and reporting of country engagement activities.

Working on behalf of the CNCCMDL, the consultant will play a central role in ensuring the engagement and coordination of key state and non-state actors needed for the successful completion of the above-mentioned objective. Work planning and executing by the consultant shall give consideration to alternative scenarios on the potential obstacles for meetings and traveling stemming from the measures to contain the COVID-19 pandemic or any other extraordinary events.

About the NDC Partnership

The NDC Partnership is a global coalition of countries and institutions collaborating to drive transformational climate action through sustainable development. Through the Partnership, members leverage their resources and expertise to provide countries with the tools they need to implement their NDCs and combat climate change to build a better future. The NDC Partnership Support Unit is jointly hosted by the World Resources Institute (WRI) and the UN Climate Change Secretariat. For this project, the consultant would be contracted directly through WRI.
About the World Resources Institute

Founded in 1982, the World Resources Institute (WRI) is a global environmental think tank that goes beyond research to put ideas into action, by working with governments, companies, and civil society to build solutions to urgent environmental challenges. WRI’s transformative ideas protect the earth and promote development because sustainability is essential to meeting human needs and fulfilling human aspirations in the future.

SCOPE OF WORK AND ACTIVITIES

The consultant will work as a NDC Action Plan Coordinator and Partnership Facilitator at the CNCCMDL (National Council on Climate Change and CDM) of the Dominican Republic. In this role, he/she will support CNCCMDL in: a) coordinating the implementation of the update process of the country’s NDC Action Plan (Partnership Plan) based on the 2020 NDC (NDC-RD 2020) and leading it’s transition to the Partnership Plan online tool; b) assisting the government in liaising with implementing and development partners providing, or interested in providing support to the implementation of the NDC Action Plan; c) assisting the government in the preparation of LAC Climate Week 2021 to be hosted by the Dominican Republic; and d) assisting the NDC Partnership Support Unit in implementing facilitation standard practices such as periodic country reports and information sharing with partners in country.

Activity 1. Conceptualize the update of the Dominican Republic’s NDC Action Plan, in line with the government’s guidance.

Activity 2. Provide strategic advice and facilitation/coordination support to the government on the update of the Dominican Republic’s NDC Action Plan, based on the measures, actions and requirements implicit in the country’s 2020 NDC.

Activity 3. Support the CNCCMDL in conducting meetings among the relevant stakeholders in the update and implementation of the NDC Action Plan in order to maximize synergies, avoid duplication, and mobilize support for identified needs and gaps. These meetings may include multi-stakeholder dialogues with the private sector and/or civil society organizations, and/or within specific sectors or on a certain topic.

Activity 4. Engage with development and implementing partners working in the NDC Action Plan update process, under the guidance of the CNCCMDL, ensuring that all activities are coherent with each other and not overlapping, including liaising with the NDC Partnership Support Unit to access and/or feed into global knowledge products.

Activity 5. Conduct periodic monitoring and facilitation on the activities defined and supported under CAEP requests, the NDC Action Plan, and other activities within the frames of the NDC Partnership’s support mechanisms included, but not limited to, the Economic Advisors initiative.
Activity 6. Support the integration of the existing climate change/NDC coordination mechanisms identified by the government and provide services to strengthen coordination as needed towards the revision and update of the NDC Action Plan.

Activity 7. Prepare inputs and documentation as requested by the CNCCMDL in relation to the updated NDC NDC Action Plan processes.

Activity 8. Periodically report on progress of CAEP activities, NDC Action Plan implementation and preparation of the review and update of the 2020 NDC, following the templates defined by the NDC Partnership Support Unit.

Activity 9. Conduct and transfer ongoing capacity development (i.e., technical assistance and formal/informal on-the-job training) on the use and periodic update of the NDC Action Plan, particularly on its online version (through the NDC Partnership’s Online Partnership Plan Tool).

Activity 10. Participate in dissemination and awareness-raising activities on the 2020 NDC and the NDC Action Plan, including the LAC Climate Week 2021 and other key events and fora.

Activity 11. Any other task considered necessary for the fulfillment of the goals.

All activities listed above are indicative and are subject to change, depending on the circumstances.

LOCATION AND CONTRACT DURATION

The consultant will be based in the offices of the CNCCMDL in Santo Domingo, Dominican Republic. The contract is expected to begin on 1 April 2021 and finalize on 31 October 2021. The allotted budget for this contract is between USD $55,000 - $60,000.

REQUIREMENTS

Profile of eligible candidates

- Master’s degree, or its equivalent, in an area relevant to the task
- A minimum of 10 years of hands-on experience on climate change and environmental management in the Dominican Republic.
- Proven experience in project coordination and staff supervision. Specific experience in the Dominican Republic’s public sector institutions is an asset.
- In-depth knowledge of and the country’s Nationally Determined Contributions (NDCs), its UNFCCC country reports and processes, and Sustainable Development Goals.
- In-depth knowledge of the national plans, strategies, policies related to climate change in the Dominican Republic.
- In-depth knowledge of national development challenges in the Dominican Republic
Skills

- Ability to read, write and speak in both Spanish and English fluently.
- Strong communication and relationship-building skills.
- Proven ability to lead teams and work under pressure.
- Computer skills and experience in Microsoft suite, database management, cloud- and web-based communications.
- Flexible and capable of working with minimal direction and supervision.
- Flexibility to travel internationally and in-country.
- Excellent writing, editing, and oral communication skills.
- Commitment to the CNCCMDL mission and values.

PROPOSAL SUBMISSION

Candidates must submit:

- Their curriculum vitae (CV), in English or Spanish.
- An economic proposal indicating the daily rate in US dollars for the implementation of the activities outlined in this TOR, in English or Spanish.
- Please use the following format for the email subject line: RD_NDC ACTION PLAN. All CVs must be submitted in electronic format.

Qualified candidates are invited to send their application documents by March 23, 2021 by 18:00 h, time of Washington D.C., via e-mail to Estefania.Ardila@ndcpartnership.org. Only short-listed candidates will be contacted.