

Terms of Reference for the Elaboration of Belize's NDC Implementation Plan

Context

The NDC Partnership is a coalition of countries and institutions committed to supporting countries in implementing and increasing the ambition of their Nationally Determined Contributions (NDCs). The government of Belize joined the NDC Partnership in July 2018 and submitted in December 2018 a request for support focusing on three components:

- The development of an NDC implementation plan which will include priority activities for implementation, resource needs, scope and timing of NDC activities and the identification of the 'precursor', or 'critical path'.
- The development of a financial strategy which will include the identification of financing options for climate change adaptation, mitigation and cross-cutting projects and programs that together serve to achieve the NDC.
- The development of a Measuring, Reporting and Verification tool which can be used to track and report on the implementation and impacts of NDC mitigation and adaptation actions, and the finance used to support these actions.

In this context, recognizing the importance of the NDC Implementation Plan to set the foundation for the Climate Finance Strategy and the MRV System and align stakeholders around a common agenda set by the Government to advance NDC Implementation, the Government of Belize aims to elaborate a comprehensive and realistic 5-year results-based NDC Implementation Plan aligned with national priorities and prepared through a multi-stakeholder engagement process, including development partners, civil society organizations, the private sector, and academia.

The proposed consultancy will build off existing processes and plans in Belize and the Scoping Mission of the NDC Partnership, where key national stakeholders were engaged to map ongoing advances in NDC Implementation, development partners' initiatives, and gaps and potential areas of support.

This consultancy is contributing to the UNFCCC [Needs Based Finance](#) project. In this light, the NDC implementation plan process will be constructed also in coordination with UNFCCC Secretariat. Costing of the different actions under this implementation plan will be a key input for the development of a targeted NDC Finance Strategy.

Reporting

The Consultant will report to the NDC Partnership's focal points (in the Climate Change Office and the Ministry of Finance) and the NDC Partnership Unit (SU),

and will work in close collaboration with a focal point assigned by the Ministry of Economic Development, Petroleum, Investment, Trade and Commerce.

Roles and responsibilities

The role of the Consultant is to engage, coordinate, facilitate, and support the mobilization of actors and resources for the elaboration of Belize's NDC Implementation Plan. This involves working with the government of Belize to:

- Review National and Sectoral Policies and Plans to map priorities and linkages to Climate Action (Mitigation and Adaptation);
- Lead the elaboration of the NDC Implementation Plan through the engagement of the different Ministries and international partners, ensuring alignment with sectoral priorities, and prioritization of outcomes, outputs and KPIs for the next five years (2020-2025);
- Prepare and conduct sectoral meetings to define and consolidate the content of the NDC Implementation Plan in line with the NDC Partnership Plan template;
- Prepare and conduct meetings with development partners to identify current and planned contributions in the NDC Implementation Plan;
- Elaborate the NDC Implementation Plan for Belize using the updated template of the NDC Partnership Plan and the St. Lucia Partnership Plan as references. Special attention will be provided to cost estimation, which will be a key input to the planned NDC Finance Strategy;
- Prepare and facilitate multi-stakeholder workshops to consolidate and validate the content of the NDC Implementation Plan;
- Conduct training sessions with the NCCO in order to build and strengthen national capacities on the design, implementation, and updating of the NDC Implementation Plan;
- Support the high-level validation of the Plan; and
- Support Focal Points in the preparation of the NDC Review ToR and submission to the NDC Partnership's CAEP initiative.

The consultant will take into account the recent [Climate Change Policy Assessment](#) by the IMF and World Bank, and take its conclusions into account, where relevant.

In addition, under the guidance of the NDC Partnership Focal Points, the consultant will coordinate closely with other providers of technical assistance of elements related to the NDC, especially those working on the NDC Finance Strategy and NDC MRV system, as well as NDC review and update.

Deliverables

Activities	Deliverables	Deadline (after beginning of contract)
<p>1. Elaboration of detailed work plan including timelines, specific activities, and deliverables of the consultancy.</p> <p>Presentation and validation of the work plan with government focal points and the Support Unit.</p>	<p>Consultancy Workplan approved by focal points and SU, including the capacity building plan for the NCCO staff on the NDC Implementation Plan</p>	<p>1 week</p>
<p>2. Review of relevant National & sectoral development plans and strategies, and national climate change documents and preparation of synthetic analytical report and Rapid Situational Assessment (RSA).</p>	<p>Synthetic report indicating national and sectoral priorities and their relationship with the NDCs</p> <p>Draft Rapid Situational Assessment (RSA) based on the NDC Partnership Template</p>	<p>3 weeks</p>
<p>3. Preparation, facilitation and consolidation of results of the Inception Workshop that aims to convene relevant stakeholders, present and clarify the NDC Implementation Plan concept, and start the drafting of the Plan, in line with activity 2 and the previous engagement of the NDC Partnership with Belize</p>	<p>Agenda, presentation, dynamics, and support material for the workshop</p> <p>Synthetic report of NDC Implementation Plan Inception Workshop</p> <p>Draft version of the NDC Implementation Plan (using the NDC Partnership template)</p>	<p>4 weeks</p>
<p>4. Sectoral meetings and consultations to refine the outcomes and outputs and define KPIs, costs, timelines, and other information as specified in the NDC Partnership plan Template.</p>	<p>Minutes and outcomes of meetings</p> <p>Demand-side of the NDC Implementation Plan prepared (using the NDC Partnership template)</p> <p>Final Rapid Situational Assessment (RSA) based on the NDC Partnership Template</p>	<p>12 weeks</p>
<p>5. Meetings and consultation with development Partners to map and reflect ongoing and planned contributions in the NDC Implementation Plan</p>	<p>Minutes and outcomes of meetings</p> <p>Supply-side of the NDC Implementation Plan mapped (using the NDC Partnership template)</p>	<p>14 weeks</p>
<p>6. Preparation and facilitation of the technical validation workshop to consolidate the NDC Implementation Plan.</p>	<p>Agenda, presentation, dynamics, and support material for the workshop</p> <p>Consolidated NDC Implementation Plan (demand and supply sides) using the Partnership's template)</p>	<p>16 weeks</p>

Activities	Deliverables	Deadline (after beginning of contract)
7. Preparation of material for high-level sectoral representatives and partners to approve the NDC Implementation Plan	Simplified version of the Partnership Plan and supporting material to share with high-level sectoral representatives and partners	18 weeks
8. Preparation and support to the High-level validation and launch, including individual meetings with CEOs, HODs, and high-level representatives	Agenda, presentation, dynamics, and support material for the workshop Minutes and outcomes of meetings	18 weeks
9. Finalize the NDC Implementation Plan based on Government and partners' feedback	Final Partnership Plan approved by involved sectors and partners;	20 weeks
10. Ongoing capacity building of the National Climate Change Office (NCCO) on the elaboration, coordination, and implementation of the NDC Implementation Plan	At least 4 training sessions with the NCCO on the development, update, and implementation of the NDC Implementation Plan	20 weeks (continuous)

Skills:

- o Excellent communication, articulation and coordination skills. Understands different interests and seeks conciliation and coordination of activities;
- o Meets goals and deadlines with quality and consistency;
- o Works to deliver agreed goals, dealing with challenges in a constructive way;
- o Assumes responsibility and works for target achievement, overcoming obstacles, setbacks and uncertainties;
- o Excellent verbal and written communication in English;
- o Uses resources, methods, partners and information effectively;
- o Take initiative and lead processes;
- o Analyzes complex technical materials (including data) and makes them concise and relevant;
- o Introduces complex conceptual ideas in practical terms to others.
- o Speaks the language of the public; has the ability to communicate information to stakeholders in a manner that is easily understood.;
- o Build informal networks internally and externally and visualize them as part of the value creation process;
- o Constantly looks for opportunities to learn and share;
- o Demonstrates behaviors such as teamwork, knowledge sharing, and relationship maintenance;
- o Encourages collaboration and improves performance.

Qualifications:

- Master's degree in Environmental Studies, Public Policy, Economics, or a closely related field or two additional years of experience in lieu of Master's degree;

Professional experience:

- ✓ At least five years of experience in public, private or third sector institutions with a special focus on coordination and articulation of different actors, preparation and implementation of multi-stakeholder work plans, resource mobilization, preparation of proposals for climate actions, monitoring and project evaluation and project management;
- ✓ Proven experience in Results-Based Management and the elaboration of NDC-related Implementation Plans;
- ✓ Experience and knowledge of Climate Change and Nationally Determined Contributions (NDCs);
- ✓ Very good understanding of Belize's climate change and environmental policies and general procedures will be an asset
- ✓ Fluency in speaking English;
- ✓ Sound writing and communications skills;
- ✓ Experience and relevant skills in the use of the Office suite (MS Word, Excel, Powerpoint, etc.);
- ✓ Advanced knowledge of Excel and other tools and packages for project management purposes.

Please send a cover letter expressing your interest in and qualification for the position and resume to Whitney Pierson at whitneypierson@ndcpartnership.org.