

Terms of Reference for NDC Partnership In-Country Facilitator for Albania

July 2022

Job Title: National Consultant, NDC Partnership

Contract modality: Short term contract; 5 days a week (as needed for task completion)

Duration: 20 days

Duty Station: Tirana, Albania

BACKGROUND

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 the Republic of Albania joined the NDC Partnership in August 2019 and aims to develop a revised NDC document to advance its mitigation and adaptation actions, a strategic climate action plan and pipeline of projects towards 2022.

The National Consultant will support the nominated Albanian NDC Partnership Focal Point and NDC Partnership Support Unit Staff to organize the in-country scoping mission between 8 – 12 of August 2022. The National Consultant will be required to support pre and post scoping mission. Due to lack of staff from the Ministry and lack of local language capacity the mission requires additional support for the effectiveness of the mission.

Reporting

The NDC Partnership In-Country Junior Expert reports to the NDC Partnership Focal Point at the Ministry of Tourism and Environment. S/He will work closely with the climate change expert at the Ministry of Tourism and Environment and the NDC Partnership Support Unit staff.

Roles and Responsibilities

Under direct guidance of the Ministry of Tourism and Environment and the NDC Partnership Support Unit:

- Logistical support in setting up bilateral meetings with identified stakeholders
- Logistical support in contacting hotel for coordination meeting
- Assist in the preparation of reports, meeting/activity materials, etc.;
- Interpretation support from Albanian to English and vice versa where needed
- Assistance in collecting minutes during the meetings
- Agenda and schedule management

- Accompany climate expert and NDC Partnership Support Unit Staff to meetings
- Support in coordination of activities and information exchange with relevant
- Provide administrative and logistical support by drafting correspondence letters, organizing consultations, and updating stakeholders' directory;
- Perform other functions as required by the Facilitator and the NDC Partnership Focal Points.

DELIVERABLES

- Meeting minutes
- Report of completed tasks
- Stakeholder directory

Deliverable Schedule	Deliverable
Logistical support in setting up mission, drafting correspondence letters, organizing meeting	Contract start till 15 August
Submission of meeting minutes, report of completed tasks, stakeholder directory	By August 31, 2022

*Activities are:

- Support the focal point, environment expert and NDC Partnership Support Unit Staff in the coordination of bilateral meetings with national, international (Implementing and Development Partners) stakeholders during the scoping mission;
- Support the focal point, environment expert and NDC Partnership Support Unit Staff in coordinating with venue if needed for a IP/DP coordination meeting
- Provide interpretation from Albanian to English and vice versa during the scoping mission
- Take notes and minutes of meeting

QUALIFICATIONS AND EXPERIENCE

Skills and Competences

- good communication skills;
- sound research skills, quantitative and qualitative analyses;
- motivated, pro-active and willing to learn;
- can work independently and in a team;
- good people skills;
- excellent verbal and written communication in Albanian and English

Qualifications and Experience

- at least three years of experience working on environment, energy and has been part of climate change issues working groups, international development cooperation
- general knowledge of the institutional structure and procedures within the government and of good practices in administrative procedures;
- some experience in supporting organization, facilitation and documentation of multi-stakeholder workshops and broad-based consultative processes; and
- 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;
- fluency in Albanian and English languages

TO APPLY

Interested candidates should submit

- CV(s) with at least three references (name and contact) that can attest to the candidate's credentials and experience.
- Remuneration expectation (daily rate).
- Please use the following format for the email subject line: ALBANIA_SHORT TERM NATIONAL CONSULTANT_ APPLICANT NAME.
- All proposals must be submitted in electronic format.

All proposals must be submitted by August 5th at 00:00 CEST to Deo.Gabinete@ndcpartnership.org and ploypailin.sundarajumpaka@ndcpartnership.org

Please note that only short-listed candidates will be contacted.