

# **Terms of Reference – NDC Partnership Plan Coordinator Republic of the Marshall Islands**

March 2022

## **BACKGROUND**

The NDC Partnership was launched at the 22nd Conference of the Parties (COP) of the United Nations Framework Convention on Climate Change (UNFCCC) in 2016 in Marrakech, Morocco. The NDC Partnership is a coalition of more than 200 countries and international institutions working together to ensure countries receive necessary technical and financial support to achieve ambitious climate and sustainable development targets as fast and effectively as possible. It builds in-country capacity and increases knowledge sharing for climate policies to have meaningful and enduring impacts, and drive increasing ambition over time. The NDC Partnership Support Unit acts as the Secretariat of the Partnership and is hosted by the World Resources Institute (WRI) based in Washington DC, USA and the UNFCCC in Bonn, Germany.

The Republic of the Marshall Islands became a member of the NDC Partnership in October 2016 as one of its first members. The country also served on the Partnership's Steering Committee for two years.

The Marshall Islands' Government approved its NDC Partnership Plan in November 2018 and has been working on its implementation, including by significantly strengthening the internal coordination structure for climate and resiliency activities in a whole-of-government approach. With Partnership support, the government of the Marshall Islands has convened multiple climate change dialogues to ensure engagement and empowerment of all its citizens, including youth, in implementing climate actions. The Partnership Plan highlights key actions in mitigation and adaptation, led by the National Energy Office and the Climate Change Department, and includes four additional outcome areas focusing on key cross-cutting issues that will strengthen and accelerate implementation. This forms the basis for the Marshall Islands' new coordination structure, which was approved by its cabinet. The cross-cutting areas include climate finance, capacity building, gender, human rights, global advocacy, education, youth, outer island engagement, and health. The Plan is directly connected to the Tile Til Eo ("lighting the way") 2050 Climate Strategy, which was launched in September 2018 and establishes a vision to reach net-zero emissions and 100 percent renewable energy by 2050. The Marshall Islands the first country in the world to submit a new and more ambitious NDC ahead of the 2020 deadline. In December 2020, RMI submitted a further enhancement of its NDC at the Midnight Survival Deadline.

The Focal Point of the NDC Partnership is the Ministry of Environment, both the Climate Change Department (CCD) and the National Energy Office. An in-country facilitator is embedded in the CCD and serves as an interface between the RMI Government and the NDC Partnership members and the Support Unit, coordinating, tracking, and mobilizing support for NDC Partnership Plan implementation.

More information on the Marshall Islands' engagement with the NDC Partnership can be found here:

- [Partnership in Action Report 2021 – Marshall Islands Country Story](#)
- [NDC Partnership Dropbox – Marshall Islands Country Folder](#)

## Purpose

The Partnership works through country-driven approaches and is founded on the principle that effective cooperation, together with horizontal and vertical coordination can fast-track the achievement of results and enhance collective impact of invested resources. Member countries who request support and drive in-country implementation of NDCs obtain access to a large network of partners who can deliver a flexible array of services (i.e., technical assistance, financial support, and knowledge enhancement).

Recognizing the importance of local presence and domestic knowledge and expertise, the in-country facilitator who is also the Project Manager for Deep Dive project leads the coordination and implementation to support the Government with the engagement of the Partnership in RMI. The consultant (NDC Partnership Plan Coordinator) will work closely with the In-Country facilitator in coordinating with all relevant stakeholders (ministries and partners) in conducting activities related to the updating and implementation of RMI's NDC Partnership Plan, including the effective promotion a whole-of-government and coordinated approach to adaptation and mitigation actions.

## Tasks and Responsibilities

- Develop quarterly NDC implementation progress reports based on the Partnership Plan with support from the In-Country Facilitator including annual report for the NDC Partnership Plan for RMI. Ensure reports are submitted to the Support Unit on time by end of quarter deadline. Work towards a system where partners provide inputs on their progress<sup>1</sup>, potentially by using the Online Partnership Plan Tool ([here](#)).
- Coordinate and support implementation of all activities of the RMI NDC Partnership Plan 2019-2021 in close collaboration with the In Country Facilitator/Project Manager of the NDC Deep Dive project
- Organize a stop-and-reflect exercise in collaboration with the In-Country Facilitator to update the NDC Partnership Plan through the TTEC/NDC Partnership Working Group forum, including:
  - Small group / individual consultations on updates to the existing outcomes/outputs/etc.
  - Thematic / sectoral consultations on updates to relevant existing outcomes/outputs/etc.
  - A validation meeting to finalize and approve updates to the Partnership Plan for the 2022-2025 period
  - An updated version of the Partnership Plan matrix
- Work with the NDC Partnership Support Unit to upload the updated Partnership Plan in the Partnership's Online Tool (current version of the Plan [here](#)).
- Prepare a request for support letter highlighting priority areas for support as identified by the government, signed by government focal points. Work with the Support Unit to circulate the letter with the latest version of the Partnership Plan and follow up with partners submitting responses.
- Identify potential sources of financing and follow up proactively with partners on (potential) support for implementation of the NDC Partnership Plan activities. Follow up with the partners from the original Partnership Plan circulation to identify upcoming opportunities to align funding, country programming, new projects, etc. Seek out opportunities for funding such as funds, grants, calls for proposals, etc. Collaborate closely with the Ministry of Finance and the Climate Finance Taskforce under the NDC Partnership Working Group, as well as partners involved in the [Climate Finance Action Plan](#) of RMI, such as GGGI and ADB.
- In collaboration with other ongoing assessments on capacity, identify gaps in capacity related to NDCs and NDC implementation across government ministries. Propose a capacity building plan in close collaboration with related efforts (e.g., capacity assessment). Implement the capacity building by organizing trainings with the facilitator.

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<sup>1</sup> Examples from other countries can be shared as guidance.

- Identify an approach for the updating of the NDC of RMI by 2025 and propose a roadmap for the enhancement process in the coming years, including the Global Stocktake in 2023.
- Support meetings of the NDC Partnership working groups including by record-keeping and note-taking, and other logistical support as needed.
- Lead the work of the crosscutting areas as established under the mandate of the RMI NDC Partnership Working Group under TTEC coordination mechanism (May 2019).
- Provide administrative and logistical support such as, but not limited to, drafting of letters, organizing of filing systems (such as Dropbox), and keeping an up-to-date contact list and/or stakeholders' directory.
- Establish and maintain good communication and coordination with stakeholders and partners of the NDC Partnership.
- Prepare progress updates, knowledge products, meeting materials, etc., for the NDC Partnership Working Group and global NDC Partnership events.
- Other responsibilities as requested by the In-Country Facilitator.

### Deliverables Table

Deliverable No.	Deliverable Name and Description	Deliverable Deadline
1.	Submission of brief monthly report of activities and meetings related to the NDC Partnership Plan	<b>Monthly, except for the months in which a quarterly report is submitted (see deliverable 2)</b> By April 30, 2022 By May 31, 2022 By July 31, 2022 By August 31, 2022 By October 31, 2022 By November 30, 2022 By January 31, 2023 By February 28, 2023
2.	Submission of quarterly progress report (using the Partnership's <a href="#">template</a> ) on NDC implementation progress in the Marshall Islands based on the Partnership Plan, including updates on partner progress, (newly) mobilized resources, and capacity building progress across the government	<b>Quarterly</b> By March 31, 2022 By June 30, 2022 By September 30, 2022 By December 31, 2022 By March 31, 2023
3.	Stop and Reflect Sessions for the updating of the NDC Partnership Plan for 2022-2025	April 30, 2022
4.	Updated version of the RMI NDC Partnership Plan 2022-2025 validated by stakeholders	May 31, 2022
5.	Request for Support Letter (using the Partnership's standardized <a href="#">template</a> ) with prioritized and unsupported actions from the NDC Partnership Plan for circulation to the members of the Partnership	May 31, 2022
6.	a) Capacity Building Plan and schedule of training sessions in 2022 b) Organization of training sessions in 2022	a) June 30, 2022 b) One per quarter starting Q2; end of Q2, Q3, and Q4 (3 trainings total)

7.	Proposal for Resource Mobilization Approach (a) and regular follow up with partners on support, including preparation of grant proposals, etc. (b)	June 30, 2022 (a) and ongoing (b)
8.	Proposal for RMI NDC Update Process by 2025 following consultations with key government officials	October 31, 2022

### Qualifications

- Advanced degree in Business Administration, Management, International Relations, Development Studies, Economics, Environmental Studies, or a closely related field.
- At least five years of professional experience working on environmental and climate change issues, international development cooperation, project and program management.
- Working knowledge of the Republic of the Marshall Islands' government's general procedures and of good practices in business management and administrative procedures.
- Good understanding and experience in capacity building, public finance, and institutional and organizational development, particularly in the public sector.
- Skills in organization, facilitation, and documentation of multi-stakeholder workshops and broad-based consultative processes.
- High proficiency in English with excellent verbal and writing skills.

### Compensation, Payments and Other Arrangements

- **Contract duration:** 1 year with possible of extension based on performance
- **Contract period:** 15 March 2022 to 31 March 2023
- **Reporting structure:** The NDC Partnership Consultant reports to the Director of the Climate Change Department in the Ministry of Environment (NDC Partnership Focal Point) through the In-Country Facilitator. The Consultant also reports to the NDC Partnership Support Unit. Meetings with the Support Unit take place monthly at minimum, and in order for a payment to be processed, a monthly report of key activities (~1 page) should be submitted in the months that no quarterly report is produced.

### Application Process

For interested candidates, please email CV and cover letter to Ralien Bekkers ([ralien.bekkers@ndcpartnership.org](mailto:ralien.bekkers@ndcpartnership.org)) at the NDC Partnership Support Unit by 10 March 2021.