

Terms of Reference of NDC Partnership Pacific Country Engagement Specialist at the Regional Pacific NDC Hub

December 2021

BACKGROUND

About the NDC Partnership

The NDC Partnership is a global coalition of countries and institutions working to mobilize support and achieve ambitious climate goals while enhancing 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 hosted by WRI in Washington DC, USA and the UNFCCC Secretariat in Bonn, Germany.

About the Regional Pacific NDC Hub

Formed by Pacific Island nations, for Pacific Islands nations, ‘the Hub’ helps find the data, resources and expertise that is needed to implement their NDCs set by the Paris Agreement. The Hub works in contribution to the NDC Partnership. The overall objective of the NDC Hub is to support Pacific Island Countries and Territories (PICTs) in reviewing, enhancing and implementing their climate commitments. The Hub currently serves the following countries: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Palau, Papua New Guinea, Nauru, Niue, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

ROLES AND RESPONSIBILITIES

The NDC Partnership Pacific Country Engagement Specialist will support the coordination of NDC Partnership and Pacific NDC Hub activities and the coordination of country focal points, Partnership members, development partners and other stakeholders in the region. S/he will help in raising the awareness and profile of NDC Partnership activities; and will support in global and regional events, including organization of trainings and other capacity development activities.

The Specialist will be under the supervision of the Pacific Hub Project Manager and the NDC Partnership Support Unit Regional Manager for Eastern Europe and Asia Pacific. S/he will work in close coordination with the Hub Coordination Group and the Support Unit of the NDC Partnership.

1. Country work support

In coordination with the Pacific NDC Hub,

- Conduct country analysis related to climate change action of governments and implementing partners in the region;
- Provide support in the development of request for support letters and in the consolidation of responses to these requests from the Hub/Partnership members;
- Draft country, multi-country, or regional analysis and briefs regarding climate change actions of governments, and implementing partner in the regions, including country engagement reports, presentation slides, in coordination with the relevant staff members of the Hub and the Partnership;
- Build and maintain strong relationships with country focal points, Partnership member organizations in the region;
- Facilitate Country Engagement communications and coordination between ministries and/or development partners (DPs) in PICTs where an in-country Facilitator has not been deployed;
- Support the PICT Governments in conducting meetings among DPs and other key stakeholders, in order to maximize synergies, avoid duplication, and mobilize support for identified needs and priorities;
- Support the NDC Partnership Support Unit Country Engagement Director and Regional Manager in the oversight of country-related work of the Regional Pacific NDC Hub and NDC Partnership-supported processes in the region;
- Keep abreast of relevant initiatives and programmes in the Pacific and provide the Hub Project Manager and Support Unit Regional Manager with local and regional intelligence to support country engagement and knowledge and learning activities;
- Provide support in reviewing NDCs, NDC implementation and/or action plans and other relevant country strategic plans in order to identify and support the Hub and the Partnership's engagements;
- Support the Monitoring and Evaluation Expert of the Hub in the evaluative process planned for the end of the actual phase of the project;
- Support the technical staff of the Hub in understanding the formalities and procedures of the NDC Partnership and in streamlining the processes of the Hub and the NDC Partnership for the countries in the region;
- Support the identification of relevant regional events to which the Partnership and the Hub can increase their visibility, and represent the Hub Implementation Team and Support Unit in these events as necessary;
- Support the technical organization of meetings or conferences;
- Support in drafting communication materials, including letters, emails, meeting minutes, and others;

- Provide quality assurance of country progress update reports and drafting of stories of change that the Hub and/or the Partnership can promote; and
- Tracking and reporting on progress in Pacific Island Countries against the Monitoring & Evaluation framework.

2. The Hub – Partnership coordination and information management support

- Prepare monthly highlight reports containing a summary of your contributions to the Hub's and the Partnership's activities, updates of the Partnership and Hub's activities in the Pacific within the reporting period, and updates on activities in the pipeline;
- Coordinate the flow of information and exchanges between the Hub's Project Manager, NDC Partnership's Regional Manager for Asia Pacific and Eastern Europe, country stakeholders and/or implementing partners and ensure that they are adequately captured in the Support Unit's Information Management System;
- Support to the Knowledge and Learning team of the Support Unit by creating synergies with Hub and other regional web-based knowledge sharing platforms and the Partnership's Knowledge Portal, including synergies in the delivery of webinars and other web-based trainings;
- Maintain and update the knowledge management system of the NDC Partnership Support Unit – the kNook – for the countries in the region, be the primary point of contact for relevant queries and extract and analyse information accordingly;
- Draft inputs to talking points, slide decks, blog entries and other type of informational / operational demands in coordination with other relevant teams;
- Provide insights to the Hub and NDC Partnership Support Unit teams and management regarding trends and needs within NDC implementation in the region;
- Maintain track of formal communications between the Support Unit and country counterparts and implementing partners in an appropriate classification under SharePoint;
- Ensure the appropriate allocation of written products resulting of SU work in the region, including but not limited to Partnership Plans (PP) and other CE consultancy deliverables;
- Ensure regional sections of SharePoint, Monday and Dropbox are up to date and upload documentation relevant to NDC Partnership operations accordingly; and
- Support the collaboration of the Regional Collaboration Centre of the UNFCCC in Bangkok with the regional country work of the NDC Partnership.

QUALIFICATIONS AND EXPERIENCE

- Advanced university degree (Master's degree or equivalent) in international relations, international development, economics, finance, administration, environmental management, or a related field;
- At least 7 years of experience in international cooperation and/or project management related matters on developing countries in the Pacific. Experience working in the Pacific is essential;

- Understanding of the issues of climate change and working knowledge of NDC preparation and implementation processes are essential;
- Ability to synthesize information in a clear and well-structured manner;
- Ability to work under pressure, meet tight deadlines; plan, prioritize and deliver tasks effectively and on time;
- Broad understanding on climate change issues and of economic development levels of the different countries in the Pacific;
- Proven experience of preparing briefing notes, planning documents, and other coordination tools;
- Ability to work independently and remotely;
- Proficiency in the use of Microsoft Office, and Zoom and other video conferencing applications.
- Excellent writing, editing, and oral communication skills; and
- Proficiency in English. Proficiency in relevant regional languages is desirable.
- Qualified female candidates are strongly encouraged to apply.

DURATION AND LOCATION

The duration of the post is one year with the possibility of extension subject to funding availability and performance. The post is based in Suva, Fiji.

HOW TO APPLY

Please send your CV and Cover Letter to Putera Zenata (Putera.Zenata@NDCPartnership.org).