Terms of Reference for NDC Partnership In-Country Facilitator – Saint Kitts and Nevis

BACKGROUND

Nationally Determined Contributions (NDCs) are at the heart of the Paris Agreement and the achievement of its long-term goals. Launched at COP22 in 2016 in Marrakesh, the NDC Partnership aims to enhance cooperation so that countries have access to the technical knowledge and financial support they need to implement their NDCs. International support for fast and effective NDC implementation in the context of the Partnership implies new forms of coordination and collaboration.

Saint Kitts and Nevis became a member of the NDC Partnership in September 2020, appointing Focal Points in the Ministry of Environment and Cooperatives and Ministry of Sustainable Development (Department of Economic Affairs and PSIP). The country requested support from the NDC Partnership for updating the NDC and developing an NDC Implementation Plan, which is being provided by Climate Analytics with support from Norway. Once the NDC and its implementation plan are developed by mid-2021, the NDC Partnership will continue to support Saint Kitts and Nevis on its NDC implementation, including by supporting coordination and resource mobilization.

Facilitation Model

The Government of Saint Kitts and Nevis has decided for the Facilitator to be directly embedded in a relevant government ministry to closely support its engagement with the NDC Partnership.

Roles and Responsibilities

The Facilitator serves as the NDC Partnership’s interface in country and operates as a liaison between the country and other NDC Partnership members. Contrary to the function of implementing partner (IP), which implement directly, the Facilitator’s role is purely one of coordination and supportive facilitation. Working on behalf of the partner government, the Facilitator plays a key role in ensuring the smooth implementation of the Country Engagement Process, by supporting ongoing coordination efforts between the Support Unit, the various partners in the NDC Partnership, and the country government. This involves working with the country to refine its objectives for support over time (as reflected in the Partnership / Implementation Plan); coordinating the Partnership / Implementation Plan at country level; and serving as an anchor to assist the NDC Partnership in communicating and coordinating services at country level. The In-Country Facilitator will also liaise with the NDC Partnership Support Unit for vertical information-sharing, including both contributing to and accessing knowledge products.

The following responsibilities are part of the Facilitator role in Saint Kitts and Nevis:
Development of NDC Partnership Plan / Implementation Plan

- Collaborate closely with Climate Analytics on developing Saint Kitts and Nevis’ NDC Implementation/Partnership Plan following the Partnership’s Plan Template, customized based on guidance received from the Focal Point ministries.

- Collaborate with the NDC Partnership Support Unit to upload the Plan in the Online Partnership Plan Tool and assist the Focal Points with managing and updating the Plan in the online system, ensuring information remains up to date and accessible for key stakeholders.

- Develop a summary document of the Implementation Plan following the Partnership’s NDC Implementation Plan Narrative Template, for circulation to partners with the validated Plan.

Facilitation of NDC Partnership Plan Implementation

- Draft a request for support letter to highlight gaps and needs for implementation based on the updated NDC and the Implementation Plan. Collaborate with the Support Unit to circulate the Plan to members of the NDC Partnership and consolidate initial partner responses.

- Recommend a process for selecting the most appropriate implementing and development partner/s for each action/priority and identify roles and responsibilities of each stakeholder.

- Collaborate with the Support Unit to document changes in the operating context and provide support to the government and stakeholders in decision-making processes.

Mobilization of resources for implementation

- Support the country in following up on and mobilizing partner support for its needs and priorities (and update those along the way as needed following the government’s guidance) along with a preferred process for coordination of country engagement under the NDC Partnership, as reflected in the Implementation Plan.

- Engage with partners in-country to link needs to services and resources in accordance with the Implementation Plan.

- Assist the government in coordinating with key partners (including i.e., GCF, GEF) on aligning country programs and projects with the needs and gaps identified in the Implementation Plan.

- Assist the government in preparing concept notes to access NDC financing for unfunded priorities in the Implementation Plan.

- At least annually, work with the Support Unit to produce an overview of Support Gaps to make available to partners and to use when meeting bilaterally or in partner meetings.

- During the first quarter, work with the Ministry of Environment and the Ministry of Sustainable Development in preparing proposals which are aligned to national priorities and plans utilizing public investment budgeting procedures for efficient allocation of resources following strict
adherence to the project screening process for considering proposals for inclusion in the Public Sector Investment Programme (PSIP).

**Coordination and communication with key stakeholders**

- Ensure that communications relevant to NDC Partnership engagement are shared with relevant national and international level stakeholders.

- Facilitate periodic coordination and information exchange among partners in the country, with the aim of leveraging and mobilizing their respective advantages in support of the Implementation Plan; or, where an existing coordination mechanism is already in place, support the integration of the NDC Partnership work into the established mechanism and provide services to strengthen coordination and harmonization, as needed.

**Tracking of Partnership Plan implementation progress**

- Develop a results-based approach for tracking progress on the implementation of the Partnership Plan in the online tool, receiving regular updates from partners and ministries, and coordinating updates to the Plan on an ongoing or at minimum quarterly basis. Ensure alignment of the progress tracking tool with other MRV/M&E system related to NDC data.

- Prepare a brief guidance note and plan for capacity building sessions to ensure relevant government sectors and stakeholders (including implementing partners) can use the Plan in the Online Tool and provide regular updates as desired by the Focal Points.

- Monitor and assess implementation of the Implementation Plan, including tracking progress on gender equality, and coordinate periodic reporting of partners to the NDC Partnership.

- Prepare quarterly reports summarizing key country insights and progress updates.

- Assess progress outcomes of the NDC Partnership in-country engagement and make recommendations for adjustments.

**Organize and support NDC-related meetings as needed**

- If requested, facilitate national country specific multi-stakeholder NDC dialogues, which may serve one or more of the following objectives:
  - Intersectoral multi-stakeholder dialogues to promote whole-of-government and whole-of-society approach in implementing NDCs and their integration in development policies;
  - Support government in conducting meetings among development partners and other key stakeholders, in order to maximize synergies, avoid duplication and mobilize support for identified needs and gaps for successful NDC implementation;
  - Multi-stakeholder dialogues with the private sector and/or civil society organizations;
  - Multi-stakeholder dialogues within specific sectors or on a certain topic (i.e., Measurement, Reporting and Verification [MRV], gender equality, etc.).
• Support the Government in preparing for NDC-related events such as COPs, regional climate weeks, national events, and other convenings relevant to showcase NDC progress and generate support for implementation of the NDC.

Identifying lessons learned and results

• Assist it in tracking the progress of in-country engagement and provide periodic progress updates to the NDC Partnership Steering Committee, through the Support Unit.

• Liaise with the Support Unit to access and/or feed into global knowledge products;

• Assist the Support Unit in the identification and dissemination of information on best practices and lessons learned from in-country engagement;

Capacity building

• Conduct ongoing capacity development (i.e., technical assistance and formal/informal on-the-job training) of the government in preparation for fully taking on the facilitation role in the future.

• Incorporate relevant activities into the annual work plan of the Ministry of Environment to improve efficiency and effectiveness of the NDC implementation plan.

Deliverables

<table>
<thead>
<tr>
<th>DELIVERABLE</th>
<th>TIMEFRAME</th>
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<tbody>
<tr>
<td>Quarterly country engagement update reports (progress on the NDC Implementation Plan), using the Online Tool and the report template developed by NDC Partnership Support Unit</td>
<td>End of each quarter (March, June, September, December)</td>
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<tr>
<td>Development of the NDC Implementation Plan for Saint Kitts and Nevis (building on CA’s work and aligned with the NDC Partnership template)</td>
<td>Q2-3 2021</td>
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<tr>
<td>Integration of the Implementation Plan in the Online Tool, including approach and guidance document for stakeholders</td>
<td>Q3 2021</td>
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<td>Request for Support Letter to the NDC Partnership</td>
<td>Q3-4 2021</td>
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<td>Narrative Document of the Implementation Plan</td>
<td>Q3-4 2021</td>
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<td>Consolidation of NDC Partnership partner responses to the Plan and recommendations for follow-up with each partner</td>
<td>Q4 2021</td>
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<td>Support to convening of regular partner coordination meetings (possible setup or strengthening of mechanism)</td>
<td>Q4 2021 (ongoing)</td>
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<tr>
<td>Support to convening of inter-ministerial coordination meetings (possible setup or strengthening of mechanism)</td>
<td>Q4 2021 (ongoing)</td>
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<td>Summary of NDC results and success stories for COP and other key regional/international events</td>
<td>October of each year (ahead of COP)</td>
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<tr>
<td>Overview of Support Gaps using the Partnership template</td>
<td>October of each year (ahead of COP)</td>
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<tr>
<td>Support to the preparation of specific concept notes/proposals for international support for key actions in Plan</td>
<td>As required by the government (expected 2-3 per year)</td>
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Assist in the preparation of project proposals for inclusion in the PSIP  
Organization of NDC-related capacity building trainings for government officials  
Updates on partner resource mobilization and alignment and internal government NDC capacity building progress  
Summary of agreements reached with key national, regional, and international stakeholders, whenever relevant

### Reporting

The Facilitator will implement all tasks under the direct supervision of the NDC Partnership Focal Points in the Ministry of Environment and Cooperatives and the Ministry of Sustainable Development. The Facilitator will also work in close coordination with the NDC Partnership Support Unit.

### Timeframe and Duty Station

This is a full-time position based in Saint Kitts and Nevis for 1 year, with possible extension (3 years total). The targeted start date is June 2021.

### Requirements

- Advanced degree in public policy (climate/environment), economics, public finance, sustainable development, or a similar field;
- At least 8 -10 years of experience in climate/environment and sustainable development in Saint Kitts and Nevis;
- Demonstrable experience working in climate change tasks in Saint Kitts and Nevis, including, but not limited to, mitigation and adaptation action, government policy and legal frameworks, MRV, M&E systems, and results-based management;
- Demonstrated skills in managing and aligning diverse groups of stakeholders, including development agencies, non-state actors / civil society, financial institutions, the private sector, and others;
- Excellent writing, editing, digital, and oral communication skills;
- Saint Kitts and Nevis national;
- Proficiency in English.

### Compensation

Compensation will be based on the candidate’s experience and skills and competitive with similar national consultancies.

### Application

To apply, please submit CV and cover letter to Ms. Ralien Bekkers (Ralien.Bekkers@ndcpartnership.org) at the Support Unit by **10 June 2021**, with the subject ‘Saint Kitts and Nevis NDC Partnership Facilitator Application’.