**Terms of Reference for the NDC Action Project’s National Coordinators (1 Senior Coordinator and 1 Junior Coordinator) for Ghana**

**Position:** NDC Action Project: National Coordinators (1 Senior Coordinator and 1 Junior Coordinator) for Ghana

**Project Title:** NDC Action Project

**Location: Environment Protection Agency,** Accra, Ghana

**Duration:** 12 Months (subject to the renewal based on performance)

## Context:

The project entitled “NDC Action – Facilitating implementation of climate-resilient and low-carbon development aligned with national and global goals” (“NDC Action”) will be co-implemented in Ghana by the United Nations Environment Programme (UNEP) and the UNEP DTU Partnership (UDP) together with National Technical Institutions (NTIs) that will deliver in-country technical assistance led by UDP.

“NDC Action” will be implemented under the technical and political guidance of the Environmental Protection Agency (EPA) as the Lead Project Focal Government entity in Ghana. The EPA, in collaboration with the Ministry of Environment, Science, Technology and Innovation (MESTI), the National Development and Planning Commission (NDPC), and the other line ministries primarily responsible for the two sectors that will be prioritized to receive support under this project, as additional Project Focal Government entities. Further, the project will seek to engage organizations and stakeholders considered key for accelerating Ghana NDC implementation and supporting the creation of enabling environment for increasingly ambitious NDCs.

To achieve the adaptation and mitigation goals of the Nationally Determined Contributions (NDCs), countries need to translate their broad NDCs into specific actions. NDCs typically list these actions, but the descriptions often lack specificity and details and are generally weak on institutional arrangements and transparency.

By translating Ghana NDC into sectoral portfolios of policies and programmes, and providing tailor-made technical assistance to relevant actors of change, the “NDC Action” will bridge the gap between the content of the NDC and the information and capacity required for its implementation in the two sectors prioritized for receiving support in the frame of this project. Further, the project will:

* secure a multi-stakeholder and high-level engagement at national level;
* support the development of investment plans for the two priority sectors with private sector’s and financial institutions’ involvement in the process;
* support the development of at least one proposal up to its financial close and submit it to available financial channels for funding; and
* facilitate experience-sharing across sectors in Ghana and with other countries regionally.

## Objectives:

The project activities will leverage on existing NDC coordination mechanisms and implementation support in the country. The National Project (Senior and Junior) Coordinators who will be embedded in Ghana's EPA, will work in tandem to achieve the expected Outcomes and Outputs of the “NDC Action” project in Ghana (with the Junior Coordinator answering to the Senior Coordinator and providing all needed facilitation support and assistance as required by Senior Coordinator). Their work will include *inter alias* supporting the operation of any 'NDC Team' mobilized nationally by the government for undertaking NDC activities, and that is tasked with coordinating Ghana NDC implementation, through: preparing regular update reports on implementation for the 'NDC Team', and supporting the organization of workshops, meetings, overall planning, organization and implementation of the “NDC Action” project activities in close cooperation with UNEP, UDP and the NTI(s).

## Roles and Responsibilities:

A. In order to achieve the expected Outcomes and Outputs of the “NDC Action” project, the embedded National Project (Senior and Junior) Coordinators will perform the following roles and responsibilities, under EPA’s day-to-day supervision, UNEP Regional Climate Change coordinator’s strategic guidance and UDP NDC Action Sub-Saharan Africa Focal person’s operational guidance:

B. Support “NDC Action” project implementation and management

1. General project implementation and management:
   1. Develop, in consultation with EPA, UNEP, UDP and the NTI(s), the “NDC Action” project work plan – to be validated by the EPA- and maintain it up to date as changes occur;
   2. Ensure a smooth and close cooperation as related to NDC Action project implementation between EPA, NDPC, the line ministries having responsibility over the two priority sectors, UNEP and UDP;
   3. Liaise with the NTI(s) and ensure that the technical assistance is aligned with national and sectoral policies and strategies on climate change, Ghana’s multisectoral NDC implementation plan, and constitute a solid base for the future revision of Ghana NDC;
   4. Monitor timely delivery of project activities and ensure the project progress is on track against annual and quarterly work plans;
   5. Prepare quarterly project progress reports against set targets and indicators, with analysis of evidence of progress towards planned outputs according to schedules and submit to the supervisory team (i.e. EPA, UNEP’s regional Climate Change coordinator and NDC Action project manager, and UDP’s NDC Action Project Focal person for Sub-Saharan Africa) in a timely manner;
   6. Help identify emerging challenges and critical issues and work with EPA, UDP’s NDC Action Project Focal person for Sub-Saharan Africa and UNEP Regional Climate Change coordinator in addressing these challenges;
   7. Help with the organization and facilitation of national multi-stakeholder consultation meetings and regional events for “NDC Action” project, cooperating with the NTI(s) as necessary;
   8. Facilitate the country missions of UNEP and UDP staff and consultants.
2. Drive energetically components 2 and 3 of the “NDC Action” project -considered the most catalytic in driving project results and fostering their further uptake- by:
   1. demonstrating how the cross-sectorial actions on the ground can feedback empirical data to the coordination mechanisms;
   2. then demonstrating how this empirical data once received by the coordination mechanisms, inform already existing investment plans; and
   3. amending these investment plans as needed to make them more relevant and responsive to practical areas that can work on the ground.
3. Explore and develop synergies between “NDC Action” project and other NDC implementation support activities, and facilitate peer-learning:
   1. Based on the collection of information as per activities A. 1) a) and A. 2) a), propose to other development partners to carry out jointly/collaboratively selected activities for maximum efficiency by avoiding duplication of efforts;
   2. Participate in events and meetings in Ghana that are relevant to NDC implementation;
   3. Prepare 6-monthly (biannual) short reports on the overall status of NDC support activities and NDC implementation in Ghana;
   4. Prepare write-ups on project activities and success in Ghana and share with project partners (EPA, NDPC, sectoral line ministries, technical institutions, UNEP, UDP) from time to time for communications and dissemination; and
   5. Coordinate Ghana’s contribution (by proposing topics to be highlighted, helping develop content, identifying speakers, etc.) to Regional peer-learning yearly events organized by the “NDC Action” project and help organize these events (particularly when hosted by Ghana).

## Reporting

The embedded National Project Coordinators will report on a day-to-day basis to the project focal point at EPA, while following UNEP Regional Climate Change coordinator’s strategic guidance and UDP NDC Action Sub-Saharan Africa Focal person’s operational guidance and will have regular teleconference (at least one per month) with them.

Preparation of quarterly reports and monthly updates together with monthly statements of project-related expenses verified and approved by both EPA and UNEP NDC Action project manager, will be required for ensuring good quality of work and timely payments of services.

In summary, the embedded National Project Coordinators will provide the following updates and reports (asdetailed above and in the Roles and Responsibilities section):

* regular updates on implementation of NDC actions (see 3. A. 1) b))
* regular updates on status of outside support received for NDC implementation (please refer to see 3. a. and 2. b above)
* monthly activity reports for the national project focal point at EPA (as per above)
* approved monthly statements of project-related expenses (as per above)
* quarterly “NDC Action” project progress reports (please refer to 3.b. and 1.d above)
* 6-monthy short reports on the overall status of NDC support activities and NDC implementation in Ghana (please refer to 3.b. and 3.c. above)

## Required Skills and Experience:

The successful candidates for the embedded National Project Coordinator positions will have the following profile:

* + University degree (postgraduate for Senior Coordinator and first degree for Junior Coordinator) in either (or combination of) public administration, development, natural resource management, the environment or a science, or socio-economic related field
  + Years of experience in areas of work related to climate change policy development and analysis and institutional assessment and capacity building in relation to climate change mitigation and adaptation (at least 10 years for Senior Coordinator and at least of 5 years for Junior Coordinator)
  + Experience working with the Government of Ghana is an asset
  + Experience in program development and implementation is an asset
  + Experience in climate finance is an asset
  + Experience in clean energy and agricultural sectors is an asset
  + Excellent skills and experience in stakeholder engagement and facilitation
  + Excellent communication skills in written and spoken English
  + Professional experience of working with the United Nations projects would be an added advantage
  + Ability to work under pressure, with short lead times.

**Additional information**

The Senior Coordinator position can be a part-time but the Junior Coordinator Position is a full time role. The exact division of hours between the Senior and Junior Coordinators would be done by the evaluation panel based on several key factors indicated above including (but not limited to) relevant skills and experience, consultant rates (etc.) of shortlisted candidates).