



## Terms of Reference for Consultant - Knowledge Management and Reporting Analyst

**January 28-February 28**

### Africa Adaptation Programme (AAP)

#### PROJECT SUMMARY

**Project Title:** Supporting Integrated and Comprehensive Approaches to Climate Change Adaptation in Africa [the Africa Adaptation Programme (AAP)]

**Project ID:** PIMS 4232

**Countries:** Burkina Faso, Cameroon, Congo, Ethiopia, Gabon, Ghana, Kenya, Lesotho, Malawi, Mauritius, Morocco, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Tanzania and Tunisia [20 countries]

#### 1. General Background

In 2009, UNDP launched a US\$92.1 million Climate Change Adaptation Programme for the African continent, titled “Supporting Integrated and Comprehensive Approaches to Climate Change Adaptation in Africa” (hereafter called the Programme). Under this Programme supported by the Government of Japan, UNDP will assist 20 countries across the African continent in incorporating climate change risks and opportunities into national development processes to secure development gains under a changing climate.

The Programme aims to achieve the following key outcomes:

- Countries have introduced dynamic, long-term planning mechanisms to cope with the inherent uncertainties of climate change
- Countries have built leadership and developed institutional frameworks to manage climate risks and opportunities in an integrated manner at the local and national levels
- Countries are implementing climate-resilient policies and measures in priority sectors
- Financing options to meet national adaptation costs have been expanded at the local, national, sub-regional and regional levels
- Knowledge on adjusting national development processes to fully incorporate climate change risks and opportunities is being generated and shared across all levels

#### 2. Purpose and Scope of Work

A Knowledge Management and Reporting Analyst is needed to assist in the development of legacy and knowledge products on the AAP. He/she will assist in preparing AAP’s plan for sustaining results, including documenting lessons learned and storage of products produced under AAP for use in future programmes. He/she will also be responsible for the dissemination of positive developments and results in the programme through different communications channels. He/she will also provide support in reporting to the donor, providing information to other important stakeholders and meeting UNDP HQ reporting requirements.

The Knowledge Management and Reporting Analyst will report to the Climate Specialist of the AAP and

Environment and Energy Group, UNDP in New York (HQ).

The main roles and responsibilities are as follows:

- Contribute AAP inputs to UNDP reporting and briefing notes for high-level meetings (i.e. missions to Japan, Strategic Plan, Annual Business Plan)
- Raise visibility of AAP publicly through organizing events such as brownbag lunches and seminars, as well as international meetings, through side events (TICAD V)
- Organize final AAP Board Meeting(s) and all follow-up necessary (i.e. meeting summary)
- Assist in dissemination of information on the AAP, such as news articles and discussion papers as part of outreach strategy through mediums such as Adaptation Learning Mechanism, Teamworks and AAP website
- Ensure sustainability of AAP lessons (i.e. transferring information from AAP website to CC-Map, UNDP website, Teamworks and ALM). Integrate AAP lessons and results into Climate Change Policy team initiatives.
- Contribute to discussion/lessons learned papers on climate change adaptation/AAP. Discussion papers topics may include: stakeholder engagement, programmatic approaches to adaptation, and adaptation and: poverty, governance, water, capacity development
- Provide logistical/operational support for final evaluation and share final evaluation widely
- Provide logistical/operation support for results and lessons learned exercise and share final document widely
- Develop key contacts and partnerships with universities and research institutes. The purpose of these partnerships could be to share knowledge on achievements and lessons learned of AAP to build upon for future programmes of the UN, and other organizations

### **3. Expected Outputs and Deliverables**

The Knowledge Management and Reporting Analyst will be expected to complete the following deliverables with product clearance from the Climate Specialist:

- Financial and substantive reports and briefs to donor, UNDP HQ and other stakeholders on results, lessons, successes, etc. of AAP
- Updating of information on countries on AAP website and transferring this information to other UNDP systems – UNDP website, Teamworks, CC-Map and ALM
- Publishing of news articles, other communications products and dissemination of products
- Execution of AAP Board Meetings and other necessary high-level meetings
- Execution of internal and external events (brown bag lunches, side events (in New York and abroad))

### **4. Institutional Arrangements**

The Knowledge Management and Reporting Analyst will be expected to complete all deliverables with product clearance from the Climate Specialist

Monitoring and reporting:

- Monthly reports will be submitted to supervisor (Climate Specialist of the AAP and Environment and Energy Group, UNDP in New York (HQ)) on progress, challenges, actions taken
- A Performance Evaluation will take place at the end of contract

### **5. Duration of Work**

The contract period will be from January 25<sup>th</sup>, 2013 through February 28<sup>th</sup>, 2013. This is a critical period for the duties to be carried out as part of Programme completion.

### **6. Duty Station**

The Duty Station will be UNDP HQ offices, New York, NY.

### **7. Qualifications and Experience**

#### **a. Education (level and area of required and/or preferred education)**

- Master's degree in environment, development, or a related field required

<p><b>b. Work Experience (List number of years and required work experience. Clearly distinguish between required experience and experience which could be an asset)</b></p>
<ul style="list-style-type: none"> <li>• At least 2 years relevant experience on climate and development issues</li> </ul>
<p><b>c. Key Competencies (Technical knowledge, skills, managerial competencies or other personal competencies relevant to the performance of the assignment. Clearly distinguish between required and desired competencies)</b></p>
<ul style="list-style-type: none"> <li>• Experience in researching and drafting publications, presentations, and other outreach products related to climate change and development</li> <li>• Demonstrated technical understanding of climate change and its relationship with development issues</li> <li>• Familiarity with UNDP's strategic plan and operations is an asset</li> <li>• Work experience in an international organization is desirable</li> <li>• Experience in developing workshops and events for a range of audiences</li> <li>• Experience with developing countries is an asset</li> <li>• Experience in the use of computers and office software packages (Word, Excel, Powerpoint)</li> <li>• Excellent knowledge of English, with demonstrated writing, presentation and communication skills</li> <li>• Fluency in another UN language is an asset</li> </ul>
<p><b>8. Scope of Price Proposal and Schedule of Payments</b></p>
<p>The selection of the successful candidate will include both substantive and financial comparison (70/30 weighting respectively).</p> <p>Financial offers should be submitted in a “lump sum” for the total duration of the contract.</p> <p>Payments will be made at the end of each calendar month once monthly reports have been verified by the supervisor. Payments will be made in line with the relative time completed and associated deliverables.</p>
<p><b>9. Application Format and Required Documents (Requested Presentation of Offer)</b></p>
<p>In order to be considered for the position, all applications must include the following:</p> <ol style="list-style-type: none"> <li>a) Duly accomplished <b>Letter of Confirmation of Interest and Availability (which includes the financial offer) using the template provided by UNDP;</b></li> <li>b) <b>P11 form</b>, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;</li> </ol>
<p><b>10. Criteria for Selection of Best Offer</b></p>
<p>Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%</p>

