



Caribbean Community Climate Change Centre

Empowering People to Act on Climate Change

A vacancy exists for an **NDC Regional Coordinator**

TERMS OF REFERENCE

OVERVIEW

- A. Job title:** NDC Regional Coordinator within the Programme Development and Management Unit (PDMU) at the Caribbean Community Climate Change Centre (CCCCC)
- B. Type of position:** Contract
- C. Duty Station:** CCCCC Headquarters, Belmopan, Belize
- D. Duration of appointment:** 12 months with the possibility of renewal. Start immediately.
- E. Reports to:** Head of Programme Development and Management Unit (PDMU)

1. BACKGROUND

- 1.1. The Caribbean Community Climate Change Centre (CCCCC) was established by an Agreement signed in February 2002 but it was officially opened in August 2005. Membership is open to all Member States and Associated Member States of the Caribbean Community (CARICOM) on an optional basis. In 2013, the CCCCC was registered with the United Nations under Article 102 of the Charter of the United Nations and designated as a Centre of Excellence by the United Nations Institute for Training and Research (UNITAR). Its staff comprises a cadre of highly qualified professionals.
- 1.2. The CCCCC has the mandate to coordinate the Caribbean Community's (CARICOM) response to climate change as well as provide climate change-related policy advice and guidance to CARICOM Member States. As part of its effort to continuously execute its mandate, the CCCCC has developed a Regional Readiness Project with the support of CARICOM Member States and the Green Climate Fund (GCF), aimed at building greater capacity within the CCCCC, especially within its Programme Development and Management Unit (PDMU). This capacity is essential for identifying and shaping impactful, transformative, sustainable, innovative and replicable projects for submission to various climate financing windows.
- 1.3. The CCCCC operates as a self-sufficient organisation and covers its operating and capital cost primarily through indirect project-related costs generated when performing the functions of implementing and executing agency for regional projects.
- 1.4. The CCCCC collaborates with multiple regional and international partners in fulfilling its mandate and has successfully implemented and executed projects funded by agencies that include multilateral entities, such as the: Green Climate Fund (GCF), European Union (EU), German Development Bank (KfW), Inter-American Development Bank (IADB), World Bank (WB), Caribbean Development Bank (CDB), Global Environment Facility (GEF) and the United Nations Development Programme (UNDP). The CCCCC has also partnered bilaterally, with entities such as the United Kingdom Department for International Development (UK DFID), United States Agency for International Development Eastern and Southern Caribbean Office (USAID ESC), and the Governments of Italy, the Hellenic Republic of Greece and Australia.
- 1.5. On July 09, 2015, the CCCCC was accredited as a regional implementing entity by the Board of the GCF, a key multilateral financing mechanism to support climate action in developing countries. As a regional direct access entity, the CCCCC has the mechanism, which includes the Regional Framework for Achieving Development Resilient to Climate Change and its Implementation Plan, to coordinate climate action in the region. Utilizing a bottom-up approach, the aim is to develop bankable projects, both national and regional, consistent with national priorities, the Regional Framework, GCF's strategic results area and investment criteria and the Sustainable Development Goals (with specific reference to Goal 13).

- 1.6. In line with its mandate of coordinating the region's response to climate change, the CCCCC in 2019 began leading and coordinating the process of revising and updating strategic climate change frameworks for the region. It achieved the updating of the Climate Change and the Caribbean: The Revised Regional Framework for Achieving Development Resilient to Climate Change (2019-2029) (hereinafter referred to as "the Regional Framework"). The regional framework compiles a comprehensive list of eleven Strategic Elements and associated Goals towards enhancing the resilience of the region and ensuring that the welfare of Caribbean residents is not adversely impacted by the multi-faceted impacts of climate change.
- 1.7. The framework, though regional, takes account of interational conventions, agreements and frameworks such as the Paris Agreement, UNFCCC, the United Nations SGDs, SAMOA Pathway, etc. The Paris Agreement in particular, obligates countries to develop and submit National Determined Contributions (NDC) on five year intervals to communicate national progression in ambition. Similarly, the UNFCCC mandates countries to submit National Communications on four year intervals documenting national GHG inventories, and mitigation/adaptation strategies. Consequently, the regional framework incorporates such mechanisms as part of its strategic element and goals structure. For instance, SE1 refers to the Integration of climate change adaptation and mitigation strategies and actions into the development portfolios of Member States. Goal 1.4 refers to Regional and national institutional frameworks to enable and support adapatation and mitigation actions are strengthened. Goal 9.1 is also relevent as it refers to Monitoring, evaluation and reporting frameworks are established and functioning.
- 1.8. The Regional Framework envisages that the CCCCC would have the responsiblity of providing technical support and guidance as required by implementing agencies and countries and mobilizing requisite financial and other resources for implementation of the framework.
- 1.9. In 2021, the CCCCC commissioned the development of its Strategic and Implementation Plan (SIP 2021-2025). The SIP provides a roadmap for the work of the CCCCC and highlights its major priorities between the period 2021 and 2025. Such priorities, documented across five (5) Strategic Objectives and eleven (11) Outcomes, illustrates the CCCCC's approach in fulfilling its mandates in coordinating the regional response to climate change and resource mobilization.
- 1.10 Towards initiating the strategic obligations and frameworks defined in the Regional Framework and the SIP, in 2021 the CCCCC sought and received GCF financing via a regional Readiness & Preparatory Support Project entitled "Strategic Actions for advancing climat eactions in CARICOM Member States". This 30-month project aims to enhance the capacity of CARICOM Member States to scale up actions to adapt, manage and reduce the effects of climate climate through increased access to climate data and innovative tools for evidence-based decision making, increased ability of member states to fulfil their commitments to the UNFCCC, and increased access to climate finance to address national and regional climate change adaptation and mitigation priorities.

It is against this background that the CCCCC is hiring an NDC Regional Coordinator to support the CCCCC in standardizing the coordination, monitoring and reporting obligations of CARICOM Member States to the Regional Framework for Achieving Development Resilient to Climate Change and onward to the UNFCCC.

2. OBJECTIVES OF THE POSITION

2.1. The objectives of this position are to (a) provide technical support to the CCCCC in the development and implementation of a regional coordinating mechanism for the standardized preparation, implementation, and monitoring, reporting and verification (MRV) associated with the Nationally Determined Contributions (NDC) of CARICOM Member States and (b) to provide support to the CCCCC in engaging with the UNFCCC, NDC Partnership, and other relevant regional/international partners.

2.2. The NDC Regional Coordinator is expected to achieve these objectives through the following approaches:

- (i) Engagements with Member States to identify gaps and opportunities for strengthening national framework and approaches to updating NDC aligned with UNFCCC guidelines
- (ii) Analysis of sectoral, national, and regional development resilience priorities, nested within national development strategies, plans, or public sector investment programmes (PSIPs) to combat climate variability and change.
- (iii) Enhancement, development, standardization of methodologies and tools for the monitoring, reporting and verification of data related to NDC and the Regional Framework.
- (iv) Provision of technical support to the CCCCC in formulating policy positions, strategic communication, and engagement with the UNFCCC, NDC Partnership, AOSIS, regional intergovernmental organizations and partners; and
- (v) Provision of technical support to the CCCCC in positioning its project/programme portfolio to deliver on priorities of NDCs, the CCCCC's SIP and the Implementation Plan to the Regional Framework.

3. SCOPE OF WORK

In carrying out his/her assignment, the NDC Regional Coordinator is required to employ a collaborative approach and close engagement with Member States and their focal points on Climate Change in standardizing a regional NDC Coordinating Mechanism and in positioning the CCCCC towards effective engagement with the UNFCCC, NDC Partnership and other regional and international partners.

Towards this end, the NDC Coordinator is expected to carry out the following specific duties and responsibilities at minimum:

Tactical Duties:

1. With support of internal and external parties, guide the development of an appropriate NDC coordination mechanism/framework to standardize NDC development and implementation efforts and reporting to the UNFCCC.
2. Such coordination mechanism should include periodic stock take analysis of current NDC across the CARICOM region. This should be inclusive of the collection and analysis of data on implementation status, performance targets, resource needs, institutional arrangement at the national and regional level.
3. Supply periodic internal reports on country-specific and regional progress towards NDC implementation and commitments to UNFCCC. Such reports should also analyze the CCCCC's technical and fiduciary contributions to that process.
4. Supply periodic reports on the contributions and impacts NDC implementation are having on the implementation of the CCCCC Strategic and Implementation Plan (SIP) and the Regional Framework for Achieving Development Resilient to Climate Change.
5. Working closely with the CCCCC's Communication Unit in developing communication pieces and knowledge products on NDC implementation in the region.

Strategic Duties:

6. Provide support to enhancing the climate agenda of CARICOM Member States embedded within NDCs and within the work of the CCCCC by identifying opportunities for its project/programme portfolio to fill existing capacity and resource gaps at both national and regional levels.
7. Support the CCCCC and CARICOM Member States in identifying complementarity between the NDC priorities and other national/regional projects; leveraging partnerships and resources to achieve NDC targets. Such analytical work should define common needs in capacity, technology transfer, resource mobilization for which a regional-level activity will be more resource efficient while achieving greater impact.
8. Provide support to the CCCCC in building partnerships with other development partners keen on advancing NDC implementation across the region. The coordinator would therefore need to keep abreast of donors' and the NDC Partnership's activities and priorities in the region.
9. Provide support to the CCCCC in ensuring its meaningful participation in multilateral, bilateral climate change regimes including, but not limited to, UNFCCC Conference of the Parties, CARICOM Heads of Government Conferences, Council for Trade and Economic Development, Forums and Dialogues, etc.
10. Ensure communication and knowledge sharing among CARICOM Member States and other partners related to NDC implementation. This may include organizing webinars; facilitating south-south cooperation and exchanges; supporting CARICOM Member States in showcasing their experience on regional and international platforms.

Administrative duties:

11. Collaborate with other members of the PDMU, Finance and Procurement in development and management of project ideas, concept and proposals that are included in the CCCCC SIP and the Regional Framework and Implementation Plan, and the Entity Work Programme (EWP).
12. Liaising with national, regional, and international stakeholders and donor institutions as necessary.
13. Provide support to the CCCCC in organizing and executing stakeholder consultations, national and regional dialogues.
14. Where necessary represent the organization at national, regional, and international conferences and workshops, and making presentations on the work of the CCCCC.
15. Collect and/or develop data products including maps and geo-informatics, tools, vulnerability and risk assessments, historic and projected climatic data, socio-economic data, and environmental data.
16. Prepare work plans, procurement plans, progress reports, annual reports and other reports that may be required.
17. Support the facilitation of assigned project activities/events including the drafting of Terms of References, evaluating potential vendors and service providers and preparing payment memos.
18. Support and contribute towards the implementation of the CCCCC's Strategic and Implementation Plan, Gender Framework, and other guiding policies and strategies; and
19. Any other duties that may be assigned from time to time for the effective and efficient delivery of services within the PDMU

4. EXPECTED DELIVERABLES

The principal deliverables of the NDC Regional Coordinator will be:

1. A Collaborative/ Coordinating Mechanism/Framework to support the standardization of NDC development, implementation, progress tracking, and reporting for the CARICOM Region. This mechanism should incorporate tools and matrices allowing for effective tracking of NDC updating, institutional arrangements, stakeholders and partners, costing and budget, and a results framework with associated monitoring and evaluation plan. This mechanism should also clearly define the roles of institutions involved in the development of NDC within the region; particularly that of the NDC Partnership.
2. A Gap Assessment Report of national framework and approaches to NDC revision and implementation across the CARICOM Region and alignment with the

UNFCCC guidelines. This report should be generated from data extracted and analyzed from the coordinating mechanism

3. Quarterly Internal Reports on NDC implementation status for the CARICOM Region inclusive of the CCCCC efforts and investments in advancing national and regional commitments to the UNFCCC inclusive of NDCs. Such reports should illustrate linkages with the Gap Assessment Report as a baseline and the CCCCC SIP and Regional Framework for Achieving Development Resilient to Climate Change as targets.
4. An Annual Report on the Collaborative/ Coordinating Mechanism for the CARICOM emphasizing national progress towards NDC implementation, partners and partnerships, resource mobilization and successes/impacts being realized across the region. Similarly, publications should illustrate linkages with the Gap Assessment Report as a baseline and the CCCCC SIP and the Revised Regional Framework and its Implementation Plan as targets.
5. Periodic reports, proposals, and other tools documenting the CCCCC's engagement at national, regional and international forums and events pertaining to the region's climate agenda, NDCs and the UNFCCC.

5. CHARACTERISTICS OF THE POSITION

Estimated Timeline of Position: The initial contract duration is for one (1) year with a probationary period of three (3) months, and subject to extension for at least one (1) additional year contingent on performance and further contract renewal contingent on performance and availability of funding.

Location: The successful candidate will be contracted full-time to the CCCCC's Headquarters in Belmopan, Belize, with travel to Member States as necessary.

Start date: The successful applicant will be expected to commence work immediately on appointment.

Remuneration: An attractive package awaits the successful candidates. Package takes into consideration that the NDC Regional Coordinator is expected to work beyond the normal working hours.

6. QUALIFICATIONS AND EXPERIENCE:

6.1. Academic requirement

Candidates are expected to have at least:

- A Master's in Project Planning/Development, Development Studies, Finance, Climate Change, Environment Science/Management, Economics or related discipline.

6.2. Professional requirement

Candidates are expected to have:

- A minimum of three (3) years proven experience in undertaking assessments of national and regional frameworks, preferably in the CARICOM region,
- Proven experience and knowledge of Nationally Determined Contributions (NDC) and the UNFCCC processes.
- Knowledge of the Climate Change threats, development imperatives and socio-cultural dynamics in the Caribbean Region
- Proven ability to generate and sustain ongoing consultation and meaningful participatory processes with a wide cross section of stakeholders throughout the duration of the period of employment
- Demonstrated ability to work independently and within a multi-disciplinary team of experts involved in project/programme design and implementation
- Excellent communication skills, inclusive of spoken and written English
- Computer experience with competence in Microsoft Office, Excel, GIS, etc.
- Be a national of one of the CARICOM Member States

7. REPORTING AND COORDINATION:

7.1. The NDC Regional Coordinator will work within the PDMU and closely with staff within the various sub-units and will report directly to the Head of PDMU.

7.2. The Regional Coordinator will have day-to-day interactions with Senior Management, other Project Development Specialists, Project Managers, Procurement Officers, LIDAR Technical Personnel, Finance and Human Resources.

8. SUBMISSION OF APPLICATION

8.1. Submission Package

Applicants wishing to signal their interest in undertaking the prescribed work are to email or otherwise submit:

- a) Motivation letter outlining how experience, skills, qualifications, and professional associations fit with the required job description.
- b) Detailed Curriculum Vitae or Resume with full details of experience, achievements, qualifications, and reference contact information,
- c) Three (3) Recommendation Letters from past employers
- d) Proof of CARICOM Nationality
- e) Copies of Degrees and Certificates

8.2. How to Apply

Applications should be clearly identified as – **“Vacancy for NDC Regional Coordinator”** in the subject matter of the email and be submitted as one PDF file (in the order listed above) via an email to:

*Ms. Ethlyn Valladares
Human Resource Administrator
Caribbean Community Climate Change Centre (CCCCC)
3rd Floor, David L. McKoy Business Centre, Bliss Parade
Belmopan City, Belize, C.A.
Tel: +(501) 822-1094 or 1104
Email: hr@caribbeanclimate.bz*

8.3. Deadline for submission of applications:

**Thursday October 27th, 2022 at 9:00am Belize time (GMT-6).
Late applications will be rejected.**

8.4. Additional notes:

- A short list will be derived based on the experience and qualifications as determined on the basis of submissions.
- Only candidates who are short-listed will be contacted.
- The CCCCC is committed to achieving workforce diversity in terms of gender, nationality and culture.
- All qualified individuals are equally encouraged to apply.
- All applications will be treated with strict confidentiality.