

Terms of Reference for the NDC Action Project’s National Coordinator

Position: NDC Action Project: National Coordinator (Uganda)

Project Title: NDC Action Project

Location: Kampala, Uganda

Duration: 12 Months (subject to the renewal of the mandate and availability of funds.)

1. 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 Uganda 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 Ministry of Water and Environment/ Climate Change Department (MWE/CCD) as the Lead Project Focal Government entity in Uganda, and in collaboration with the National Planning Authority (NPA), the Ministry of Finance Planning and Economic Development (MoFPED) and the 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 contribute to the implementation of the Uganda NDC Partnership Plan and engage organizations and stakeholders supporting governments priorities in accelerating Uganda NDC implementation and for raising its ambition.

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 (particularly regarding adaptation) and are generally weak on institutional arrangements and transparency.

By translating Uganda’s NDC into sectoral portfolios of policies and programmes, and providing tailor-made technical assistance to relevant actors of changes, the project 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 the 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 with international and/or domestic, and public and/or private, financing secured; and
- facilitate experience-sharing across sectors in Uganda and with other countries, regionally.

2. Objectives:

The NDC Action Project’s National Coordinator will manage and ensure achievement of the expected Outcomes and Outputs of the NDC Action Project in Uganda. While this role will be embedded at the technical level with the MWE/CCD and under supervision of the NDC focal point for Uganda, the functions will cascade upwards to the strategic level and also downwards to get feedback from groundwork and complete current support provided by the NDC Partnership In-country facilitator.

The project will leverage on already existing coordination mechanisms in the country. This will include *inter alia* supporting the operation of National Climate Change Policy Committee (NCCPC), or Policy Committee on Environment, and its National Climate Change Advisory Committee (NCCAC), relevant desk offices at sectorial ministry level as well as empirical feedback from the District Environment

Management Committees (DEMC) and District Disaster Management Committees (DDMCs). The National Coordinator will work closely with the NDC Partnership In country Facilitator who has the overall responsibility of coordinating the NDC implementation in the country to ensure the work of the NDC Action Project is aligned and contributes to the implementation of the partnership plan and the existing reporting mechanisms. Engagements will be through regular update/progress reports on implementation of the project and supporting organization of meetings, overall planning, organization and implementation of the Project in country with close cooperation of national technical institutes. National Coordinator will be based in Kampala, Uganda, in the MWE/CCD.

3. Roles and Responsibilities:

In order to achieve the expected Outcomes and Outputs of the NDC Action Project, National Coordinator will perform the following roles and responsibilities, under the NDC focal point / UNFCCC focal day-to-day supervision, UNEP Regional Climate Change coordinator's strategic guidance and UDP NDC Action Sub-Saharan Africa Focal person's operational guidance:

A. Support MWE/CCD NDC implementation coordination

In collaboration with the NDC Partnership In country Facilitator, the NDC Action Project will support MWE/CCD, as the entity responsible for NDC Implementation Coordination, in undertaking regular review of implementation and coordination with other line ministries to facilitate the implementation of the Uganda NDC by:

- 1) Convening coordination meetings through: existing coordination mechanisms at national and local governments including NCCPC, NCCAC, and the DEMC/DDMCs among other key entities; desk offices in relevant sectorial ministries; and the Parliamentary Committee of Climate Change. To this end, the National Coordinator will undertake:
 - a) collecting information on implementation of NDC actions by line ministries and other relevant actors including private sector, industry, civil society organizations, and institutions at national and district level as appropriate through regular meetings, email and phone communications;
 - b) preparing regular updates on implementation of NDC Action Project; and
 - c) supporting the organization of NDC coordination meetings and other relevant events for NDC implementation coordination.
- 2) Supporting MWE/CCD in tracking outside support for NDC implementation by:
 - a) collecting information on other ongoing and planned NDC implementation support, through regular meetings, email and phone communications, with other development partners, including United Nations sister organizations, and bilateral/multilateral funding agencies; and
 - b) preparing regular updates on status of outside support received for NDC implementation.
- 3) Supporting MWE/CCD in strengthening institutional mechanisms for optimal NDC implementation by:
 - a) assessing Uganda's NDC coordination mechanisms, comparing them against best practices elsewhere as relevant, and identifying areas for improvement;
 - b) proposing options for strengthening NDC implementation coordination; and
 - c) implementing through institutionalizing some of the options proposed (those validated by MWE/CCD) to strengthen institutional mechanisms for optimal NDC implementation in Uganda.
- 4) Supporting MWE/CCD's oversight function of the Committees on climate change at both strategic and operational level including NCCPC, NCCAC, desk offices in relevant sectorial ministries and the DEMC/DDMC among other key entities by:

- a) developing and/or reviewing meeting materials and other materials for MWE/CCD members and meetings; and
- b) facilitating MWE/CCD's leadership in integrating lessons into policy / amending investment plans and collating and channelling feedback data from ground empirical actions to inform policy / investments.

B. Support "NDC Action" project implementation and management

- 1) General project implementation and management
 - a. Develop, in consultation with UNEP, UDP and the NTI(s), the "NDC Action" project work plan, get it validated by MWE/CCD, and maintain it up to date as changes occur;
 - b. Ensure that NDC project activities are aligned with national and sectoral policies and strategies on climate change, Uganda's NDC implementation plan, and constitute a solid base for the future revision of Uganda NDC;
 - c. Liaise with the NTI(s), making sure that the technical assistance provided by the project is aligned with Uganda Government's policy priorities for climate change;
 - d. Monitor timely delivery of project activities and ensure the project progress is on track against annual and quarterly work plans;
 - e. 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. MWE/CCD, 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;
 - f. Help identify emerging challenges and critical issues and work with MWE/CCD, UDP's NDC Action Project Focal person for Sub-Saharan Africa and UNEP Regional coordinators in solving these challenges;
 - g. Help with the organization and facilitation of national multi-stake holder consultation meetings and regional events for "NDC Action" Project, cooperating with the NTI(s) as necessary;
 - h. Facilitate the country missions of UNEP and UDP staff and consultants;
 - i. Ensure a smooth and regular political coordination between MWE/CCD and the line ministries having responsibility over the two priority sectors, the UDP's NDC Action Project Focal person for Sub-Saharan Africa and UNEP Regional Climate Change coordinator.
- 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:
 - a. demonstrating how the cross-sectorial actions on the ground can feedback empirical data to the coordination mechanisms;
 - b. then demonstrating how this empirical data once received by the coordination mechanisms, inform in turn already existing investment plans; and
 - c. 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 project synergies between "NDC Action" project and other NDC implementation support activities, and facilitate peer-learning:
 - a. Based on the collection of information as per activities A. 1) a) and A. 2) a), propose cooperation with other partners in carrying out selected activities for maximum efficiency and for avoiding duplication of efforts;
 - b. Participate in events and meetings in Uganda that are relevant to NDC implementation;

- c. Prepare 6-monthly short reports on the overall status of NDC support activities and NDC implementation in Uganda;
- d. Prepare write-ups on project activities and success in Uganda, upon UNEP and/or UDP Communication officers' request, for inclusion in communication materials and dissemination; and
- e. Propose substance for Uganda's contribution to Regional peer-learning yearly events organized by the "NDC Action" project and help organize these events (particularly if/when hosted by Uganda).

4. Reporting

The National Coordinator will report on a day-to-day basis to the project focal point at MWE/CCD in consultation with NDC Partnership In-country facilitator, 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 telecalls (at least one per month) with them.

Monthly activity reports, together with monthly statements of project-related expenses verified and approved by both MWE/CCD and UNEP NDC Action project manager, will be required for ensuring good quality of work and timely payments of services.

The National Coordinator will provide the following updates and reports as detailed above and in the Roles and Responsibilities section:

- regular updates on implementation of NDC Action Project (see 3. A. 1) b))
- regular updates on status of outside support received for NDC implementation (see 3. A. 2) b))
- monthly activity reports for the Project (as per above)
- approved monthly statements of project-related expenses (as per above)
- quarterly "NDC Action" project progress reports (see 3. B. 1) d))
- 6-monthly short reports on the overall status of NDC support activities and NDC implementation in Uganda in consultation with the NDC Partnership In-country facilitator (see 3. B. 3) c))

5. Required Skills and Experience:

The successful candidate for the National Coordinator position will have the following profile:

- A university (preferably with a postgraduate) degree in either (or combination of) public administration, development, economics, natural resource management, the environmental science/studies, natural sciences or socio-economic related field
- At least 8 – 10 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.
- Experience working with the Government of Uganda is an asset
- Experience in program development and implementation is an asset
- Excellent skills and experience in stakeholder engagement and facilitation
- Excellent communication skills in written and spoken Luganda and English
- Professional experience of working with the United Nations projects would be an added advantage
- Ability to work under pressure, with short lead times.