



## Terms of Reference

### Project Coordinator

October 2023

#### BACKGROUND

The Green Climate Fund (GCF) is the world's largest dedicated fund established in 2010 within the framework of the United Nations Framework Convention on Climate Change (UNFCCC) as an operating entity of the Financial Mechanism to assist developing countries in addressing the impacts of climate change. Through providing and channeling climate finance to developing countries, the GCF plays a crucial role in serving the goals of the Paris Agreement on climate change, adopted in 2015.

The Government of the Republic of Namibia, through the Ministry of Environment, Forestry and Tourism (MEFT), has successfully obtained a readiness grant of USD 3 million from the GCF to develop Namibia's National Adaptation Plan (NAP). This three-year (2024 – 2026) project entitled "Strengthening Adaptation Planning and Coordination in Namibia" will support multi-sectoral, medium- to long-term adaptation planning and budgeting and promote the integration of climate change adaptation aspects into development planning processes and policies. This GCF NAP readiness project will achieve this objective through four inter-related outcomes:

- Adaptation planning governance and institutional coordination strengthened;
- Evidence basis used to design adaptation solutions for maximum impact;
- Private sector engagement in adaptation catalysed; and
- Adaptation finance increased.

The Namibia Nature Foundation (NNF) will serve as a Delivery Partner for the NAP, supporting and overseeing the project implementation. A Project Management Unit (PMU), housed at NNF, will be responsible for the implementation of the NAP. NNF, on behalf of the MEFT, is seeking to recruit a National Project Coordinator, who will be responsible for leading the PMU. This appointment duration will be for three (3) years, subject to annual performance reviews.

#### FUNCTIONAL RESPONSIBILITIES

Within the delegated authority and under the supervision of the Head of Technical Services and Policy, the NAP Project Coordinator will be responsible for:

##### *Project management*

- Provide management and coordination support across all outcomes of the GCF Readiness Project in Namibia;
- Prepare the implementation work plan for achieving activities outlined in the proposal in the allocated time frame;
- Support requests for proposals, quotations, specification sheets, and evaluation reports for the procurement of goods and services;
- Support the management and administration of payments locally, including receiving and handling cash disbursements and assisting with reconciling receipts and invoices;
- Ensure all procurement is in accordance with NNF and GCF financial and procurement policies;



- Support the drafting of terms of reference for consultants and facilitate the recruitment and selection process;
- Support and monitor the consultants' and subcontractors' work based on their terms of reference and evaluate the quality of the outputs;
- Lead, support, and contribute to the organization and delivery of workshops, meetings, dialogues, and other events of various sizes;
- Follow up on project-related travel arrangements or facilitation of virtual engagements.
- Provide internal and external updates about project progress, potential barriers, and proposed solutions; and
- Provide day-to-day technical inputs into project planning and implementation processes.

#### *NAP process coordination*

- Act as the key liaison between the MEFT and NNF;
- Coordinate with the project management team and technical staff in the preparation of the narrative and financial reports as required by GCF/UNOPS;
- Establish and actively maintain a network of partners and contacts engaged in efforts related to climate change adaptation, including individuals from governments, civil society organizations, the private sector, and academia;
- Document and provide inputs to case studies, statistics, and relevant updates, for the development of communications activities, knowledge products, and narrative reports;
- Participate in the planning, organization, and documentation of peer learning events, presentations, briefings, seminars, workshops, and other initiatives hosted or facilitated by the project, including identifying and inviting participants, developing agendas, and producing meeting reports;
- Support, as needed, the development of knowledge products and audio-visual materials; and
- Prepare internal – and external-facing presentations and materials to effectively communicate information about – and increase interest in – the project and its activities.

#### **EXPERTISE REQUIRED**

- A Master's or Doctorate degree in Natural Resource Management, Environmental Sciences, Environmental Economics, Development Studies, Social Sciences, Project Management or a closely related field;
- A minimum of 10 years of progressive experience in project management in relation to climate change adaptation, environmental management and/or sustainable development;
- Proven ability to engage in complex multi-stakeholder events and discussions;
- Excellent understanding of Namibia's environment and development issues;
- Experience in the integration of environment into sub-national and national development planning and budgeting processes, and institutional assessment and capacity building in relation to natural resources management and sustainable development is an added advantage;



- Experience in monitoring and reporting; and
- Experience of working with development partners.

## REPORTING

The Project Coordinator will work under the supervision of the Head of Technical Services and Policy.

## ADMINISTRATIVE INFORMATION

The indicative starting date for the position is December 2023 for three (3) years, subject to an annual performance review. Application should be sent to [info@nnf.org.na](mailto:info@nnf.org.na), stating "Project Coordinator – GCF NAP" in the subject no later than 17:00 on November 5, 2023. The location of the role is Windhoek, Namibia. The application should include:

- A Curriculum Vitae describing previously accomplished work related to project management and climate;
- Cover letter with indication of availability; and
- Certified copies of academic qualifications.

Previously disadvantaged Namibians, women, disabled persons, and youth are encouraged to apply for this position. Only short-listed applicants will be contacted and invited for interview and no documents will be returned.