



MINISTRY OF WATER AND ENVIRONMENT
CLIMATE CHANGE DEPARTMENT

TERMS OF REFERENCE

Position: National Project Coordinator – National Adaptation Plan (NAP), Uganda.

Project Title: Strengthening Adaptation Planning in Uganda (SAP)

Location: Kampala, Uganda

Duration: 42 Months

1. Background

The Government of Uganda, through the Climate Change Department (CCD) in the Ministry of Water and Environment (MWE) has obtained a grant from the Green Climate Fund (GCF) for a three and half (3.5) year project to build capacity for advancing National Adaptation Plan (NAP) process in Uganda. The UN Environment is the Delivery Partner for the project, with the role of supporting and overseeing the project implementation.

Effective climate change adaptation planning will help Uganda to manage the impacts of climate change. The main framework of addressing adaptation has been the National Adaptation Programmes of Action (NAPA) prepared in 2015 and updated in 2020. The NAPA addresses the urgent and short-term adaptation needs for the country. The NAP provides an opportunity for Uganda to address adaptation needs in the medium to long-term period and guide on integrating adaptation priorities, including ecosystem-based adaptation, into sector strategies, plans and budgets and national and sub-national development planning and budgeting processes. NAP process will contribute to the government's commitment to prioritizing climate change adaptation in its long-term development strategies including the National Development Strategy.

The two objectives of the NAPs are to:

- 1) Reduce vulnerability to the impacts of climate change, by building adaptive capacity and resilience;
- 2) Facilitate the integration of climate change adaptation, in a coherent manner, into relevant new and existing government plans, policies and programmes in particular development planning processes and strategies within all relevant sectors and at different levels, as appropriate.

Uganda launched the NAP process in 2017, put in place a NAP Core team and developed a NAP Road map as well as a Stocktaking report. The roadmap outlines a target timeline for the 17 different steps involved in the NAP process as per the UNFCCC guidelines. The stocktaking has identified available information on climate change impacts, vulnerability, risks, and gaps and needs of the enabling environment for the NAP process.

2. Scope of work

The National Project Coordinator for the Uganda NAP project will be responsible to lead the NAP process and preparation of the Uganda NAP together with its accompanying sectoral adaptation plans. Specifically, the National Coordinator will be responsible for the achievement of the following outcomes as stated in the financing proposal approved by the GCF by the end of the project period:

- i. Adaptation planning governance and coordination strengthened
- ii. Strengthened capacity for NAP planning and for future NAP processes.
- iii. Finance for adaptation secured
- iv. Lessons learned from NAP process disseminated

In addition, the National Project Coordinator will be responsible for ensuring that all the project resources (funds and consultant inputs) are effectively managed in accordance with the GCF-approved funding proposal and the tripartite Project Cooperation Agreement (PCA) between the Climate Change Department, Ministry of Water and Environment, the Ministry of Finance, Planning and Development , and the United Nations Environment Program (UNEP), and in accordance with the provisions of these agreements.

3. Specific Tasks:

In order to achieve the expected Project Outcomes, Outputs and Deliverables, the National Project Coordinator/Manager will perform the following tasks:

a) Project Management:

- Manage the day-to-day implementation of the project at national level and across sectors, including coordinating the delivery of activities and outputs (such as workshops, studies and publications);
- Ensure that project activities and results are delivered in accordance with the required quality standards and specified time and cost constraints;
- Coordinate the development of TORs and the identification, selection and recruitment /procurement of consultants or other service providers;
- Supervise, manage and provide technical review of the work and deliverables for both national and international consultants, as well as other service providers and partners;

- Supervise the Administrative assistant and Finance Officer to ensure that financial, procurement and human resource processes are managed in line with funding proposal and Project Cooperation Agreement provisions, and that records of project documents and assets/equipment lists, including financial and procurement documents, are maintained in accordance with audit requirements;
- Ensure the timely preparation of annual and semi-annual work plans, procurement plans and budgets for approval by the Project National Director and National Steering Committee on Climate Change, with prior endorsement of the GCF Focal Point and the UN Environment Task Manager;
- Regularly monitor and report on project performance and delivery to the Project National Director and the UNEP Task Manager, including quarterly progress reports, achievements, challenges encountered and proposed corrective actions;
- Prepare bi-annual project Interim Progress Reports for the GCF;
- Ensure timely preparation and submission of budget revisions, financial reports (including quarterly expense reports), and cash advance requests;
- Serve as Secretary to all NAP related committee meetings;
- Organize all NAP related meetings;
- Prepare all meeting documentations including quarterly progress reports and meeting minutes;
- Identify and resolve logistical and organizational issues under the guidance of the Project National Director, the GCF Focal Point and the UNEP Task Manager; and
- Undertake other NAP related tasks assigned by the National Project Director and/or the GCF Focal Point as part of the GCF NAP Project, and with concurrence of the UNEP Task Manager.

b) NAP Process Coordination:

- 1) Provide background information and inputs to studies, reports, policy briefs and other project outputs, and review draft deliverables;
- 2) Facilitate collaborative and consultative processes with all key stakeholders to ensure the involvement of government and other stakeholders (including national and local authorities, non-government organizations, academia, and private sector actors) in the development of project deliverables and results;
- 3) Ensure that Project Components and Deliverables are closely aligned to supporting the integration of climate change adaptation into national, sectoral and provincial strategies, plans and budgets. This will involve ensuring close working relationships with all key stakeholders;
- 4) Ensure that the UNFCCC's Guiding Principles for NAPs are applied in the Uganda NAP elaboration, implementation and monitoring processes.

4. Deliverables:

The National Coordinator will be responsible for ensuring that by the end of the project period, all the project deliverables contained in the financing proposal are achieved, including:

- Strategy for private sector investment in Climate Change Adaptation
- Public-private partnership strategy for financing Climate Change Adaptation
- NAP workplan
- Training materials for Sector Working Group
- Climate risk mapping tool and geo-data platform
- Minutes of Sector Working Group
- National conference outcomes
- Communication materials aimed at private sector
- National Conference outcomes document
- Communication materials aimed at private sector
- Climate adaptation web portal

5. Reporting

The National Project Coordinator will report on a day-to-day basis to the Project National Director, who is the Director for the Climate Change Department of the Ministry. Under the delegated authority of the National Director, the National Project Coordinator will also liaise closely with the NAP Desk Office in the Climate Change Department and the UNEP Task Manager regarding the implementation of the NAP process and the NAP Project's Project Cooperation Agreement (PCA). The National Project Manager will coordinate with the UNEP Task Manager the tasks and deliverables of International Consultants engaged by UNEP as part of the project.

6. Profile required:

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

a) Academic qualifications

A postgraduate degree in climate change, Environment and Natural Resources Management; and an additional a postgraduate degree in project planning and management, and/or public administration would be an added advantage. Two years of qualifying experience may be accepted in lieu of an advanced university degree.

b) Professional Experience

- At least seven years of proven professional postgraduate work experience in climate change adaptation is required.
- Experience in the following areas is desirable: national and sector policy development and analysis and public sector planning and budgeting;
 - Experience working on donor funded projects is desirable.
 - Professional experience in the United Nations system is desirable.

- Fluency in English (read, write, speak understand).

7. Remuneration

Remuneration will be negotiated with the prospective individual after selection, in line with MWE norms for similar assignments and within the budget limitations of the GCF grant to the Uganda NAP project. Payment will be triggered by the submission and acceptance of reports.

8. Application details

Interested applicants who meet the requirements stated in these terms of reference should submit signed application letters, accompanied with copies of degrees and a Curriculum Vitae, no later than **11th January 2024 to:**

Permanent Secretary

Ministry of Water and Environment

Luzira, P.O. Box 200026. Kampala – Uganda.