Terms of Reference
Monitoring & Evaluation and Strategic Planning Specialist
for the Africa Adaptation Initiative
(Long-term Individual Consultant)

The Africa Adaptation Initiative

The Africa Adaptation Initiative (AAI) was launched at COP 21 in Paris as an African-led initiative to ensure that the continent urgently adapts to the adverse impacts of climate change in the short, medium, and longer terms\(^1\). As an African-led initiative, AAI is mandated to lead climate change adaptation efforts, in full recognition of the African’s development priorities articulated in the agenda 2063, the blueprint and master plan for transforming the continent.

In launching the AAI, African Heads of States initiated high-level pan-African and regional dialogues and launched cross-sector processes to advance concrete adaptation actions on the ground and strengthen collaboration on adaptation across Africa.

The AAI’s mission is to: (i) Raise awareness of climate adaptation; (ii) Facilitate knowledge management, capacity building, and capacity-strengthening; (iii) Support and facilitate resource mobilization for implementation; (iv) Promote cooperation and partnerships (at sub-regional and regional levels) for synergy, scale and maximize shared benefits; (v) Track progress through monitoring and evaluation of an action.

The AAI Workplan by 2023–2025 includes:

1. USD 1 Billion investment in African countries by 2025 to ensure adequate climate information services to support robust policy and decision-making on adaptation;
2. All 55 African countries have translated their National Adaptation Plans (NAPs) and their NDC Adaptation into investment plans, and fundable pipeline of projects by 2025;
3. Doubling adaptation finance accessed and mobilized by African countries by 2025 for their urgent priorities;
4. Implementation of at least one regional Flagship program in each of the 5 regions in Africa.\(^3\)

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\(^1\) https://africaadaptationinitiative.org/about/

\(^2\) https://climateaction.unfccc.int/Initiatives?id=24

\(^3\) https://climateinitiativesplatform.org/index.php/African_Adaptation_Initiative_(AAI)
The workplan’s implementation is supported and coordinated by the AAI’s Technical Support Unit (TSU). United Cities and Local Governments of Africa (UCLGA) is the host of AAI.

Job Description

The Africa Adaptation Initiative (AAI) received grant from the Open Society Foundation (OSF) to fund technical assistance for the operationalization of the AAI-TSU. The project aims to strengthen the capacity of the AAI to enable it to help countries make progress in implementing their adaptation programs through the support of the Green Climate Fund (GCF) and other investment opportunities. Building on the progress already made, the project complements the other flagship programs of the AAI work plan as well as other parallel initiatives active in promoting adaptation in Africa.

Therefore, UCLGA is looking for a dedicated and highly competent Monitoring & Evaluation and Strategic Planning Specialist to support the Africa Adaptation Initiative in the implementation of its Workplan. This Specialist will work closely with the Technical Support Unit of AAI, and one of its key technical and implementing partners, Sustainable Solutions for Africa (SSA). The Specialist will focus on supporting reaching the following main objectives of AAI:

1. The Technical Support Unit of AAI is adequately strengthened and resourced.
2. The capacity of local communities is built during the development of adaptation projects.
3. Increased high-level commitments and actions on adaptation before COP 27 and COP 28.

The Specialist will complete and submit the following deliverables by the due date indicated (note that the due dates listed below):
The position of Monitoring & Evaluation and Strategic Planning Specialist will be for a flexible amount of hours. Work can be done remotely. The contract to be granted to the Monitoring & Evaluation and Strategic Planning Specialist will run from beginning of August 2023, to end of July 2024.

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<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Due Date</th>
<th>Details</th>
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<tbody>
<tr>
<td>1.</td>
<td>9-Month Individual Work Plan through March 31, 2024</td>
<td>August 30, 2023</td>
<td>6-Month Work Plan may be submitted in excel with a timeline and expected deliverable assigned for each outcome and activity</td>
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<td>2.</td>
<td>Brief progress summary</td>
<td>October 30</td>
<td>Progress summary may be submitted with the following sections labelled and addressed: activities, successes, challenges, mitigation measures, and upcoming activities</td>
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<td>3.</td>
<td>Brief progress summary</td>
<td>December 31, 2023</td>
<td>Progress summary with the following sections labelled and addressed: activities, successes, challenges, mitigation measures, and upcoming activities</td>
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<td>4.</td>
<td>Updated 9-Month Individual Work Plan through July 31, 2024</td>
<td>January 30, 2024</td>
<td>Updated 9-Month Work Plan submitted in excel with a timeline and expected deliverable assigned for each outcome and activity</td>
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<td>5.</td>
<td>Brief progress summary</td>
<td>March 31</td>
<td>Progress summary may be submitted with the following sections labeled and addressed: activities, successes, challenges, mitigation measures, and upcoming activities</td>
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<td>5.</td>
<td>Final report</td>
<td>July 31, 2024</td>
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The Monitoring & Evaluation and Strategic Planning Specialist will be overseen by Mr. Seyni Nafo, technical coordinator of the TSU.

**Desired Qualifications**

The following qualifications and background is desired for the role of Monitoring & Evaluation and Strategic Planning Specialist:

- Degree in climate change, development or related areas;
- Minimum three years of prior work experience working on adaptation actions in the African continent;
- Good knowledge of Africa’s adaptation challenges and needs;
- Prior experience working with key international organizations in the advocacy for, development, financing and implementation of adaptation actions;
- Prior experience developing program and project documents, proposals and reports, planning tools and monitoring and evaluation frameworks;
- Excellent written and oral communication skills in English and preferably French;
- Prior experience working in multi-cultural organizations;
- Proven planning, organizational and collaboration skills.

**Application**

If you are interested in this position, please submit your CV and cover letter to Roland Georges AMEHOU, Finance Director of the Africa Adaptation Initiative (AAI) : ramehou@uclga.org with copy to: Iyamma PABA SALE, Human Resources Officer of UCLG Africa: iyamma.p@uclga.org by Friday, 4th of August, 2023.