Terms of Reference:

Head of programs and partnerships
(Individual Long-term Consultant)

1. Background

As the leading Africa-led adaptation initiative, Africa Adaptation Initiative (AAI) was created in response to a mandate by African Heads of State at the 25th African Union Summit in June 2015. The AAI’s overall purpose is to enhance concrete adaptation action and address loss and damage on the Continent in the context of the implementation of Nationally Determined Contributions (NDCs), the African Union’s (AU’s) 2063 Agenda and the Sustainable Development Goals (SDGs). The Africa Adaptation Initiative (AAI) seeks to accelerate Africa’s adaptation to climate change by strengthening collaboration through high-level, pan-African and regional dialogue, large-scale climate adaptation action, and addressing the adaptation finance gap. AAI works collaboratively with African and global partners in the public, private and development sectors to drive Africa to change and own its adaptation narrative on the global stage.

AAI seeks to scale its work and aims to developing additional support and partnerships in combating the climate crisis.

Driven by nine guiding principles, AAI plans to implement seven main Flagship Programs developed to realize its mission through the period 2020-2030.

AAI is therefore seeking a highly qualified and experienced Head of Programs and Partnerships. The selected expert will contribute significantly to implementing AAI’s programs while developing its partnerships.

2. Objectives of the position

The Head of Programs and Partnerships will be responsible for overseeing the implementation of AAI’s key projects and programs in addition to the development of the institution’s partnerships.

The selected expert will significantly strengthen the Technical Support Unit’s ability to implement the AAI Workplan 2023-2025 and will report to the AAI TSU Coordinator.

Key objectives include:

▪ Develop and lead a comprehensive partnership and resource mobilization strategy that aligns with AAI’s work plan 2023 - 2030.
▪ Foster collaboration and coordination among regional and international partners
▪ Ensure regular and clear reporting to AAI’s main partners
▪ Design AAI’s Program Management Mechanisms
▪ Actively supervise and provide technical assistance to implement AAI’s projects and programs

3. Key responsibilities

The Head of Programs and Partnerships will be tasked with the following responsibilities:

▪ Build a structured stakeholder engagement plan
Identify and establish strategic partnerships to enhance AAI’s impact
Build strong communication channels with AAI’s current partners, define their expectations, the key success factors of the partnership and ensure regular reporting

Strengthen AAI’s Result Management Framework (RMF), detailing the expected outputs of the different projects and programs
Strengthen the Key Performance Indicators (KPI) to supervise the results and impacts of AAI’s projects and programs
Define AAI’s monitoring, evaluation and learning framework to supervise the progress of its projects and programs
Describe the procedures and processes to actively supervise the implementation of AAI’s projects and programs
Elaborate and edit AAI’s strategic dashboard, allowing for interactive and regular reports on the institution’s performance
Ensure the design of templates and procedures for the project and program monitoring

4. Qualifications and experience

✓ Advanced degree in business administration, economics or a related field.
✓ Proven experience (at least 10 years) in strategy and project management, particularly in climate change or related fields.
✓ Familiarity with the climate adaptation landscape in Africa and experience working with African governments and institutions.
✓ Familiarity with international climate funds, Green Climate Fund (GCF) and Adaptation Fund (AF)
✓ Strong understanding of institutional development processes, strategy design approaches and climate financing mechanisms and frameworks.
✓ Proven track record in leading high-performing teams through coaching and collaboration
✓ Strong planning and organisational skills.
✓ Strategic mindset, with an ability to adapt to fast-paced environments.
✓ Alignment with AAI’s principles and commitment to collaborative success.
✓ Excellent communication, coordination, and networking skills.

5. Duration:
The initial duration of the assignment is twelve (12) months, starting in Mid-March 2024, with a possibility of extension.

6. How to Apply:
Interested candidates should submit their CV, a cover letter and financial proposal, by Friday, 22nd of March 2024 to the email address: AAIRecrutement@uclga.org

7. Selection Process: The selection will be made after evaluation of the candidates’ qualifications and experience.