

Terms of Reference

Climate Adaptation Specialist Consultant for AAI Online Adaptation Knowledge Hub (Individual Long-term Consultant)

Position Title: Climate Adaptation Specialist Consultant

Duration: 10 months

Location: Remote

Compensation: 1400 Euros

Reports to: AAI Head of Communications

This Terms of Reference (ToR) provides the framework for the engagement of a Climate Adaptation Specialist Consultant to support the Africa Adaptation Initiative's Online Adaptation Knowledge Hub. This role is integral to enhancing the Hub's capacity to provide valuable, relevant, and accessible climate adaptation resources for African stakeholders.

1.1.1.1 1. Background

The Africa Adaptation Initiative (AAI) is a pivotal African-led framework aimed at enhancing climate adaptation efforts across the continent. The AAI, supported by the EU-UNDP project "Enhancing Knowledge and Evidence to Scale-up Climate Change Adaptation in Africa," has developed the Africa Knowledge Hub. This Hub serves as a comprehensive platform for sharing best practices, lessons learned, and resources on climate risk information, adaptation planning, and access to finance. It consolidates existing resources and provides a searchable database tailored to the needs of diverse stakeholders.

The Africa Knowledge Hub aims to enhance understanding and capacity in climate information services, risk transfer mechanisms, and climate adaptation actions. It seeks to provide an enabling environment for further climate change adaptation projects in Africa, aligning with the mandate given to AAI by the African Union members.

1.1.1.2 2. Objective of the Consultancy

The Climate Adaptation Specialist Consultant will be responsible for curating, developing, and producing high-quality content for the Africa Knowledge Hub. This role is critical in ensuring that the platform becomes a "go-to" resource for African adaptation, offering valuable insights, knowledge, and resources to stakeholders across the continent.

1.1.1.3 3. Scope of Work and Key Responsibilities

The Climate Adaptation Specialist Consultant will undertake the following tasks:

a) **Content Development and Curation:**

- ✓ Develop and produce engaging and informative content for the Knowledge Hub, including news articles, blogs, resource documents, and e-learning modules ; and
- ✓ Curate existing content to ensure it meets the quality and relevance standards of the Hub.

b) **Research and Analysis:**

- ✓ Conduct in-depth research on climate adaptation topics, including risk information services, risk transfer mechanisms, and adaptation planning ; and
- ✓ Analyze and synthesize data and case studies to produce actionable insights and practical guidance for stakeholders.

c) **Stakeholder Engagement:**

- ✓ Collaborate with AAI team members, regional experts, and external contributors to source and verify content ; and
- ✓ Engage with stakeholders to identify and respond to their content needs and preferences.

d) **Quality Assurance:**

- ✓ Ensure all content is accurate, up-to-date, and presented in an accessible and engaging format ; and
- ✓ Regularly review and update the Hub's content to maintain its relevance and usefulness.

e) **Knowledge Sharing and Capacity Building:**

- ✓ Develop and facilitate e-learning modules and webinars on key climate adaptation topics ; and
- ✓ Support the creation of resources such as newsletters, annotated bibliographies, and reports that enhance stakeholders' understanding and capacity.

f) **Platform Management Support:**

- ✓ Assist in the management and organization of the Knowledge Hub's digital resources ; and
- ✓ Monitor user engagement and feedback to continuously improve the platform's content and usability.

1.1.1.4 **4. Deliverables**

- ✓ **Monthly Content Plans:** Outline the content to be developed or curated each month, including topics, formats, and target audiences.
- ✓ **Content Production:** A minimum of two blog posts, one feature article, and three news updates per month.

- ✓ **E-Learning Modules:** Develop and launch at least one e-learning module during the consultancy period.
- ✓ **Reports and Resources:** Produce or curate at least one detailed report or annotated bibliography per quarter.
- ✓ **Stakeholder Engagement Reports:** Quarterly reports summarizing engagement activities, stakeholder feedback, and content performance.

1.1.1.5 5. Reporting Requirements

The Consultant will report directly to the AAI Head of communications. Regular meetings will be scheduled to review progress, discuss upcoming content, and ensure alignment with the overall objectives of the Knowledge Hub.

1.1.1.6 6. Required Qualifications and Experience

- ✓ **Education:** Advanced degree in Environmental Science, Climate Change, International Development, or a related field.
- ✓ **Experience:**
 - At least 5 years of experience in climate adaptation, with a strong background in research and content development.
 - Experience working with international organizations, NGOs, or academic institutions on climate-related projects.
- ✓ **Skills:**
 - Excellent research, writing, and editing skills, with the ability to present complex information in an accessible manner.
 - Strong understanding of climate adaptation issues in Africa.
 - Proficiency in digital content management and e-learning platforms.
 - Strong communication and stakeholder engagement skills.
 - Ability to work independently and deliver high-quality work on tight deadlines.

1.1.1.7 7. Application Process

Interested candidates should submit their CV, a cover letter and financial proposal, by **Sunday, 25th of August 2024** to the email address: AAIRecrutement@uclga.org and mention « **Climate Adaptation Specialist Consultant for AAI Online Adaptation Knowledge Hub** » in the e-mail subject line.