

## Terms of References

### **Executive Assistant to the AGN Chair - AGN Coordination and Secretariat to the AGN And Support to the AAI TSU Coordinator (Individual Long-term Consultant)**

#### **Background**

The AGN appreciates the support for funds for strengthening the operations of the AGN in climate change negotiations under the auspices of the UNFCCC to build on the outcomes of the COP21 negotiations in Paris, France. Continued support to the AGN ensures that the group can continue to present the African Common position on climate change, and maintain a unified voice through liaison with the Committee of African Heads of State and Government on Climate Change (CAHOSCC) and the African Group of Negotiators (AGN).

There is therefore a key role in maintaining the coherence, coordination and functioning of the AGN by appointing a PA and AGN Secretariat Coordination for the AGN, reporting directly to the Chair of the AGN and the with the AAI TSU Coordinator.

#### **Objectives of the Assignment**

The Consultant will be functioning in advisory capacity in assisting the AGNs on their preparations for all Africa Group meetings as well as all the relevant UNFCCC meetings as well as liaising with AAI TSU Coordinator to explore collaboration on joint relevant issues.

#### **Duties and Responsibilities**

- Responsible for maintaining financial, accounting, administrative and personnel services to the AGN
- On behalf of the Chair, maintain consultants contracts and their travel records for reporting to the implementing partners
- Assist in the co-ordination and organisation of African Group meetings, workshops, seminars and conferences
- Arranging official and ad hoc meetings of the AGN
- Manage the filing, storage and security of AGN documents
- Responsible for logistics and admin tasks under the supervision of the Chair of the AGNs with technical support from team members
- Support the coordination work between the AGNs and the AUC, AfDB, AMCEN, UNECA/ACPC, UNDP, UNEP and UNFCCC in organizing an All African Consultative Platforms on the outcome
- Liaising with the AGN in preparation for a framework for strengthening the role in support of the negotiation process the new dispensation where AUC becomes a party to the UNFCCC.
- Performing any other relevant duties within the area of climate change negotiations as may be assigned.
- Provide organizational support for the fulfill for the effective functioning of the Office of the AGN Chair
- Provide logistical support for the fulfill for the effective functioning of the office of the AGN Chair

- Undertake communication with the broader AGN on behalf of the Chair
- Oversee the translation of important documents
- Provide on-site operational support for the AGN during meetings of the UNFCCC Subsidiary Bodies
- Accompany the AGN Chair, when required to UNFCCC and or other meetings
- Assisting the Chair in preparation for meeting sponsored by donors
- Any other activities as decided by the AGN Chair, AGN negotiators and NFP in the support for the AGN
- Liaising with AAI TSU to explore collaboration on joint relevant issues
- Any other activities as decided by the AAI TSU Coordinator in the support of AAI

The Consultant will work closely with the Chair's Advisor, the AGN Lead Coordinators and National Focal Points in support of the AGN as well as the AGN supporting organisations and AAI TSU Coordinator.

#### **Expected Outputs & Deliverables**

- Process report and summary of the outcomes of duties and responsibilities
- Coordinating the AGN support requests
- Logistical support to the AGN Chair, Lead Coordinators and AGN members (ensuring satisfactory attendance of AGN members at key meetings)
- Timetable for the AGN Chair organization of the work of the Lead Coordinators
- Ensuring input into the financial and technical reports submitted to the implementing partner

#### **Qualifications and Experience:**

- Must have at least 10 years' experience in coordinating the AGN
- Must have been the Executive Assistant to the former AGN Chairs
- Must have worked and supported the AGN Chairs over the past 10 years
- Must be skilled and knowledgeable of the UNFCCC processes
- Must have knowledge and engaged with the different negotiating parties within the UNFCCC
- Must have strong Computer skills: Demonstrable skills in office computer use - word processing, spread sheets, etc.

#### **Payment schedule**

Payments will be made according to the payment schedule set out below:

- ✓ Monthly invoice payment. The stated budget is for monthly professional fees and does not include travel expenses and expenses related to participation to COP, meetings.

#### **Location and duration of the assignment**

The consultant will be based at home office and the initial duration of the assignment is twelve (12) months.

### **How to Apply**

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](mailto:AAIRecrutement@uclga.org) and mention « **Executive Assistant to the AGN Chair** » in the e-mail subject line.

### **Selection Process**

The selection will be made after evaluation of the candidates' qualifications and experience.