

National Climate Change Planning Adviser

Job Description

1 Background

The National Committee for Sub-National Democratic Development (NCDD) was established by Royal Decree under the Organic Law of 2008, to implement the Government’s Democratic Development policy as set out in the law; to develop a The National Programme for Sub-National Democratic Development 2010 – 2019 (NP-SNDD).

UNCDF’s Local Climate Adaptive Living (LoCAL) is a global programme supporting climate change adaptation by local governments in least developed countries. Since its inception in 2011 LoCAL has expanded to ten countries in Asia-Pacific and Africa, with further expansion under way. Cambodia’s Local Governments and Climate Change (LGCC) was one of the first LoCAL country projects and is a recognized success. Consequently, Cambodia is considered ready to become one of the first LoCAL countries to move to Phase 3, in which the national implementing partners directly mobilizes funds from a variety of external and domestic sources for a programmatic approach to sub-national climate change adaptation. The LGCC 3 is implemented in Takeo and Battambang Provinces from 2017 to 2018, and extension to December 2019.

The National Climate Change Planning Adviser will support mainstreaming of climate change adaptation into the sub-national planning guidelines in cooperation with the Sub-Committee on Planning of NCDD. The Adviser will also assist NCDD-S in other tasks related to sub-national planning and will assist NCDD-S in all aspects related to implementation of LGCC.

2 Reporting Relationships

The National Climate Change Planning Adviser will be attached to the Management and Programme Support Division of NCDD-S and will report to the LGCC 3 Project Manager matters related to sub-national planning guidelines. For LGCC 3 operational matters the CC Planning Adviser will report to the Head of the Management and Programme Support Division.

3 Main Duties

Specific tasks will include, but will not be limited to:

A. Support to Mainstreaming Climate Change Adaptation in Sub-National Planning

- a. Support NCDD in development of CCA maistreaming strategy/Guideline into the sub-national planning process for autonomous SNAs.

- b. Provide technical support to the Working Group on Sub-National development plans to make sure CCA aspect is considered in the planning guideline;
- c. Assist with all consultancy assignments in the area of CCA linking with sub-national planning;
- d. Building capacities of SNAs in CCA mainstreaming and CCA strategy/planning and VRA process
- e. Transfer knowledge and skills to Programme Officers and other staff to enable them to implement CCA mainstreaming strategy/guideline into the sub-national planning aspects
- f. Support and facilitate partnership building among NGO/INGOs/Programme partners and other central agencies (MOP, MOE, MOI and MEF) and relevant DPs.

B. Support to Sub-National Planning (General)

- g. Provide technical support to the NCDD Sub-Committee on Sub-National Planning and including participating in working groups, developing and reviewing planning procedures, regulations guidelines and calendar as required;
- h. Participate in studies and planning pilots for the NCDD Planning Sub-committee or planning working group
- i. Assist in training activities and curriculum design for Sub nation training sessions
- j. Provide input to the NCDD policy team on planning issues particularly from a field prospective and climate change point of view
- k. Provide technical backstopping the the Sub-National Advisers (including DM advisers) on planning issues as requested.

C. Support to Implementation of Local Governments and Climate Change Project (LGCC)

- l. Assist NCDD-S to ensure the smooth administration of LGCC and required deliverables
- m. Assist NCDD-S in developing annual work plans, budget plan and obtain approval from NCDD management
- n. Assist NCDD-S in preparing quarterly and annually financial and progress report to UNCDF
- o. Identify and request any support and advice required for the management, planning and control of the program
- p. Assist NCDD-S to ensure the proper monitoring of project activities.
- q. Ensure that experiences and lessons learnt from project implementation are adequately recorded.

4 Impact

The key results of the National Climate Change Planning Adviser's work will include (1) mainstreaming of climate change adaptation into sub-national planning guidelines; (2) updated sub-national planning guidelines prepared and adopted; (3) improved capacity fir sub-national planning and (4) smooth and successful implementation of LGCC.

5 Person Specifications

5.1 Education

- Masters degree in public policy (local governance) or Master degree in Community Development or Master degree in social development.

5.2 Organizational Competencies:

- Demonstrates commitment to NCDD's mission, IP3 objectives and SNDD values
- Displays gender, religion, race, nationality and age sensitivity and adaptability
- Ability to establish and maintain effective rapport with civil servants, other advisers and with all key NCDD stakeholders
- Willingness and ability to transfer knowledge and skills to build capacity

5.3 Functional Competencies:

- Managerial and administrative ability needed to ensure smooth implementation of LGCC
- Ability to apply insights gained from LGCC implementation to development of practical guidelines for climate change adaptation in sub-national planning
- Ability to work with senior government officials, other advisers and consultants
- Understanding of, and ability to work within government systems
- Understanding of Development Partner systems
- Ability to identify and manage priorities under tight resource constraints
- Is focused on results for the NCDD-S and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Proven ability to work as part of interdisciplinary teams
- Demonstrated capacity for leadership and management

5.4 Experience

- At least five years progressive career experience in relevant areas
- At least five years experience in sub-national democratic development including sub-national planning
- At least two years experience in programs related to climate change adaptation

5.5 Knowledge and Skills

- Good knowledge and understanding of RGC administrative processes, especially those relevant to execution of sub-national administration budgets;
- Good knowledge and understanding of RGC sub-national planning processes
- Good knowledge and understanding of D&D issues, especially as they relate to the field of planning
- Good knowledge and understanding of climate change adaptation and the potential role of sub-national governments
- Strong analytical skills and the ability to master new material quickly
- Good communication, interpersonal and reporting skills
- Detailed knowledge about the Organic Law, the NP-SND and the IP3 is desirable