



GWP Southern Africa and Africa Coordination Unit

GCF Readiness Implementation: Strengthening the NDA's institutional and technical capacity to mobilize gender-responsive climate finance for eSwatini

Knowledge Management Assistant Terms of Reference

REPORTS TO:	Eswatini's National Project Manager
Duration:	October 2022 – December 2023
Contract Type:	Individual Contractor Agreement
Language Required:	English
Location:	Lubovane Dam Offices Siphofaneni, Eswatini

1. Background

Eswatini is characterized by high climate variability, with frequent droughts, seasonal and flash floods, extreme temperatures and dry spells, all of which are expected to intensify with climate change. These changes pose significant risks to Eswatini's economy, local livelihoods, and the sustainability of its natural resources base. Eswatini, therefore, considers the building of climate resilience as critical for inclusive and sustainable development.

In November 2021, the Green Climate Fund (GCF) approved a proposal for the Kingdom of Eswatini submitted under the Readiness and Preparatory Support Programme. The Global Water Partnership Organisation (GWPO) is supporting the Kingdom of Eswatini as a Delivery Partner for this Readiness project, and is responsible for overall supervision of implementation of this grant in Eswatini. The execution of the Readiness project activities will be undertaken under the Technical Advisory & Guidance and Financial Management of the GWP Southern Africa (GWPSA) in Pretoria, South Africa, by a dedicated Project Management Unit (PMU) hosted at Eswatini's Joint River Basin Authority Board (JRBA) and the Ministry of Tourism and Environmental Affairs (MTEA), i.e. its GCF National Designated Authority (NDA). The Readiness Project was officially approved on 16th June 2022 and implementation has already started.

It is against this background that GWPSA now calls for an interested and qualified individual to apply for the position of Programme Knowledge Management Assistant for the implementation of this GCF Readiness project, being based at the Joint River Basin Authority Board in Siphofaneni, Eswatini.

1.1.Eswatini GCF Readiness Project

The GCF Readiness project will be coordinated by Eswatini's Ministry of Tourism and Environmental Affairs, with on-the-ground activities executed under the Technical Advisory & Guidance and Financial Management of the GWP Southern Africa (GWPSA).

This Readiness project is aims to address the following barriers preventing effective implementation of climate policy in Eswatini, with particular focus on water-related areas:

1. Inadequate capacity of the Climate Change Focal Point/NDA to guide and coordinate the development of projects to access climate finance. The NDA currently has limited capacity to engage with the private sector and does not have a gender action framework to advance prioritized project ideas into the country's GCF project pipeline in a way that addresses gender-related concerns.
2. Absence of a clear strategic framework to guide the planning, design, financing and implementation of priority water-related climate technologies in Eswatini investment planning that can access climate finance.
3. Limited climate finance project pipelines (project ideas, concept notes) specifically in the water sector to facilitate climate investment.
4. Inadequate mechanisms for facilitating knowledge sharing and learning in preparing and implementing readiness and other climate finance projects to expand climate actions.

The Readiness project will do so by targeting change in the following four areas:

1. Capacities of the Climate Change Focal Point and NDA (the Ministry of Tourism and Environmental Affairs), sectoral ministries and other partners to engage with the private sector are strengthened. A gender action framework will also be developed to guide gender considerations in project preparation.
2. Areas for water-related climate investment prioritized. Technologies for improving water use efficiency and building adaptive capacity identified and evaluated, and financing options identified, including private sector investment.
3. Pipeline of water-related projects (project ideas) developed, and concept notes prepared.
4. Mechanisms for knowledge management and sharing experience in preparing projects for climate financing strengthened.

1.2.Global Water Partnership Southern Africa

The Global Water Partnership (GWP) is an intergovernmental organisation established in 1996 to support countries in their efforts to implement a more equitable and sustainable management of their water resources. The network spans 13 regions with over 3000 Partners organizations in 179 countries. The network has 68 accredited Country Water Partnerships and 13 Regional Water Partnerships. GWP's global secretariat is the Global Water Partnership Organization (GWPO) based in Stockholm, Sweden. More information: <http://www.gwp.org>



GWP Southern Africa (GWPSA) is one of the 13 regional arms of GWP and was launched in June 2000. Over the years, GWPSA has grown rapidly into a regional network of over 350 Partner organizations concerned with water resources management. GWPSA Partners have formed a number of Country Water Partnerships (CWP) – 13 out of the 16 SADC countries now have their own CWP.

As Delivery Partner to Eswatini for this GCF Readiness Project, GWP will implement activities within the framework of its broader Water, Climate, Development, and Gender (AIP WACDEP-G) sub-programme of the Africa Water Investment Programme (AIP).

2. Project Knowledge Management Assistant

The Knowledge Management Assistant will support the Project Manager in implementation of the project and support all knowledge management and communication activities carried out by the Eswatini Readiness Project. S/he will be responsible for the production of knowledge products and the visibility of these products at the national and regional levels.

2.1. Specific duties will include:

2.1.1. Lead in coordination with the National Project Manager the implementation of the following activities:

- Plan, design and contribute to the implementation of the knowledge sharing and learning component of the project
- Identify national and regional best practices in relation to GCF project development
- Elaborate and disseminate guidance briefs based on the identified best practices to key stakeholders through the NDA's climate change portal
- Prepare training material and facilitate training workshops on best practices and lessons learned on GCF project development targeting GCF programming stakeholders from private sector, government and civil society,
- Edit, curate and upload data and information to the climate change data portal

2.1.2. Facilitate knowledge management and sharing

- Work proactively with local and external stakeholders, GWPSA and the NDA to identify opportunities for capturing and sharing knowledge and disseminating information about progress and results with Eswatini stakeholders.
- Capture lessons learnt from the implementation of the GCF readiness project and organize meetings with the GWP project development specialist and the Climate resilience expert on the best way to make these lessons available within the GWP regions for future readiness projects development,
- Collaborate with GWP SA and GWP learning and knowledge management teams to enhance cross learning and exchange of experience between the GWP regions in relation to GCF project development and implementation,

- Contribute to the design and implementation of on-line trainings and events to share knowledge and lessons learnt between GWP regions.
- Develop and maintain contacts and relationship with the print and electronic media (including radio, TV, newspapers, social media and blogs)
- Ensure coverage in media once a month on newsworthy material about the project and any other GCF related readiness work the NDA is undertaking.
- Contribute to the climate change unit monthly newsletter.

2.1.3. Provide support to the development of communication and advocacy materials

- Draft press release, success stories, articles, key messages, and other advocacy materials
- Responsible for harvesting lessons learned and best practices across all activities in the project
- Maintain an online database of reference materials and photos
- Design and create social media content (infographics, videos, GIFs, social media cards, and other digital media work)

2.1.4. Ensure effective administrative and logistical support for the achievement of the outcomes of the GCF readiness project in Eswatini

- Support national project implementation activities such as organization of meetings, workshops, travel, etc.)
- Attend meetings, stakeholder workshops and other engagements
- Be responsible for assigned correspondence and other administrative tasks including creating requisitions

2.1.5. Any other related tasks as may be required or assigned by the supervisor.

2.2. Qualifications and Experience:

- A minimum of Bachelors of Degree in Knowledge Management, Communication, Public Relations, or related relevant fields.
- A minimum of 3 years of experience, of which at least 1 year experience as knowledge management assistant.
- Proven experience with knowledge management with at least contribution to the development of 2 knowledge management products or tools.
- Experience with administration and communications.
- Social media experience desirable.
- Strong computer literacy skills.
- Fluency in English (speaking, writing and reading).



PLEASE NOTE:

- Only short-listed candidates will be contacted within 2-3 weeks after the application deadline.
- Applications are accepted only in English and through the online application system and not via email: <https://gwpsanpc.bamboohr.com/jobs/view.php?id=72>
- Applicants should submit their latest CV, a one Page Cover Letter, and contact information for three professional references.
- Female candidates are strongly encouraged to apply.

Questions should be directed to: ngobizwe.dlamini@gwpsaf.org cc, mark.naidoo@gwpsaf.org

Application Deadline: 30 September 2022 midnight SAST