

Recruitment notice for a Regional Technical Assistant for Water & Climate

Under the responsibility of: Regional Coordinator GWP Central Africa

Indicative duration: 1-year renewable subject to good performance and availability of funds

Type of contract: Fixed term contract

Location: Yaoundé (Full time)

1. Context

The Global Water Partnership (GWP) is an international network of partners that supports countries and regions in the development and sustainable management of water and related resources around the world. Its vision is of a world where all water needs are met, and therefore a world where water security is assured. The network has over 3000 partner organizations. It is supported by a global secretariat, the Global Water Partnership Organization (GWPO), an intergovernmental organization based in Sweden, and is composed of more than 65 Country Water Partnerships (CWPs) and 13 Regional Water Partnerships.

GWP Central Africa (GWP-CAf) is one of the 13 regional offices of the GWP network. It brings together GWP partners in Central Africa and facilitates the implementation of coordinated actions by governmental and non-governmental actors including governmental, non-governmental, research, and private sector institutions. GWP-CAf is hosted for administrative and financial management purposes by the World Wide Fund for Nature office in Cameroon (WWF CCPO). GWP-CAf partners have formed Country Water Partnerships (CWPs) in 5 countries in the region (Cameroon, Central African Republic, Congo, Sao Tome & Principe, and Chad).

GWP-CAf operates within the framework of a three-year work program that is aligned with GWP's 2020-2025 strategy. Currently, the organization implements its general CORE program in support of the countries of the region, and the following programs

- The readiness project of the Green Climate Fund (GCF) in CAR,
- the Global Water Leadership Programme in CAR,
- the Africa Water Investment Program and its sub-program Water, Climate Development and Gender (WACDEP-G).

The region is also working to develop portfolios on the Sustainable Development Goals (SDGs), flood and drought risk management, and food security in a "NEXUS" context with consideration of water-food energy-ecosystem linkages, and youth engagement, among others.

2. Position frame

Under the responsibility of the GWP-CAf Regional Coordinator, the Regional Technical Assistant's main mission will be to support the implementation of the Central African Republic's GCF readiness program which started in June 2022. He/she will also support the implementation of other programs in the organization's portfolio. As a member of the GWP-CAf team, the Technical Assistant will also contribute to the network's resource mobilization, partnership building, and knowledge management efforts.

3. Specific responsibilities

- Support to the implementation of the GCF Preparation Project in the Central African Republic (CAR) Regional coordination of the project (40%)**

- Serve as the GWP-CAf focal point in the implementation of the GCF Readiness Project in CAR, to ensure the delivery of high-quality, substantive activities on the ground, in accordance with the approved work plan;
- Conduct weekly meetings with the Project Management Unit (PMU) team to monitor and evaluate the implementation of the work plan: review work accomplished and responsibilities, commitments for the upcoming period, facilitate broader PMU support as needed on an expedited basis, provide technical and strategic advice to the PMU;
- Maintain and periodically update the project risk and mitigation matrix;
- Ensure regular reporting in agreement with the Regional Coordinator and the CWP on the progress of activities, including any difficulties encountered, and ensure that appropriate solutions are identified and deployed with them;
- Propose adaptations to the work plan as needed for discussion with the PMU, NCB, Regional Coordinator, and GWPO;
- Review and provide feedback to the PMU on TORs, activity concept notes, interim and final deliverables, and monthly, quarterly, and semi-annual reports submitted by the CAR-based project coordinator. Ensure technical review of these same documents by the regional team with respect to climate resilience, institutional expertise, gender, and social inclusion issues, and any other necessary expertise. Obtain approval from the Regional Coordinator, before items are forwarded to GWPO for review in the role of implementing partner;
- Work closely with GWP-CAf team members, including the gender expert, finance officer, and communications officer to ensure proper management of activities;
- Support the PMU in liaising with the National Designated Authority (NDA), Country Water Partnership, and country stakeholders to raise the profile of GWP CAR, GWP-CAf, and GWPO as a partner for GCF preparation projects;
- Contribute to ensuring synergy between the implementation of the project and other GWP-CAf programs and activities in the country and the region: identify potential linkages and synergies, propose modalities to capitalize on them, and contribute to their implementation;
- Identify program development opportunities for GWP-CAf arising from the implementation of this project, contributing to the development and management of partnerships, and the development of concept notes.

ii) Capacity building, knowledge management, and support to the development of the GCF Readiness Program at the regional and country levels (15%) - *Capacity Building:*

- Undertake a literature review, in conjunction with the GWP Regional Team and the GWP Global Climate Team - to identify and build the technical capacity needed at the GWP-CAf level to oversee and guide the development and field implementation of GCF preparation projects by the PMU. Retain acquired knowledge and any capacity-building materials prepared. Establish and maintain a filing system to build a knowledge repository of GCF readiness projects for GWP-CAf.
- Undertake a capacity needs assessment of the PMU and GWP-CAf for the implementation of this GCF readiness project. Design a capacity-building action plan under the guidance of the Regional Coordinator and the Global Climate Team. Implement the capacity-building plan.
- Participate in capacity-building activities offered by the GWP network, and global and regional partners, to strengthen GWP-CAf capacity in the GCF Readiness process.
- Organize training sessions on climate finance for the GWP-CAf network.

- **Knowledge management and communication :**
 - Work closely with the Regional Communications Manager to develop and implement a knowledge management plan for the GCF readiness program.
 - Ensure effective communication about the GCF project: in collaboration with the Regional Communication Manager, synthesize progress, lessons, and results of GCF readiness implementation to prepare communication materials (at least one article per quarter), notes, and impact stories (at least one) to populate the GWP knowledge system, GWP website, and the GWP toolkit.

- **Support for the development of the GCF Readiness Program in the region:**
 - Serve as a reference person for GWP-CAf on technical aspects of GCF preparation projects in the Central Africa region,
 - Support the potential preparation of new GCF readiness projects in the region: support coordination with the Designated National Authority and the Country Water Partnership in the country, document review, and proofreading of the project proposal prepared by the global climate team.

iii) Support the development and implementation of GWP's project portfolio GWP- CAf (30%)

Under the supervision of the Regional Coordinator:

- Engage with, support, and advise target countries, NCBs, and partners in the development of initiatives that strengthen GWP's role in the region. And ensure strategic and operational liaison and partnerships with relevant stakeholders;
- Support the regional coordination of the GWL program and GWP activities in CAR (support regional coordination, support the implementation of the GWL program, support the development of GWP initiatives in CAR, provide strategic and technical support;
- Support the implementation of GWP-CAf's current program portfolio as needed (Core Program activities, WACDEP-G Program, and GWL Program) including future projects;
- Support resource mobilization activities and the development of program and project proposals, including identification, liaison, and engagement with donors and international financial institutions ;
- Lead and/or assist in the planning, preparation, organization, and facilitation of national, regional, and international events, including policy dialogues, consultative and training workshops, and prepare background papers, concept notes, agendas, and related reports.
- Represent the organization, as delegated by the Regional Coordinator, and undertake any other tasks requested by the supervisor.

iv) Reporting progress and sharing lessons learned with other GWP regions (15%)

- Participate in weekly, monthly, and quarterly project and program progress review meetings with various stakeholders as needed,
- Participate in inter-regional exchange to share and learn from other GWP regions implementing different projects. Document lessons from GWP-CAf projects, and integrate these lessons during the implementation of activities,

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- Participate in the consolidation of quarterly and or semi-annual technical and financial reports on the programs, ensuring approval from direct implementing partners (CWP, NDA, ...), GWP-Caf, and the host institution, for reporting to GWPO and then to the donor.

4. Required qualifications and experience

Interested candidates should have at least the following qualifications and experience:

- Master's degree (Bac+05) in natural resource management, climate finance, environmental management, or other related fields;
- At least 5 years of relevant experience in natural resource management (with a focus on climate adaptation project management and implementation), with at least some experience working at the regional level;
- Demonstrated experience in coordinating consultants, events, and multi-stakeholder platforms;
- Demonstrated understanding of Central African countries' national contexts, water resources management, climate change impacts, climate vulnerability, natural resources management and related issues;
- Understanding of the institutional and policy environment around water management, climate change, and sustainable development in Central Africa;
- Knowledge of climate change financing mechanisms such as the Green Climate Fund, Global Environment Facility, Adaptation Fund, and others is an advantage;
- Knowledge of gender mainstreaming in development planning and climate resilience is an advantage;
- Experience in resource mobilization and partnership building in the region is an advantage;
- Excellent organizational and project management skills, with demonstrated ability to coordinate and manage multiple tasks;
- Proven ability to organize and facilitate capacity-building activities in climate change, water, or related fields at different levels (local-national-regional);
- Excellent written and oral communication skills in French and English;
- Excellent research, analytical, and writing skills, including the ability to synthesize complex information into documents for both policy and technical experts;
- Demonstrated interpersonal and teamwork skills and ability to work independently;
- Extensive computer literacy - proficiency in office and remote work applications - MS Office (Word, Excel, PowerPoint, Teams, Outlook, SharePoint ...) - Zoom;
- Flexibility, creativity, and efficiency in working collaboratively in a multicultural team environment.
- Proactive approach to meeting deadlines and achieving results with minimal supervision. Proven ability to work within a results-oriented team.
- Available to travel frequently on short notice.

5. How to apply

- Interested candidates should prepare and submit a letter of interest (addressed to the GWP-Caf Chair) and curriculum vitae (with names and contact information of references) to through the web address

https://cameroon.panda.org/apply_to_a_job/apply_to_ajob/ with a copy to recrute@gwpcaf.org clearly indicating "Application for the position of Regional Technical Assistant GWP-CAf".

- Applications must be submitted electronically by **October 24th, 2022, at 11:59 PM (Cameroon time)**. This call for applications is open to any national of the region resident in Cameroon for the duration of the contract. The countries in the GWP CAf region are Cameroon, Gabon, Equatorial Guinea, Central African Republic, Republic of Congo, Sao Tome & Principe, and Chad.