

**COMMUNAUTE ECONOMIQUE  
DES ETATS DE L'AFRIQUE L'OUEST**



**ECONOMIC COMMUNITY  
OF WEST AFRICAN STATES**

**DEPARTMENT OF AGRICULTURE, ENVIRONMENT AND WATER RESOURCES**

**ENVIRONMENT DIRECTORATE**

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## **TERMES OF REFERENCE**

**FOR THE RECRUITEMENT OF A TECHNICAL ADVISER FOR THE  
PREPARATION OF COP 21 OF UNITED NATIONS  
FRAMEWORK CONVENTION ON CLIMATE CHANGE**



**June 2015**

## **I-/ CONTEXT AND JUSTIFICATION**

In West Africa, the climate by its variability and recurrent extreme manifestations, is one of the main obstacles to social and economic development. Overall, the countries of West Africa still show significant deficits in the prevention and management of climate risks and impacts. Thus, these countries are committed individually or collectively for many years now in various processes related to climate change including the United Nations Framework Convention on Climate Change (UNFCCC) and its Kyoto Protocol.

To contribute to strengthening the resilience of these countries to address climate change effects, ECOWAS Commission adopted on 18 March 2010 through the Meeting of Ministers of the Environment in Accra, Ghana, a regional program Action of reduction of its vulnerability and adaptation to climate change.

The program is financially supported by Swedish International Development Agency for the implementation of the initial activities of this program and its specific objective No. 1 is to contribute to improve the skills of the negotiators from ECOWAS Member States as well as stakeholders.

It is in this context that for the preparation of West Africa for the 21<sup>st</sup> Conference of Parties to the UNFCCC (COP21) scheduled from 30 November to 11 December 2015 in Paris, ECOWAS and UEMOA Commissions and the Executive Secretariat of CILSS adopted a roadmap to prepare the West African sub-region to this global climate Conference. The roadmap contains several activities alongside those specific to ECOWAS Commission. The implementation of these activities is ongoing and brings up the need for additional support of human resource.

The ECOWAS Commission therefore requested and obtained from USAID, the provision of a Technical Advisor to assist the Commission in its preparation efforts of the sub-region at the COP21 in Paris.

It is to give effect to this support from USAID that the ECOWAS Commission, through CILSS has launched the recruitment of a Technical Adviser on Climate Change.

## **II-/ OBJECTIVE**

The Technical Advisor will be primarily responsible for supporting ECOWAS Commission in the implementation of the joint road map adopted by ECOWAS Commission, UEMOA Commission and CILSS Executive Secretariat for the participation of West Africa to UNFCCC COP 21.

## **III-/ EXPECTED RESULTS**

The expected results of the Technical Advisor support are:

- activities of the joint road map for the preparation of West Africa for COP 21 are optimally implemented;
- ECOWAS Commission and West Africa are better prepared to participate at COP21.

## **IV-/ TASK OF THE TECHNICAL ADVISER**

The Technical Advisor will:

- a) produce periodic information reports for update on the status and challenges of climate negotiations on the Paris Agreement;
- b) support the conduct of an information campaign and awareness of key sub-regional actors on the ongoing negotiations on climate change towards the COP21;
- c) contribute to the development of information documents and technical papers on climate negotiations issues for ECOWAS high-level policy makers;
- d) contribute to the establishment of an expert group to support the climate negotiators;
- e) contribute to the preparation of key messages on climate negotiations for high level officials responsible from West African region;
- f) contribute to the organization of the Ministerial Meeting on Climate Change;
- g) support and coordinate for ECOWAS, the organization of a side event of regional institutions in Paris;
- h) contribute to the production of the newsletter for COP21;
- i) contribute to the development of concept notes on priority projects identified for resource mobilization and identify potential technical and financial partners to participate in COP 21 and contribute to conduct an exhibition at COP 21 in Paris;
- j) facilitate post-Paris COP21 review workshop;
- k) perform any other relevant tasks assigned.
- l) submit a report on the activities conducted during his mandate .

## **V-/ WORK MODALITIES AND CONTRACT DURATION**

The Technical Advisor should assume duty as soon as possible and preferably 15 August 2015 and will work under the supervision of the Commissioner in charge of Agriculture, Environment and Water Resources at the ECOWAS Commission.

The contract period is six (6) months.

## **VI-/ QUALIFICATION AND EXPERIENCE OF THE TECHNICAL ADVISER**

### **VI.1./ Qualification**

The Technical Advisor should hold at least university advanced degree in one of the following areas: environmental science, climate change, law, diplomacy, economy and development strategies or other relevant field related to development issues and climate change.

### **VI.2./ Experience**

The Technical Advisor should have experience as detailed below:

- a) At least ten (10) years of experience in the negotiations under the UNFCCC;
- b) Good knowledge of climate change and international negotiations issues under the UNFCCC;
- c) Good knowledge of the UNFCCC mechanisms and its Kyoto Protocol;
- d) Good knowledge of climate negotiating texts and a good analysis of the interrelations between the different chapters of the Draft text of climate Agreement;
- e) Good knowledge of climate change vulnerability, adaptation and mitigation issues;
- f) Experience working in the production of information materials and awareness for high level policy makers;
- g) Good knowledge and implementation experience of Multilateral Agreements on Environment in general and climate change at national and international levels;
- h) Provide concrete evidence of former achievements of development strategy and action plan in environmental management and climate change at the sub-regional level with international institutions and United Nations Agencies;
- i) Knowledge of the international financing mechanisms for regional and national programs and projects (multilateral, bilateral, Global Environment Facility and others);
- j) Experience in environmental and climate diplomacy would be a great advantage;
- k) Writing and synthesis skills;
- l) Excellent computer skills as main working tool;
- m) Communication skills and work under pressure in a multicultural environment.

### **VI.3./ Language**

Excellent written and oral skills in French or English as main working language. Knowledge of both languages is an asset.

### **VII-/ IMPLEMENTATION MODALITIES**

The procedures to conduct the process will be jointly agreed between ECOWAS Commission and USAID.

### **VIII-/ REMUNERATION**

The remuneration shall be according to the grade of USAID, in this case for the P4 category.

### **IX-/ DUTY STATION**

The Technical Advisor will be assigned to the Department of Agriculture, Environment and Water Resources, ECOWAS Commission, Abuja- Nigeria.

## **X-/ APPLICATION DOSSIER**

Applications must include the following:

- 1) a summary note of the comments of the candidate including Terms of Reference (ToR), the understanding of the mission and methodology of intervention;
- 2) an updated CV and certified true by the candidate;
- 3) a medical certificate.

## **XI-/ SUBMISSION OF APPLICATION**

Applications must be received not later than July 20<sup>th</sup>, 2015 with the subject "Recruitment of a Technical Advisor to support the preparation of West Africa towards COP 21" at '[recrutements@cilss.bf](mailto:recrutements@cilss.bf)'