

# ANNEX 2:

## TERMS OF REFERENCE (TOR) FOR THE IN-COUNTRY FACILITATOR

### BACKGROUND

Recognizing the importance of having an organization with deep local knowledge to serve as NDC Partnership's national-level interface and facilitate coordination of the NDC Partnership NDC Partnership Plan in country, each member country government will identify an In-Country Facilitator. Typically, there will be a single In-Country Facilitator for each country, though it is possible for a country to have more than one In-Country Facilitator, upon government approval.

The first step to selecting the In-Country Facilitator(s) is to choose one of the following options:<sup>1</sup>

1. The In-Country Facilitator is a government body (i.e., Ministry), which undertakes the role independently;
2. The In-Country Facilitator is a government body (i.e., Ministry), which operates with facilitation support embedded in the relevant ministry from the NDC Partnership; or
3. The In-Country Facilitator is an organization (i.e., NDC Partnership Implementing Partner [IP] or other development partner or agency) chosen by the government.

If the government opts for the second facilitation option, the NDC Partnership will embed an advisor within the Ministry of choice for an agreed period of time. For sustainability purposes, this person's role will involve kick-starting the process and developing the capacity of government to coordinate the response.

The In-Country Facilitator should ideally be nominated by the time the process of developing Partnership Plan starts. It should be communicated to all relevant stakeholders during the NDC Partnership Kick-off Workshop or through an official communication by government.

### ROLES AND RESPONSIBILITIES

In each country, the In-Country Facilitator serves as the NDC Partnership's interface in country and operates as a liaison between the country and other NDC Partnership member countries. Contrary to the function of IPs, which implement directly, the In-Country Facilitator's role is purely one of coordination and supportive facilitation. Working on behalf of the partner government, the In-Country Facilitator plays a key role in ensuring the smooth implementation of the Country Engagement Process, by supporting ongoing coordination efforts between the

<sup>1</sup> For Options 1 and 3, a small amount of resources may be incorporated in relevant project budgets or requested from the SU to cover the costs of facilitation (including the organization of meetings for stocktaking). For Option 2, the SU and/or partners will provide resources to cover the advisor position and related coordination and capacity-building activities.

Support Unit (SU), the various partners in the NDC Partnership, and the member country government. This involves working with the member country to refine its objectives for support over time (including articulation of the Partnership Plan); coordinating the Partnership Plan at country level; and serving as an anchor to assist the NDC Partnership in communicating and coordinating services at country level. The In-Country Facilitator will also liaise with the NDC Partnership SU for vertical information-sharing, including both contributing to and accessing knowledge products (See NDC Partnership Country Engagement Strategy for more details on coordination modalities and lines of communication).

While the In-Country Facilitator's functions are country-specific given the unique set of circumstances and priorities in each country, it is expected that the following responsibilities will be streamlined across all countries in order to ensure a basic level of consistency and equity:

- » Support the member country government and the SU in initiating NDC Partnership in-country engagement;
- » Support the member country in articulating its needs and priorities along with the preferred process for coordination of country engagement as reflected in the Partnership Plan;
- » Ensure that communications relevant to NDC Partnership engagement are shared with relevant national and international level stakeholders;
- » Facilitate periodic coordination and information exchange among partners in the member country, with the aim of leveraging and mobilizing their respective advantages in support of the Partnership Plan; or, where an existing coordination mechanism is already in place, support the integration of the NDC Partnership into the established mechanism

and provide services to strengthen coordination and harmonization, as needed;

- » Collaborate with the SU to document changes in the operating context and provide support to the member government and stakeholders in decision-making processes;
- » Assist in tracking the progress of in-country engagement and provide periodic progress updates to the NDC Partnership Steering Committee, through the SU; and

**For facilitation options 2 and 3:**

- » Build capacity within the member country government to coordinate climate action, align the climate agenda with sustainable development, and leverage necessary resources/support, as needed, so that eventually the facilitation role can be fully transitioned to government.

**Examples of Possible Tasks:**

- » If the In-Country Facilitator is identified early on, help initiate the in-country engagement process by convening stakeholders and catalyzing dialogue among partners. Where appropriate, conduct a gap analysis, prioritization of needs, economic analysis, and mapping of stakeholders and NDC initiatives as well as available resources across target sectors;
- » If the In-Country Facilitator is identified prior to the official partnership launching, assist the NDC Partnership SU and member government in planning and preparing the NDC Partnership Kick-Off Workshop. This may include the following activities:
  - Assist in preparing/updating relevant country documents (Aide memoire, stakeholder mapping, etc.)
  - Support Focal Points (FPs)/member government and NDC Partnership mission team (consisting of the SU and NDC Partnership partners if available) in planning, preparing, and organizing initial in-country exchanges among

- national and international stakeholders on potential in-country engagement;
- Organize or support the member government in organizing the Kick-Off Workshop engaging all relevant stakeholders in-country, including development partners that are not NDC Partnership members.
- » In collaboration with the member country government and SU, participate in developing the Partnership Plan by convening relevant partners and gathering their respective inputs;
  - » Engage with partners in-country to link needs to services and resources in accordance with the Partnership Plan, including liaising with the SU to access and/or feed into global knowledge products;
  - » Arrange for periodic coordination and information-exchange among partners in the member country with the aim of leveraging and mobilizing their respective advantages in support of the Partnership Plan. Or, where an existing coordination process is already in place, support the integration of the NDC Partnership into the established mechanism and provides services to strengthen impact overall coordination as needed;
  - » If requested, facilitate national, country-specific, multi-stakeholder dialogues, which may serve one or more of the following objectives:
    - Intersectoral multi-stakeholder dialogues to promote a whole-of-government approach in implementing NDCs and their integration in development policies; and/or
    - Multi-stakeholder dialogues to identify the support needed to advance/start NDC implementation planning (i.e., “NDC Implementation and Investment Plan”)
- Support member government in conducting meetings among DPs and other key stakeholders, in order to maximize synergies, avoid duplication, and mobilize support for identified needs and gaps for successful NDC implementation;
  - Multi-stakeholder dialogues with the private sector and/or civil society organizations;
  - Multi-stakeholder dialogues within specific sectors or on a certain topic (i.e., Measurement, Reporting and Verification [MRV], climate readiness, etc.);
- » Together with the SU, conduct additional needs assessments;
  - » Monitor and assess implementation of the Partnership Plan and coordinate periodic reporting of partners to the NDC Partnership;
  - » Assess progress outcomes of the NDC Partnership in-country engagement and make recommendations for adjustments;
  - » Assist the SU in the identification and dissemination of information on best practices and lessons learned from in-country engagement; and
  - » Conduct ongoing capacity development (i.e., technical assistance and formal/informal on-the-job training) of the government in preparation for fully taking on the facilitation role in the future.