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| **JOB TITLE:** | Project Implementation Volunteer for Green Climate Fund Readiness Project |
| **TYPE OF CONTRACT/LEVEL:** | Seoul National University Volunteer (Full Time) |
| **UNIT/DIVISION:** | Programme – Climate and DRR Team |
| **DUTY STATION (City, Country):** | Amman, Jordan |
| **DURATION:** | 6 months |

**BACKGROUND AND PURPOSE OF THE ASSIGNMENT:**

Activity five of the World Food Programme’s (WFP) [Country Strategic Plan](https://www.wfp.org/operations/jo03-jordan-country-strategic-plan-2023-2027) seeks to provide tailored climate adaptive support to smallholder farmers, pastoral communities and institutions responsible for natural resource management. As part of this activity, the Jordan Country Office of WFP is strengthening its collaboration with the Ministry of Environment (MOEn) who is the Nationally Designated Authority to the Green Climate Fund (GCF) and enhancing climate action through its already strong relationship with the Ministry of Agriculture (MoA).

The Jordan Country Office of the WFP recently received approval of a GCF readiness grant which will help to lay the groundwork for future climate adaptation and resilience building projects in the agriculture sector in Jordan. The readiness proposal seeks to strengthen the ecosystem of public and private actors that provide climate-aware technology, services and support to small-holder farmers and agricultural producers.

The purpose of this volunteer assignment is to provide surge support to climate team as initial project implementation begins. Activities planned as part of this grant serve as an important foundation from which additional future climate finance can be secured for the agri-food system in Jordan. The volunteer will work closely with the WFP climate team, the readiness project staff, and key stakeholders in Jordan including government, private sector, academia, civil society, and readiness project implementing partners. The volunteer will support the drafting of numerous foundational documents for the project including a learning agenda that is linked to the project’s monitoring plan, project related TORs, and tools and templates that support the launch of the project. Additional details on the GCF’s readiness programme can be found in GCF’s readiness guidebook [here](https://www.greenclimate.fund/sites/default/files/document/readinessguidebook-version1-1.pdf). WFP Jordan’s approved readiness proposal can be found [here](https://www.greenclimate.fund/document/strengthening-ecosystem-public-and-private-actors-provide-climate-aware-technology-services).

**ACCOUNTABILITIES/RESPONSIBILITIES:**

* Contribute to the development of the annual project work plan that logically structures year-one activities and prepare an associated Gantt chart to track implementation progress.
* Support the development of a learning agenda that helps project proponents to gather internal project learning and external information and feed it back into the project for improved results achievement.
* Support the development of Terms of Reference (TORs) for implementing partners to carry out work under the readiness project and liaise with the procurement and partnerships teams to complete procurements.
* Develop TORs for the readiness project steering committee that determines a framework for steering committee roles and responsibilities.
* Guided by the project’s work plan and the monitoring and learning plan, develop a template for after action reviews of project activities and internal quarterly reporting.
* Provide technical and logistical support for initial activities, including workshops, learning exchanges and events.
* Liaise with WFP’s communications team to develop public materials that announce the project and describe its goals.
* Utilize knowledge gained during work on the GCF readiness project to develop ‘idea notes’ that can be share with donors and development partners to stimulate future partnerships with WFP.
* Support project interventions that improve inclusion of vulnerable groups including women, youth, refugees, and those living with disabilities.
* Other tasks as directed by the supervisor.

**DELIVERABLES:**

* Gannt Chart and components of project work plan (supported by climate team)
* Two TORs that guide project partners developed (supported by the climate team)
* One Learning Plan that is guided by the GCF readiness monitoring plan.
* Two Tools and Templates designed to guide the project’s after-action reviews, quarterly and annual reporting.
* Communication Products Developed (2 Page Project Brief, Communications materials for project launch)
* Three workshops or events of the readiness programme supported.

**QUALIFICATIONS & EXPERIENCE REQUIRED:**

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| **Education:** | |  | | --- | | * First university degree completed or in progress | |
| **Experience:** | * Understanding of the project cycle for development projects. * Understanding of the climate change, its impacts, and adaptations that can mitigate adverse climate change impacts on agriculture and food systems. * Understanding of the principles of project monitoring and reporting. * Understanding of climate finance and/or the Green Climate Fund would be seen as an advantage. * Technical understanding of agriculture and/or food systems would be seen as an advantage. |
| **Knowledge & Skills:** | * Ability to draft clear and concise products written in English * Ability to utilize various graphic design functions of MS Word Suite (i.e., PowerPoint, Publisher etc.) * Ability to review large and complex documents and synthesize them into user friendly and easily readable tools, templates and documents. * Ability to research and synthesize requirements from GCF materials in an effort to appropriately complete project activities and documentation. * Ability to assume independent roles as well as work effectively within a team. * Ability to communicate effectively with a wide variety of stakeholders from diverse backgrounds. * Ability to work constructively under short deadlines. |
| **Languages:** | * Fluency (level C) in English |

**Certified by Hiring Manager (name/title) & signature):**

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**Accepted by contract holder (name & signature):**

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