



Terms of Reference

| | |
|----------------------------|---|
| Post Title: | Information and Knowledge Management Officer |
| Project Title: | Commonwealth Climate Finance Access Hub (CCFAH) |
| Location: | Remote (with travel as required). One year with the potential for extension |
| Duration: | |
| Responsible to: | The CCFAH Adviser and Manager, Commonwealth Secretariat |
| Expected Start Date | August 2022 (tbc) |

Introduction

The Commonwealth Secretariat's Climate Change Programme focuses on strengthening the resilience of Commonwealth countries to the negative impacts of climate change as well as supporting their climate mitigation efforts. It facilitates capacity development of member countries to access public and private climate finance to implement their national climate policies and action plans. The Secretariat's remit also involves influencing international policies, mechanisms and rules to be more responsive to the development needs of countries vulnerable to climate change.

The Secretariat's flagship programme, the Commonwealth Climate Finance Access Hub (CCFAH), supports small and other vulnerable states with improved access to climate finance necessary to support their climate mitigation, adaptation, and resilience efforts. The support provided by CCFAH, through the deployment of long-term Commonwealth Regional and National Climate Finance Advisers to member countries and partner organisations, is demand driven and based on specific requests received from member countries. The support provided cuts across the development of grant applications and implementation of climate change projects, capacity building - both human and institutional strengthening, as well as pan-Commonwealth cooperation and sharing of knowledge.

A key priority for CCFAH therefore is generation, management and sharing of knowledge and learning. All these are critical to supporting policy engagement in international fora such as the Conference of Parties to the United Nations Framework Convention on Climate Change as well as the transfer of best practices. The CCFAH aims to spur the accumulation and transfer of crucial



knowledge across countries and regions for the replication and scaling up of innovative and successful climate action projects and initiatives.

Scope of Work

Working together with the CCFAH Adviser and Manager, Commonwealth Regional and National Climate Finance Advisers, the Secretariat's Media and Communications Section, Government line Ministries, Regional and National Communication Focal Points and other key stakeholders, the scope of work for the CCFAH Knowledge Management and Information Officer is expected to cover raising the visibility of CCFAH and project results along with strengthening the dissemination of best practices and learning. It will entail the following amongst others:

- Develop and lead the implementation of the CCFAH Knowledge Management Strategy aligned to those of the Secretariat;
- Write and/or oversee the preparation, production, and dissemination of knowledge, learning and outreach products such as newsletters, PowerPoint presentations, brochures, blogs, speeches, and briefing notes etc;
- Working closely with the Secretariat's Communication team, promote the strategic and timely flow of information about the CCFAH to key audiences through the CCFAH microsite on the Commonwealth Secretariat's webpage, the use of social media and other relevant communications channels;
- Organise experience sharing webinars and technical sessions on climate change, and climate finance with Commonwealth countries, partners and stakeholders at national, regional and international levels;
- Facilitate the coordination, exchange of information, learning and best practices across CCFAH beneficiary countries, the wider Commonwealth, stakeholders and other knowledge networks through appropriate tools and fora;
- Support Commonwealth Regional and National Climate Finance Advisers in identifying relevant technical outputs and CCFAH experiences which can be developed by the Secretariat's communications team and converted into media friendly products suited for varying audiences;
- Distil lessons learned from the operations of the Commonwealth Regional and National Climate Finance Advisers, capturing tacit and important knowledge for dissemination;
- Support research for the development of discussion papers, toolkits, manuals, guidelines factsheets, briefs, talking points and policy papers;
- Engage with the Commonwealth Regional and National Climate Finance Advisers to populate and maintain a CCFAH knowledge bank on relevant climate change and climate finance thematic areas, calls for proposals and member countries to support technical assistance, publications, communications and outreach;



- Working in coordination with the Climate Change team including CCFAH Adviser and Manager, engage and utilise the CCFAH expert pool for to advance knowledge management;
- Develop and maintain an annual diary of key events and relevant milestones and work together with the Climate Change Section and Communications team to ensure relevant products, communication and media content are developed accordingly.

Implementation Arrangements

The role of CCFAH Knowledge Management and Information Officer will be a remote position with travel involved as required.

The post holder will report on a day-to-day basis to the CCFAH Adviser and Manager and work closely with the Commonwealth Regional and National Climate Finance Advisers with oversight from the Climate Section of the Commonwealth Secretariat.

Required Skills and Experience

The selected candidate will need a key combination of skills and experience including:

Academic qualifications:

- A post-graduate qualification (Master's degree is essential) in any of the following: Environmental Science and Management, Climate Change, Sustainability, Economics, Business Administration, Science Communications, and/or any other relevant discipline related to Sustainable Development.

Experience:

- At least five years of relevant professional experience, preferably within an international development context;
- Knowledge on environment and climate change processes (development and implementation) particularly climate finance;
- Experiences in knowledge management, communications and external relation management in key economic sectors would be of advantage;
- Strong analytical and writing skills with proven experience in developing knowledge products, including analytical pieces, papers, reports and related products;
- Excellent interpersonal and diplomatic skills with demonstrated experience in stakeholder coordination, relationship building and



collaboration with government agencies, donors and/or international development partners, and non-government organisations;

- Strong ability to work effectively with all levels of staff and in a team environment, and integrate inputs working across several thematic areas;
- Demonstrated ability to take initiative, lead on tasks, think strategically, be innovative, and translate ideas into actions;
- Proven ability to deliver under time constraints, work in a matrix environment, and have a proactive approach to problem-solving;
- Possess a good understanding of various communications and media platforms including social media.

Language:

- Fluency in both written and spoken English is essential.