TERMS OF REFERENCE

Position Title: CDKN Country Engagement Lead – Ghana  
Name of Project/ Programme: Climate and Development Knowledge Network (CDKN)  
Start Date: Immediate  
Duration: 1 January 2023 – 1 February 2027 (4 years)  
Remuneration: USD 1,500 – 2,500 per month (commensurate with experience)  
Location: Remote  
Contract type: Independent contractor

About SouthSouthNorth  
SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. In particular we enhance developing countries’ access to climate information by brokering climate knowledge through formalised exchanges among various stakeholders. We assist decision makers in delivering climate compatible development by informing policy formulation and implementation and bring good governance to management of donor funds, technical assistance and project management. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region.

Full details of the projects that SSN currently implements are available at www.southsouthnorth.org.

About CDKN  
CDKN works to enhance the quality of life for the poorest and most vulnerable to climate change. This is achieved by combining knowledge, research and advisory services to support decision-makers to design and deliver climate compatible development.

CDKN focuses on making climate compatible development information easier to access and use, in support of ambitious climate action. This is done through synthesising and tailoring a wealth of evidence and learning on climate compatible development to produce highly targeted knowledge and tools to support policy design and implementation. Sustained engagement in countries in Africa, South Asia and the Andean region of Latin America helped ensure this knowledge is used and achieves impact.

A third phase of CDKN commenced at the beginning of July 2022 and will run until the end of January 2027. During this phase of implementation significant attention will be given to knowledge brokering in and for the African continent and to extending the reach of CDKN’s influence to include francophone Africa. CDKN covers three priority action areas: Finance for local adaptation action, Gender and social Integration, and Ecosystems-based adaptation.

Role summary  
The CDKN Country Engagement Lead: Ghana will be responsible for ensuring effective design and delivery of all in-country activities, to advance the CDKN’s goal of gender-responsive and socially inclusive climate-resilient
development by mobilising knowledge-to-action, climate leadership, and capacity from the local to the global levels. The Country Engagement Lead will work under the direction of and in close collaboration with the Strategic Advisor: CDKN Ghana. The CDKN Country Engagement Lead: Ghana will report to the Strategic Advisor: CDKN Ghana and the CDKN Africa Manager. The CDKN Africa Country Coordinator will be the main contact point at SouthSouthNorth.

Responsibilities will include but not be limited to:

**Programme Development**
- Lead the strategic design as well as manage the implementation of the overall CDKN Ghana programme in partnership with the CDKN Ghana: Strategic Advisor, the CDKN Africa Manager, the CDKN Africa Country Coordinator, and the CDKN Africa team.
- Lead the scoping of new activities and opportunities for the country programme.
- Use evidence-based advocacy from national research and project findings in briefing papers from, local and regional stakeholders and government departments to inform CDKN Ghana development strategy.
- Ensure the CDKN Ghana Programme works towards the achievement of CDKN outcomes and objectives as agreed in the CDKN Theory of Change and Key Performance Indicators.

**Programme Management**
- Lead on operationalising risk management and quality control mechanisms for the country programme, including the necessary programme and project risk registers and project review groups.
- Oversee effective systems for monitoring activity progress against activity plans, working to ensure objectives are met and using learning from ongoing evaluation to inform the future development of activities.
- Provide input into the Africa CDKN MEL Programme including writing up case studies and engagement stories.
- Monitor the progress and impact of the project to guide future interventions and reprogramming to embed adaptive management into the project.
- Provide input to relevant key products and events together with the Global Knowledge Brokering Team.

**Budget Management**
- Contribute to business growth and development by identifying additional funding opportunities for CDKN engagement in Ghana.
- Provide monthly overview of financial reports, ensuring project spending is on track and identifying trends in expenditure, and management of exchange rate gains.
- Manage the effective and efficient implementation of the Ghana budget including spend and forecasting, in partnership with the CDKN Africa Manager and the CDKN Africa Country Coordinator.

**Engagement**
- Represent and share outputs and messages from the CDKN Ghana Programme in national, regional and international events.
- Work closely with the CDKN Knowledge Management and Communications team to identify key opportunities for outreach and engagement for the Ghana Programme.
- Foster essential cross-cultural collaboration and learning, providing support both the national and international relationships with key climate and development actors in selected deep engagement countries as well as in the continent at large.
General

- Provide input on the development of core strategic and planning outputs related to country level engagement, with support and inputs from the wider project team.
- Ensure the integration of knowledge and learning from Ghana into the three priority action areas; finance for resilience, gender equality and social inclusion (GESI), and ecosystems-based adaptation (EbA) into the global programme, and vice versa (integrating knowledge and learning from the global priority action areas into the Ghana programme).
- Ensure all of CDKN policies and procedures are evident throughout the work in Ghana, including those for safeguarding, whistleblowing and anti-corruption.
- Work flexibly, including changing work priorities at short notice and working unsociable hours when necessary to meet a short deadline.

Competence and personal qualities

- Tertiary qualification in a relevant field such as social science (including development, geography, sociology, political science or economics), or natural science (including biology, environmental science or geography).
- Minimum Five (5) years’ work experience in the climate change and/ or development sector with at least Two (2) years’ experience managing projects and/ or programmes in Ghana specifically or in West Africa more broadly.
- Strong track record in project management and the successful delivery of projects.
- Demonstrated ability to work in multicultural settings and with a variety of stakeholders as well as institutions such as government, civil society, international organisations and donors.
- Strong networking and communication skills.
- Excellent communication skills both verbal and written
- Thorough understanding of the African climate and development landscape and the key actors involved.
- Willingness to travel within Africa and internationally.

Application process

To apply, please complete the following application form.

Applications will close at midnight on 31st January 2023. Shortlisted candidates will be contacted within two weeks of the closing date. If you are not contacted within this time period, please consider your application unsuccessful. Unfortunately, we are not able to offer feedback on any application made for this job posting.

SSN reserves the right not to make an appointment.