

TERMS OF REFERENCE

Position Title: Climate and Development, Paris Alignment MEL Lead, CLEAN Helpdesk

Programme/Hub: Climate, Environment and Nature Helpdesk

Monthly Salary: R65 000 - R75 000 per month (commensurate with experience)

Location: Preference for Cape Town, South Africa (Hybrid work environment).

International candidates comfortable with remote working are welcome to apply.

About SouthSouthNorth

SouthSouthNorth (SSN) is an institution based in Cape Town that supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by implementing donor-funded projects that connect people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region. 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. We bring good governance to the management of donor funds, technical assistance and project management.

SSN manages the Climate, Environment and Nature Helpdesk (CLEAN HD) programme.

Details of the programmes that SSN currently implements are available at

www.southsouthnorth.org.

Background on the CLEAN Helpdesk

The **Climate, Environment and Nature Helpdesk (CLEAN HD)** is a technical assistance facility that provides flexible, on-demand, rapid technical assistance to UK government agencies, embassies and central offices on requests related to Climate, Environment and Nature. The Helpdesk will support the delivery of the UK government's ambitions on Paris Alignment and climate commitments. The CLEAN Helpdesk is a central gateway (repository and access point) for UK government departments to technical assistance to rapidly bolster the capacity to improve the uptake of climate information and climate risk analysis and adaptation assessment, including for integration, and to enhance compliance with the [FCDO Programme Operating Framework \(PrOF\) guidance](#). The CLEAN Helpdesk will simplify access to the full range of central Climate, Environment and Nature (CEN) Technical Assistance (TA), making it quicker and easier for officials to access the appropriate support.

Background of role:

In 2019, the UK government pledged to align all Official Development Assistance (ODA) with the Paris Agreement goals. The UK's Green Finance Strategy (GFS) outlined plans for this alignment, focusing on climate risk management, shadow carbon pricing, no funding for fossil fuels, and adherence to national climate plans. Additionally, the government committed to ensuring ODA doesn't harm nature, responding to the [Dasgupta Review](#).

In October 2021, the Independent Commission for Aid Impact (ICAI) reviewed UK aid's alignment with the Paris Agreement. While noting substantial efforts, ICAI raised concerns about unclear monitoring and reporting mechanisms, suggesting a need for increased investment in monitoring progress to ensure alignment.

The following aims are outlined to support these efforts. Work with FCDO to explore options to streamline the monitoring, evaluation and reporting process that integrates all three elements of PrOF5 (Paris Alignment, Nature and ICF). The strategy would be to expand the UK's current ICF data reporting requirements to incorporate quantifiable progress on Paris

alignment and nature into the published annual ICF report. Additionally, the Management Assurance Process (MAP), a process of programme annual reporting, could be expanded to include assessments of nature conservation and ICF alongside its current focus on Paris alignment. Support building a consistent cross-government approach to reporting and evaluation of Paris Alignment across all ODA.

Role Summary (Programme Title: Climate and Development, Paris Alignment MEL Lead):

These terms of reference outline the role of a Climate and Development, Paris Alignment Monitoring, Evaluation and Learning (MEL) Lead who will lead in strengthening the monitoring of UK ODA compliance with the Paris Agreement and Nature, alongside ICF. The appropriate MEL expert will be comfortable undertaking research to review ODA spending in the Climate, Environment and Nature space to assess how development cooperation is being delivered. The assessment of compliance could be guided by the 2022 Paris Alignment Evaluability Assessment.

The Paris Alignment MEL Lead will contribute to the CLEAN Helpdesk programme by providing MEL, technical and research support, report writing and stakeholder engagement **(highlighted in Annexe A)**.

The primary aim of the Paris Alignment MEL Lead is to monitor and evaluate PrOF5¹ compliance (Paris Alignment, nature-proofing, and ICF) across Official Development Assistance (ODA) spending, and to apply learning feedback loops. The role includes monitoring compliance with Paris Alignment principles and identifying persistent compliance

¹ The climate and environment PrOF Rule 5 (PrOF5), which applies to all new bilateral ODA spend, states: “*All programmes (and the projects, interventions or events within them) must align with the Paris Agreement – a legally binding international treaty on climate change – and assess climate and environmental impact and risks, taking steps to ensure that no environmental harm is done. Any International Climate Finance (ICF) programmes must identify and record ICF spend and results*”. The specific guidance to implement PrOF5 is based on three components: aligning with the Paris Agreement (referred to as Paris Alignment or Paris Aligned), environmental protection and nature-proofing, and International Climate Finance (ICF).

gaps or barriers. The CLEAN helpdesk Consortium will develop learning, advice and good practice on PrOF5 compliance that will be shared and broadly within the UK government.

The duties of the Paris Alignment MEL Lead include the following:

1. Set up a MEL framework to monitor UK ODA's compliance with PrOF5, including working closely with the CLEAN Helpdesk GEDSI and MEL lead on the CLEAN Helpdesk Theory of Change and logframe.
2. Monitor compliance, and progress to meet compliance, with Paris Alignment and delivery on Climate & Environment commitments by reviewing the Concept Notes, Business Cases, Annual reports and project compilation reports. ***This is now part of the ODA programme's annual review process.***
3. Design and conduct evaluation of cases/ contexts where there are persistent gaps to comply with Paris Alignment principles to inform necessary improvement of processes to assist programmes to meet the requirements.
4. Produce learning and insights to improve compliance with Paris Alignment to assist programmes to meet their obligations. In close collaboration with the technical and communications specialists in the CLEAN Helpdesk team.
5. Support mainstreaming resources for Climate, Environment and Nature (CEN) integration into upstream ODA thematic policies and specialist cadres that will complement PrOF5 programme compliance and support more impactful implementation of downstream ODA programmes. Delivered in coordination with the CLEAN Helpdesk's other technical leads.

Roles and responsibilities

We seek a skilled technical and experienced specialist who brings professional knowledge of MEL and climate, environment and nature policy change expertise. The candidate would ideally have MEL experience working with or on programmes funded by donors and or multilateral development organisations, and it is beneficial if the candidate has worked with the UK's Foreign, Commonwealth and Development Office (FCDO). The candidate would have strong experience engaging and communicating with professional stakeholders.

The MEL expert will plan, develop and implement the proposed MEL approach for PrOF5 compliance, working closely with the GEDSI and MEL Lead on overall MEL for the CLEAN Helpdesk. The role will be supported by FCDO officials. For example, they will support the candidate to access relevant information where needed, and facilitate contact with relevant teams and individuals across the FCDO and other UK government departments.

Assess PrOF5 compliance via annual reporting of programmes that use scoring in a consistent approach and allow for adaptation as the PrOF5 guidance evolves and is revised.² The Consortium recognises that FCDO's existing Aid Management Platform (AMP) could be used to score PrOF5 compliance.

The immediate priorities for the Paris Alignment MEL lead are to:

1. Feed into the CLEAN Theory of Change and logframe, working closely with the GEDSI and MEL Lead.
2. Engage with other donors, PrOF rule leads and technical assistance offers to understand existing and best practice which can be incorporated into the approach.
3. Develop a PrOF5 (chiefly Paris Alignment) MEL framework.
 - a. Monitoring plan for PrOF5 compliance including the approach, persons responsible, criteria and indicators as applicable.
 - b. Evaluation plan for PrOF5 compliance.
 - c. Learning plan for PrOF5 compliance.
4. Guide the application of the MEL framework for PrOF5 compliance with collaboration and facilitation of HMG personnel.
5. Guide on the integration of a PrOF5 compliance monitoring module on Business Cases (BC), Annual Reports (AR), and Programme Closure Reports (PCR) templates

² Developing the MEL approach would require consultation with the programme's Senior Responsible Owner (SRO) to identify the appropriate approach for the monitoring and evaluation of PrOF5 compliance being developed and managed by the CLEAN Helpdesk as an external party to FCDO and OGDs.

Skill and Experience Requirements

- Strong experience developing and implementing Monitoring, Evaluation and Learning frameworks and processes within donor programmes.
- Strong research and writing experience.
- Strong understanding of Official Development Assistance (ODA) within FCDO's policies, and within the Climate, Environment and Nature (CEN) space. Strong preference for experience working on ODA compliance.
- Strong experience engaging with external stakeholders on donor-funded programmes.
- Comfortable with online and desktop office management tools and systems, such as proficiency in basic Microsoft suite, including Word, Excel, and PowerPoint.
- Excellent time management skills and the ability to prioritise work.
- Excellent communication skills, verbally and in writing
- Excellent organisational skills and ability to work independently and on a team
- Ability to attend to details; meticulous

Beneficial:

- Experience using project management software. SouthSouthNorth uses Wrike.

Qualifications:

Relevant degree (post-graduate degree is essential) in resource management/ public administration/ economics/ international development / other related discipline, and a minimum of six years of relevant work experience.

Application process

To apply, please complete the following [application form](#).

Applications will remain open until a candidate has been selected. 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.

SSN is committed to providing equal opportunities and practising affirmative action employment relating to race, gender and disability. Only candidates who are eligible to work in South Africa will be considered for this post.

SSN reserves the right not to make an appointment.

Annexe A: Proposed approach based on the 2022 Evaluability Assessment Paris Alignment of UK ODA

The approach could be guided by the 2022 Evaluability Assessment Paris Alignment of UK ODA. The support proposes applying the *Progressive*³ monitoring option.

1. Clearly define the compliance categories and provide examples of programmes that fall under each category.
2. Explain the criteria for compliance with PrOF5 requirements for Paris and nature.
3. Provide clear guidance on assessing compliance with each of the PrOF5 elements (Paris alignment, nature and ICF).
4. Explain how to report progress towards compliance during implementation and in Annual Reports (ARs).
5. Develop communications to encourage SROs to be more explicit about their plans for graduating to PrOF5 compliance in their Business Cases (BCs) and Annual Reports (ARs).

The role can employ the following approach:

1. Review the 2022 Evaluability Assessment Paris Alignment, (reporting against Option 3 is proposed), to identify areas that require further clarification or guidance.
2. Consult with experts available via the Consortium partners and SRO to ensure that the guidance and template developed are accurate and up-to-date.
3. Develop a draft guidance document and template based on the findings from steps 1 and 2.
4. Conduct a pilot study with a sample of SROs to test the guidance and template and gather feedback for improvement. This could be done while the CLEAN Helpdesk is delivering PrOF5 TA.

³ The 2022 Evaluability Assessment Paris Alignment of UK ODA outlines four monitoring options these are: monitoring option 1 - Evaluation only, option 2 - Minimalist, option 3 - Progressive, and option 4 - Ambitious.

5. Revise the guidance and template based on feedback from the pilot study.
6. Publish the final version of the guidance and template on the CLEAN Helpdesk for use by FCDO officials. SROs are the primary audience.

The expected outcomes are as follows:

1. The CLEAN Helpdesk will have a more comprehensive and accurate record of PrOF5 compliance for each programme/component/project activity.
2. FCDO, particularly SROs, will have a clearer understanding of the PrOF5 monitoring and evaluation requirements and how to assess their programmes' compliance with them.
3. FCDO, particularly SROs will be better equipped to report progress towards compliance during implementation and in their Annual Reporting.
4. FCDO, particularly SROs will be incentivised to make plans to achieve compliance with PrOF5 requirements and track progress towards compliance.
5. The guidance and templates developed will be a valuable resource as learning outputs for SROs and other stakeholders involved in adhering to PrOF5 compliance.

The PrOF5 MEL Lead will work closely with the programme Technical Lead/Joint Principal and GEDSI and Programme MEL Lead (SDDirect is the consortium partner leading on MEL of the programme) to develop learning, advice and good practice throughout the delivery of the CLEAN Helpdesk.