

## **TERMS OF REFERENCE**

**Position Title:** Community of Practice Manager – Green Accountability Platform

**Programme/Hub:** GPSA Green Accountability Platform

**Monthly Salary:** R70 000 - R85 000 per month (commensurate with experience)

**Duration:** August 2024 – October 2025

**Location:** Remote, with a preference to be based in South Africa, Senegal, Cameroon, Brazil, Bangladesh or Mexico.

### **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. 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.

Full details of the projects that SSN currently implements are available at [www.southsouthnorth.org](http://www.southsouthnorth.org).

### **Background on Programme**

The [Global Partnership for Social Accountability \(GPSA\)](#), hosted by the World Bank launched the Green Accountability Platform to strengthen civil society actors' capacity, including vulnerable communities, to participate in and influence climate policy through social accountability for climate action. The program promotes that Green accountability could strengthen policy and institutional frameworks for enhanced climate finance mobilization and flow. According to the GPSA, [Green Accountability](#), or the 'greening' of social accountability creates systemic ways for people to have a voice and role in the climate decisions that most impact their lives. It places citizens and civil society at the heart of climate finance to direct funding, implement solutions, and hold decision-makers accountable for effective and equitable climate action.

The initiative's rationale stems from the understanding that current public climate financing lacks clear transparency guidelines, accountability mechanisms, and anchoring within local communities and civil society. Civil society has a critical role in ensuring that funding reflects the identified needs of diverse groups, reaches vulnerable communities with verified end-use, and, at a minimum, follows no-harm principles. The fragmented accountability landscape for climate finance leads to sometimes opaque climate delivery systems that lack clear responsibility.

The [Green Accountability Platform](#) project is implemented by a Consortium led by the World Resources Institute (WRI), SouthSouthNorth, and the Huairou Commission. The Platform will help by providing grants, tools, and shared learning and support coalition building for civil society organizations working at the grassroots and national levels in Brazil, Mexico, Senegal, Cameroon, and Bangladesh. It will also connect with national and global networks working to strengthen climate governance and support green accountability. The Platform aims to strengthen the ability of a diverse range of civil society actors, to access needed climate policy and finance information, participate in and shape climate-related governance processes, and play critical roles in influencing climate policy in approximately six countries heavily building on Locally-led Adaptation (LLA) transparency and accountability principle. The Project will promote exchanges across beneficiary countries, create greater visibility on how countries are addressing social accountability for climate action through collective platforms, and demonstrate how countries investing in social accountability are meeting their climate and SDG goals in more inclusive and equitable ways.

As a partner in the Consortium, SouthSouthNorth will be primarily responsible for developing and managing the Green Accountability Platform **Community of Practice**, which will consist of the Community-led Climate Action Beneficiaries (25-30 Implementing Partners holding grants) at its core, as well as other grassroots organisations and green accountability actors that will foster peer-to-peer learning, knowledge sharing, identification of scalable green accountability social innovations, and implementation strategies for coalition building. The Community of Practice will also provide a platform for Green Accountability leaders and strategic actors to promote Green Accountability in strategic spaces. The programme runs from March 2024 to October 2025.

## **Role Summary:**

The Community of Practice (CoP) Manager will lead the coordination and governance of the Green Accountability Platform CoP, including the core community group and 1-2 affinity groups. The CoP Manager will be responsible for developing, leading, and facilitating the CoP community online, synthesizing evidence, learning, and knowledge from the CoP components, and building relationships with strategic actors internally and externally to strengthen the agenda on Green Accountability.

This position will report to the Programme Lead.

## **Roles and responsibilities**

### 1. Operationalise and manage the Community of Practice (CoP)

- Co-develop the vision, goals, and governance protocols for the CoP with the SSN team and the Consortium;
- Organize and host CoP meetings, including virtual inception meetings, in-person inception workshop and periodic virtual plenary learning and stocktaking workshops for the core 25-30 Community-led Climate Action Beneficiaries;
- Co-develop system for tracking and managing the strengths and needs of CoP members to inform the development of affinity groups and sorting of members;
- Facilitate 1-2 affinity groups, including coordinating virtual meetings and 1-1 engagements with affinity group members;
- Coordinate process to identify and invite outside experts whose resources and tools respond to needs identified in CoP and provided with training, tools, and shared learning opportunities that respond to their needs.

### 2. Knowledge synthesis and learning

- Facilitate strong peer-to-peer learning, knowledge exchange and sharing within the CoP;
- Systematically capture and package learning, evidence and knowledge from the CoP and dedicated affinity groups to foster and enrich continual learning on green accountability within the CoP;

- Review and contribute to internal and external research reports;
- Identify and develop knowledge outputs on green accountability solutions and implementation strategies for coalition building from the CoP to be packed for external audiences together with CoP members, SSN and the Consortium.

### 3. Building partnerships and networks

- Identifying and fostering relationships with key stakeholders to enrich the CoP;
- Proactively support the platform's visibility by engaging with country, regional and international networks;
- Identify spaces and networks for dissemination of evidence and learning from the CoP;
- Contribute to setting the global agenda for Green Accountability.

### 4. Project management

- Contribute to SSN's management of the project with the project team, including reporting, procurement, PMEL, and implementing policies such as social safeguarding, etc.
- Attend internal consortium and donor meetings and represent SSN in these meetings.

## **Skill and Experience Requirements**

### Experience

- Technical experience and knowledge on climate policy and governance, climate finance, accountability and transparency
- Working knowledge or experience leading Communities of Practice
- Research and knowledge synthesis expertise and experience
- Global networks and partnerships with relevant organizations

### Skills

- Excellent facilitation and leadership skills to drive the CoP
- Excellent communication skills, verbally and in writing
- Excellent organizational skills and ability to work independently and on a team
- Monitoring, evaluation and learning capabilities and experience

- Ability to attend to details; meticulous
- Proficiency in basic Microsoft suite, including Word, Excel, and PowerPoint
- Proficiency in written and verbal English language

Preferable:

- Spanish, French, Portugues or Bengali language proficiency
- Experience working with civil society and grassroots communities
- Experience working in the project countries, including Brazil, Bangladesh, Mexico, Senegal or Cameroon

**Qualifications:**

**Relevant Post-Graduate Degree** and preferably 8 or more years of relevant work experience.

**Application process:**

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

Applications will close at midnight **4 August 2024**. 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.