

TERMS OF REFERENCE

Role: Small Grant Manager for Locally Led Adaptation

Programme: Climate and Development Knowledge Network (CDKN)

Days: 5 days week / Full time

Duration: 6 month probation period. Thereafter the contract will run until December 2026.

Start-date: As soon as possible

****** Only applicants with professional working proficiency in spoken and written French and English will be considered.**

About SouthSouthNorth

SouthSouthNorth (SSN) supports national, regional and international 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 bringing 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 improve the well-being of the most climate-affected people in the global South, especially marginalised groups, through transformative climate-resilient action. We work in partnership with public, civil society and private sectors to mobilise knowledge, leadership and capacity in the global South from local to global levels.

CDKN is a global Southern-led programme founded in 2010. The programme is managed by SouthSouthNorth in South Africa, and implemented in partnership with Fundación Futuro Latinoamericano in Ecuador and ICLEI South Asia in India. CDKN's current five-year phase (2022-2027) is focusing on accelerating equitable, financed and ecosystem-based action on climate change that is locally-led and

strengthens the voice and climate leadership of disadvantaged groups at community level. During this phase of implementation, significant attention will be given to knowledge brokering in and for the African continent and extending the reach of CDKN's influence to include Francophone Africa.

Background to the Knowledge-to-action (K2A) grants

CDKN implements Knowledge-to-Action grants across the programme in Africa, Asia and Latin America. In Africa these K2As are designed to support Locally-led Climate Resilient Action.

An open call for proposals was launched in March 2023. Five projects were selected after a rigorous and competitive selection process. The projects were selected based on their contribution to locally-led adaptation, how they integrated gender and social inclusion in their context, how they proposed to mobilise local and Indigenous knowledge, and how they proposed to ensure sustainability of the project impacts. The projects are working in South Sudan, Mozambique, Kenya, Benin and Cameroon. You can read more about the projects [here](#).

In addition, we are planning to disburse up to five micro-grants within the CDKN network to support climate action. Together, these grant mechanisms are the primary mechanism for supporting locally-led adaptation within the CDKN programme.

Roles and responsibilities

The CDKN Small Grant Manager is responsible for coordinating the five projects and the respective mechanisms across the CDKN programme and ensuring that they align with locally-led principles.

For the micro-grants, the manager is responsible for facilitating the process for accessing this funding.

For the larger grants, the manager is responsible for ensuring that the five Knowledge-to-Action projects are aligned with the broader CDKN programme and its objectives and outcomes and that they influence CDKN's work. This includes facilitating cross-learning among these projects and other relevant projects within the CDKN programme and facilitating links with the Step Change projects and other LLA-focused projects within the SSN programme.

The Step Change initiative, which CDKN is a part of, is a five-year initiative (2022-2027) that closes gaps between knowledge and action to support evidence-based adaptation. Step Change supports a cohort of 8 core projects and 11 sub-projects, which are active in 19 countries and across three continents. Currently, 39 organisations are supported through the initiative. Overall, Step Change investments develop capacity, talent, and momentum for locally led adaptation. More information on the Step Change initiative can be found [here](#).

Relationship management is another key aspect of this work. This includes engaging regularly with the project teams, providing feedback on their proposed work, reviewing reports, and identifying areas where the CDKN team can support. Building trust with the project teams to enable genuine sharing of challenges and active collaboration will be essential.

Three of the project teams are English-speaking, and two are French-speaking. Therefore, the Small Grant manager must be fluent in English and French. They will be responsible for communicating with the broader CDKN team the activities, successes, and lessons learned from the five projects.

CDKN Small Grant Manager responsibilities

- Facilitate the process for designing and accessing K2A micro-grants for LLA to CDKN Africa and coordinating follow up post-disbursement.
- Manage the relationship with the K2A project teams
 - Regular communications with the project teams, including hosting monthly check-ins with the project teams and providing feedback in written and verbal formats.
 - Reviewing translated feedback from other team members to ensure accurate meaning.
- Project management for the K2A grantees
 - Reviewing the financial reports and forecasts from the five K2A grantees, ensuring that the funds are accurately accounted for, and coordinating disbursements.
 - Monitor and engage teams on the risks faced by each of the K2A grantees, supporting them to mitigate these risks, and reporting and escalating these risks to the relevant persons as required.
 - Manage any contracting requirements for the subgrantees in relation to the broader CDKN programme.
 - Coordinate events and workshops relevant to the K2A programme, both online and in person.
 - Coordinate the Monitoring, Evaluation and Learning for the K2A grantees.
- Support integration of the three CDKN objectives
 - Ensure gender and social inclusion (GESI) is integrated into each of the projects with support from the GESI thematic lead.
 - With support from the Finance thematic lead, support the sustainability of the project impacts. Determine how sustainability funds can be utilised to support this objective.
 - With support from the Ecosystem-based Adaptation (EbA) thematic lead, support the projects to take an ecosystem-based approach that is socially inclusive and ecologically responsive.
- Provide guidance to the CDKN Africa team on how to engage with K2A project teams and project contexts as required. A good understanding of the contexts in South Sudan, Mozambique, Cameroon or Benin is advantageous, as CDKN does not have an on-going presence in these countries.
- Travel to project locations to meet with project teams and engage with them more deeply about their work.
- Ensure CDKN safeguarding and ethics policies are applied within the projects and contribute towards developing these safeguarding practices.
- Work closely with the Africa Lead (Line Manager) and the Africa team more broadly.

- Capture learning and capacity strengthening needs for each project, identifying how CDKN can best meet these needs and then coordinating and overseeing how these needs are addressed.
- Identify cross-learning and other linking opportunities with the rest of the CDKN programme, including other K2A grantees, the Step Change programme and SSN programmes focused on LLA and small granting.
- Working with the CDKN communications team to support the meaningful amplification of the work of the K2As.
- Report on the progress, successes and learnings for the K2A projects in CDKN reports to IDRC, in line with CDKN outcomes and objectives. This will involve reviewing French-English translations of project progress for the purposes of CDKN donor reporting (done annually).
- Advance thought leadership around supporting locally-led climate action by writing blogs, contributing to events and contributing to and developing learning cases.
- Participate in internal and external CDKN meetings as needed.

Required skills and experience

Education: Advanced degree in the field of international development, natural resources management, or other relevant academic discipline.

Work experience: At least seven years' experience coordinating and managing projects/programmes in Africa, preferably within local and national organisations. Experience supporting locally led and community-based projects is essential.

Interest: Interested in different African cultures and ways of working and in contributing to the resilience of local peoples and communities on the continent.

Language requirements: Must have professional working proficiency in spoken and written French and English.

IT skills: Proficiency in using the Microsoft Office suite (minimum Word, Excel, PowerPoint) and comfort using project management software (examples include Monday.com, Wrike, MS Teams).

Communication skills: Must demonstrate excellent communication verbal and written skills in French and English. Clear communication with colleagues and partners is essential.

Organisational skills: Require strong organisational skills such as time management, delegation, planning, goal setting and decision-making.

Change management skills: As projects are executed, there are many variables to control, and many situations that might force changes to plans. Candidate manager's must be flexible and able to adapt to these changes.

Key functional competencies

Strong skills for supporting project implementation, with a good understanding of monitoring, evaluation and learning approaches.

Strong interpersonal skills.

Willingness to learn and ability to receive/integrate feedback.

Ability to capture key insights, lessons and successes from conversations and report on these.

Ability to work under pressure and stressful situations.

Ability to work autonomously and with little or no supervision.

Willingness to travel to remote and fragile environments.

Institutional competencies

Able to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results.

Applies ethics, integrity, transparency, and non-discrimination principles and follows the organisation's ethos.

Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability.

Treats all people fairly and respect.

Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Application process

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

Applications will close at midnight **13 October 2024 (SAST)**. 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 is committed to providing equal opportunities and practicing affirmative action employment relating to race, gender and disability.

SSN reserves the right not to make an appointment.