



## **Civil Society Advocacy Coordinator**

### **Climate Learning and Advocacy for Resilience (CLAR) Programme**

#### **Draft job description**

CARE Denmark's Climate Learning and Advocacy for Resilience (CLAR) Programme has the overall objective to increase the adaptive capacity and resilience of vulnerable communities to climate impacts, risk and uncertainties, primarily in Africa. CLAR supports integration of climate resilience in selected ongoing CARE programmes with generation and documentation of evidence and good practices; strengthens civil society advocacy in climate change adaptation at regional to global level; and facilitates multi-stakeholder and cross-country learning on climate resilience and adaptation in practice and policy. The CLAR programme will work with a range of partners for learning, influencing and knowledge brokering for pro-poor climate change adaptation.

CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal of reducing poverty by empowering women, enhancing access to resources and services, and improving governance.

#### **Key functions of the Civil Society Advocacy Coordinator**

The Civil Society Advocacy Coordinator (CSAC) will focus on the specific objective of CLAR to *ensure that civil society networks have improved capacity and influence on global and national policies, plans and projects on climate change adaptation and finance.*

To further this objective, the CSAC will work with both CARE country offices and with civil society advocacy partners with the following key functions:

1. To facilitate civil society advocacy partners to act collectively to influence national and global processes, including UNFCCC and the Green Climate Fund, to promote pro-poor, equitable and effective adaptation policies;
2. To establish, facilitate and drive a Southern Voices civil society adaptation advocacy community of practice working across countries with the aim of improving civil society advocacy capacity to influence and monitor national and global adaptation policies and finance;
3. To ensure that advocacy initiatives by civil society networks are informed by evidence, learning and guidance on adaptation and climate resilience impacts and good practices and contribute to the advocacy of CARE Denmark and the CARE International Climate Change for Climate Change and Resilience Platform.

#### **Specific tasks and responsibilities**

**Job responsibility #1 – Lead CLAR work in facilitating civil society advocacy networks and partners to act collectively to influence national and global processes to promote pro-poor, equitable and effective adaptation policies**

While the main technical and financial support to CARE's climate advocacy partners is provided by CARE country offices through country programmes, the task of the CSAC is to support both country offices and

partners in coordinating and strengthening advocacy efforts across countries. This include the following key tasks and responsibilities:

- Support CARE country offices and civil society advocacy partners to learn about the national processes on adaptation policy issues and to discuss and guide on relevant advocacy priorities relating to, for instance, National Adaptation Plans, climate finance, etc.
- Support civil society advocacy networks and partners in country programmes to develop campaigns to monitor and influence adaptation policies and finance across countries and in global institutions such as the UNFCCC and GCF.
- Train country offices partner networks to use and further develop existing and new tools such as the Joint Principles for Adaptation and other guidance from CLAR and elsewhere in civil society advocacy, monitoring and influencing activities, with a focus on the needs and rights of most vulnerable people to adapt to climate change.
- Work with CARE country offices and civil society partners engaged in humanitarian action to portray climate change as risk multiplication in their advocacy messages and possibly link to the Loss and Damage agenda.

**Job responsibility #2 – Lead the establishment of, facilitate and drive a Southern Voices civil society adaptation advocacy community of practice**

The key task is to carry forward the Southern Voices on Adaptation civil society network as an adaptation advocacy community of practice including existing partners from the Southern Voices Adapt network and new partners of CARE country programmes. Key tasks and responsibilities will be:

- Conduct Southern Voices partner meetings regularly to ensure ownership and personal relations, whenever possible back-to-back with relevant international events.
- With the CLAR team, organise regular thematic tele-conferences / webinars to discuss national and global adaptation advocacy agendas, share lessons and progress of campaigns, and learning from using advocacy tools.
- Information sharing through email-lists, social media, website(s) as relevant.
- Facilitate learning sessions for civil society advocates attending UNFCCC, GCF and NAP events (e.g. at COPs and NAP Expo) to share results and tools and increase knowledge of adaptation good practices.
- Support Southern Voices community of practice members on developing informed advocacy messages, public debates, etc., at national and regional levels.
- Working closely with the Climate Change and Resilience Platform team, engage directly with key actors at the global level from UNFCCC, NAP Global Network, GCF and others to ensure relationships with and communicate advocacy messages from CLAR and CARE as well as facilitating spaces for civil society network engagement.

**Job responsibility #3 – Ensure that advocacy initiatives by civil society networks are informed by evidence, learning and guidance on adaptation and climate resilience impacts and good practices, and contribute to the advocacy of CARE Denmark and the CARE International Climate Change for Climate Change and Resilience Platform**

Key tasks and responsibilities will be:

- Work with the CLAR Research, Evidence and Documentation Coordinator to ensure that civil society advocacy networks have access to documented results and lessons from adaptation implementation and use these to generate advocacy messages.
- Promote the use of tools and guidance among civil society networks.
- Working with the CLAR Senior Technical Advisor, facilitate design and provision of capacity building to access, understand and use adaptation principles.

- Support civil society networks work to analyse national budgets and track financial flows from the national level to community impact level to strengthen accountability of climate finance.
- Participate in and contribute to relevant meetings in CARE’s Climate Change and Resilience Platform particularly in the area of local to global advocacy.

**Job responsibility #4 – Contribute to CLAR management, monitoring and reporting**

- Lead responsibility for developing plans, the monitoring approach and reporting on CLAR Specific Objective 2 in line with the results framework and donor requirements in collaboration with the CARE Denmark Advocacy Coordinator.
- Participate in regular CLAR team coordination meetings and contribute to overall CLAR planning, reviews, monitoring and documentation requirements as guided by the CLAR results framework and as a core member of the CLAR team.
- Provide management support, including budget management as assigned by the CLAR coordinator.
- Contribute to CLAR coordination with key contacts in the country programmes, Climate Change and Resilience Platform and CARE members, as agreed by the CLAR team.

**Relationships and location**

The positions reports to the CARE Denmark Humanitarian & Nexus Programme Coordinator and works closely with the the CLAR Senior Technical Advisor based in Nairobi for technical and strategic guidance, the Climate Change Advocacy Coordinator based in Copenhagen for coordination on global level advocacy and to CARE Denmark desk officers and in-country focal points for engagement with country programmes. The position will also work closely with the CLAR Research, Evidence and Documentation Coordinator and the West Africa Resilience Coordinator.

The position location is dependent on candidate background with a preference for placement in a CARE office in Ghana, Kenya, Mozambique, Tanzania or Uganda. Regular travel (e.g. to attend conferences) is expected.

**Skills and qualifications required**

- Advanced university degree in a relevant discipline such as international/rural development, political or social science, or similar
- At least eight years of relevant working experience, including a minimum of five years working with policy advocacy at national and regional to global level in a developing country setting; NGO experience is an advantage
- Minimum five years of experience in developing advocacy strategies and strengthening advocacy capacity of civil society organisations relating to policy work, advocacy, and networking in adaptation to climate change
- Knowledge of UNFCCC and adaptation finance processes, in particular National Adaptation Plans and the Green Climate Fund, and experience in engaging with the multiple stakeholders within the climate change policy and finance architecture, notably but not limited to the UNFCCC and GCF.
- Strong communication, networking and facilitation skills across countries, regions, institutions and media; experience with establishing and coordinating communities of practice will be an advantage
- Demonstrated experience in developing and producing evidence-based policy briefs, communicating information and advocacy with a wide range of different audiences
- Knowledge of climate change adaptation/sustainable development programming in Africa and familiarity with current actors, concepts and debates, plus rights-based, gender and diversity approaches
- Experience of working with local and international partners and relationship-building
- Excellent writing, analysis, people and communication skills

- Fluency in English; working knowledge of French preferred

### **Key competencies**

- *Excellent People and Communication Skills, flexible and dynamic:* Ability to influence others to achieve objectives and get consensus and collaboration across many actors; ability to explain complex concepts in layman's language; ability to generate enthusiasm and inspire others; ability to communicate clearly and sensitively at all levels, establishing straightforward, productive relationships; effective negotiation and representation skills. Works and lives with a flexible, adaptable and resilient manner.
- *Analytical, initiative taking, leadership skills, planning and decisive judgment* - Able to lead and initiate action, analysing issues and problems systematically, gathering broad and balanced input, drawing sound conclusions and translating conclusions into timely decisions, relations and actions. Balances "analysis" with "doing"; sets high standards for self; is well organized even within a fluid working environment with capacity for innovation.
- *Learning and knowledge sharing:* open to new ideas; shares own knowledge; applies knowledge innovatively in daily work; builds partnerships for learning and knowledge sharing, makes connections – e.g. between concepts, community realities and opportunities
- *Awareness and sensitivity of self and others:* Demonstrates awareness and sensitivity for cultural and gender differences; treating all individuals with fairness and respect; experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner; high standards of integrity and trustworthiness.
- *Good teamwork:* Collaborates and works effectively with others across levels and boundaries; acknowledges others' contributions; willing to seek help as needed; influencing and resolving differences across organizational boundaries, gaining support and commitment from others even without formal authority.