



Research, Evidence and Documentation 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 Research, Evidence and Documentation Coordinator

The Research, Evidence and Documentation Coordinator (REDC) will support the implementation of CLAR by covering the following key functions:

1. Coordinate country-level research and learning on effective approaches to and impacts of adaptation and climate resilience in targeted programmes in Africa/Asia;
2. Synthesise, analyse and document learning and evidence emerging across the CLAR programme targeted towards agreed purposes;
3. Coordinate the production and dissemination of publications including practical guidelines and tools, learning reports and policy briefs for a national to global climate resilience and adaptation audience;
4. Contribute to CLAR management, monitoring and reporting.

Specific tasks and responsibilities

Job responsibility #1 – Coordinate country-level research and learning on effective approaches to and impacts of adaptation and climate resilience in targeted programmes in Africa/Asia

While the CARE country programmes are led and financed by CARE country offices, CLAR provides technical and capacity support which includes guidance on research, learning, evidence collection and documentation. The task of the REDC is to support country offices and civil society partners in the following tasks and responsibilities:

- Support CARE programme or country office development of learning, monitoring and evidence strategies and plans related to climate resilience, in line with CARE International's resilience framework and CLAR strategy and considering approaches such as outcome mapping and harvesting.

- Support capacity development for CARE country office monitoring, learning and evidence related to climate resilience and encourage application, action research and innovation, and measurement of adaptive capacity and resilience in M&E and reporting systems, using CARE's standard indicators, markers and other approaches to measurement.
- Support country programmes to identify learning questions and facilitate learning dialogues, action research, analysis of monitoring data and impact assessment exercises, with experts as needed.
- Support country programmes to document experiences and learning on practical approaches and innovations and to make available these documents as well as the findings from M&E and learning.
- Coordinate research design across CLAR and country programmes, and support design, TOR development and delivery of country programme level research and studies for collection and documentation of evidence of resilience impacts and drivers together with CARE country offices
- Provide quality assurance to country research and study documentation

Job responsibility #2 – Synthesise, analyse and document learning and evidence emerging across the CLAR programme targeted towards agreed purposes

Strengthening climate knowledge brokering for multi-stakeholder, cross-discipline and South-South learning and coordination is a core CLAR objective led by the Technical Advisor with support of the REDC. In this context, the REDC will:

- Lead development of the CLAR goals and strategy for research, learning, evidence and communication
- Synthesise, analyse and document higher-level learning, evidence and insights emerging from national level research, reports and information shared from the country programmes and from in-country and cross-country/regional learning exchanges, to inform practice and policy messages.
- Support design, facilitation and documentation of cross-disciplinary and multi-actor learning across countries and regions
- Support collaboration with partners, complementary organisations and programmes for joint learning events to enhance and document collective quality, peer learning and South-South exchange, and support others to document and share their learning outcomes across a range of media.
- Produce for publication agreed studies, case studies, learning reports, policy briefs and practical guidance which support adoption of practical approaches, civil society advocacy, decision-making in policy and financial investment for adaptation and climate resilience. This will involve:
 - Develop or enhance practical guidance and training modules based on capacity support, linked to the outcome of learning and evidence studies and building on up to date adaptation guidance from the UNFCCC and adaptation finance mechanism, CARE's Adaptation Good Practice checklist and Southern Voices Joint Principles for Adaptation.
 - Build relations and joint plans with key research institutes for high-quality publications and possibly peer reviewed products for specific audiences which are of mutual benefit

Job responsibility #3 – Coordinate targeted publication dissemination

CLAR has a role to develop, publish and disseminate practical approaches, studies and learning reports targeted to support programme design and implementation, advocacy and capacity building. Target audiences include civil society advocates including the Southern Voices advocacy on adaptation community of practice, NAP implementers, and adaptation finance programme development teams and decision makers (e.g. African national GCF Accredited Entities). On this, the REDC will work closely with the CLAR Communications Coordinator and has a lead responsibility to:

- Identify audiences and opportunities for knowledge sharing, dissemination and use, and decide on publication topics and formats that will be most useful and influential together with CLAR teams, country programmes and CARE’s global Climate Change and Resilience Platform.
- Support development of publications for agreed audiences, including maintaining updated documentation and dissemination plans linked to their use, e.g. at key events, and ensuring quality design with CARE branding, high quality images, etc.
- Develop a strategy for dissemination that promotes use of evidence, learning and guidance on approaches for and impacts of adaptation and climate resilience, as resources for global, national and sub-national level implementation and advocacy beyond the immediate CLAR partners. Among others:
 - Link to online platforms and knowledge management systems for wide dissemination and reach to the broad adaptation community of practice, developing a presence on the weADAPT online knowledge platform as well as through the CARE Climate Change and Resilience Platform, CARE Climate Change and Southern Voices websites.
 - Design and organise regular webinars on key issues emerging in CLAR to discuss national and global advocacy and practitioner agendas, share lessons and develop common positions or approaches.
 - Facilitate the targeted country programmes to contribute learning to these and other relevant webinar series.
- Support capacity of civil society networks to access and use evidence and documented learning to inform their advocacy on global and national policies, plans and projects for climate change adaptation and finance.
- Contribute messages, evidence and learning to CARE’s Climate Change and Resilience Platform global advocacy at UNFCCC and with GCF.
- Work with the CLAR and Climate Change and Resilience Platform Communications Coordinator to ensure relevant information is shared through email-lists, social media, website(s) as relevant in collaboration

JD #4 – Contribute to CLAR management, monitoring and reporting

- Lead responsibility for developing plans, the monitoring approach and reporting on CLAR research, evidence and documentation deliverables in line with the results framework and donor requirements and in collaboration with the CLAR Senior Technical Advisor and Civil Society Advocacy Coordinator.
- Responsible for drafting CLAR progress annual reports, drawing on country programme M&E and reports and compiling and editing inputs from CLAR team members into a coherent report as required by CARE Denmark for their reporting to Danida.
- 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 position reports to the CARE Denmark Humanitarian & Nexus Programme Coordinator and works closely with the CLAR Senior Technical Advisor, Civil Society Advocacy Coordinator, West Africa Resilience Coordinator, CARE Denmark Climate Change Advocacy Coordinator, CARE Denmark desk officers and country

programme teams. The position also has a close working relationship with CARE's global Climate Change and Resilience Platform learning, knowledge management and communications functions and the Climate Change and Resilience Platform Communications Officer.

The position location is dependent on candidate background and is either located in a CARE office in Denmark, Ghana, Kenya, Tanzania, or Uganda, or will be home-based in any country preferably within a European/African time zone. 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, monitoring and evaluation, or social science
- At least eight years of relevant working experience, including a minimum of five years related to research, monitoring, knowledge management, advocacy or development practice; NGO experience is an advantage
- Demonstrated experience in developing and producing publications for policy and practice, communicating information and advocacy with a wide range of different audiences
- Strong experience and knowledge of approaches to learning, including operational and action research, participatory analysis, social learning, evidence-based learning and evaluation
- 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
- Experience of media liaison and media tools, e.g. photography, video, etc. desirable

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.