



## **NAP GLOBAL NETWORK – COUNTRY SUPPORT HUB**

### **TERMS OF REFERENCE**

#### **Short-Term Consultancy**

#### **Raising Awareness of Eswatini's NAP:**

#### **Taking adaptation to the grassroots and learning lessons from the communities**

**April 2022–October 2022**

The National Adaptation Plan (NAP) Global Network is a multi-funder initiative that was created in 2014 to support developing countries in advancing their NAP processes and help accelerate adaptation efforts around the world. Financial support for the Network has been provided by Austria, Canada, Germany, Ireland, the United Kingdom, and the United States. The Secretariat is hosted by the International Institute for Sustainable Development (IISD).

The NAP Global Network's **Country Support Hub** provides expert advice and short-term technical support on specific issues related to national adaptation planning and implementation.

#### **Background information**

The Government of Eswatini is aiming to move from planning to implementation in its NAP process by raising awareness of the NAP process and adaptation priorities, particularly at the local and grassroots levels—where many adaptation activities are actually implemented. The government intends to take adaptation to the people (top-down) while also learning lessons from the communities (bottom-up).

The Climate Change Unit (CCU) of the Ministry of Tourism and Environmental Affairs will be forming a NAP task team that will be responsible for identifying and taking the main messages of the NAP out to the grassroots communities. The NAP task team will be comprised of a maximum of seven members representing the five priority adaptation sectors set out in the Adaptation Communication and nationally determined contribution: water, ecosystems and biodiversity, health, infrastructure, and agriculture. The members of the task team will be from the lead ministries or have a connection to that parent organization (e.g., a research institution).

The NAP task team will be responsible for developing communication materials and a public awareness campaign. It will hold awareness-raising sessions in the four administrative regions and work with the media to share messages. These awareness-raising sessions will provide information to communities on adaptation and the need for action. In addition, the sessions will allow the CCU and members of the NAP task team to better understand what is taking place on the ground to adapt to a changing climate, including taking first steps to identify Indigenous Knowledge and practices that contribute to the comprehensive management of climate adaptation.

#### **Assignment**

The local consultant will support the task team meetings, including working with the government to prepare agendas, develop required materials, book meeting rooms, and write short meeting reports. In addition, the local consultant will assist with public outreach and awareness-raising sessions, including the preparation of agendas, meeting materials, communication materials, and outreach materials, including presentations. The consultant will prepare meeting reports for the public outreach and awareness-raising sessions. The consultant will assist the government with the organization of the public outreach and awareness-raising sessions, such as booking venues and catering, developing invitation lists and communicating with attendees, and preparing agendas and materials. The local consultant will be responsible for liaising with the local media, including inviting media representatives to outreach sessions.

The local consultant will assist the government in collecting information on Indigenous Knowledge, including preparing a session on Indigenous Knowledge for public-awareness and outreach events. This session on Indigenous Knowledge for adaptation will assist the government in beginning to identify local and Indigenous Knowledge to be incorporated in climate adaptation initiatives in Eswatini.

## Outputs

- An approved final report summarizing lessons learned.

## Activities related to the assignment

- **A detailed work plan of the assignment** that sets out key milestones (e.g., purpose of and approach to NAP task team meetings; purpose of and approach to public outreach sessions, including a list of invitees; timeline of meetings; overview of presentations/outreach materials; overview of a session on Indigenous Knowledge for climate adaptation; and approach to media).
- **Organize and deliver four public-awareness and outreach meetings**, including agendas, presentations, and materials for outreach sessions, including a session on Indigenous Knowledge for adaptation.
- **Summary report of awareness-raising and outreach sessions.**
- **Organize six NAP task team meetings** and provide **short minutes** of each meeting.
- **An approved final report** that summarizes lessons learned and initial learning on Indigenous Knowledge and practices that contribute to the comprehensive management of climate adaptation, incorporating feedback from the task team, the Government of Eswatini, and IISD.

## Anticipated timeline

Task	Output/Deliverable	Timeline
1. <b>A detailed work plan for the assignment</b> that includes the following: <ul style="list-style-type: none"> <li>• Key milestones (e.g., purpose of and approach to NAP task team meetings; purpose of and approach to public outreach sessions, including a list of invitees)</li> <li>• Timeline of meetings</li> <li>• Overview of presentations/outreach materials (including a session on Indigenous Knowledge)</li> <li>• Approach to media.</li> </ul>	<b>Work plan</b>	April 2022
2. <b>Organize and deliver four public-awareness and outreach meetings</b> , including agendas, presentations, and materials for outreach sessions, including a session on Indigenous Knowledge.	<b>Summary report of awareness and outreach sessions</b>	June 2022
3. <b>Organize six NAP task team meetings</b> and provide short minutes of each meeting.	<b>Six meeting minutes</b>	August 2022
4. <b>An approved final report that summarizes lessons learned</b>	<b>Final technical</b>	September

and initial learning on Indigenous Knowledge and practices that contribute to the comprehensive management of climate adaptation, incorporating feedback from the task team, the Government of Eswatini, and IISD.	<b>analysis report</b>	2022
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For all deliverables, the estimated time requirement is 75 **days** over an estimated period of 6 months. The costs of the meetings and workshop and any approved expenses will be covered by the NAP Global Network.

### Desired qualifications

- Master’s degree in a relevant field.
- Knowledge of the NAP process and climate adaptation in Eswatini.
- Experience in communications and media on climate change adaptation.
- Strong workshop and meeting organization and facilitation skills.
- Strong research, analytic, and writing skills.
- Fluency in English (spoken and written).

### Reporting and work arrangement

- The consultant will work closely with the Government of Eswatini in accordance with COVID-19 public health guidelines. The consultant will work closely on a virtual basis with Deborah Murphy, NAP Global Network, who will provide technical guidance for the project.
- The consultant must have their own computer equipment, as well as the appropriate software to carry out the activities provided for in these Terms of Reference.
- Consultants are encouraged to work with local youth organizations and programs to provide work experience/mentorship that will help them build their skills in matters related to the environment, climate change, and sustainable development.

### Application process

To apply for this consultancy, please submit a statement of interest, CV (4 pages max), and expected daily rate to [info@napglobalnetwork.org](mailto:info@napglobalnetwork.org), specifically mentioning in the subject “Short-term Consultancy in Eswatini.” If you are selected for the consultancy, you may be required to provide proof of your daily rate (e.g., a copy of a contract of at least 20 days that states a daily rate). In your application, please clearly demonstrate how you meet the criteria outlined above.

**Application deadline:** April 15, 2022

**Start date:** April 22, 2022



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