



## Terms of Reference

### Project Assistant for Peer Learning on National Climate Change Adaptation, Maldives

The International Institute for Sustainable Development is seeking a Maldives-based Project Assistant to provide support to the Climate Change Department, Maldives, to host a 3-day Peer Learning event. The aim is to provide part-time administrative and logistical support between **February-May, 2024** with organizing the event.

#### Context

The International Institute for Sustainable Development acts as the Secretariat for the **National Adaptation Plan Global Network (NAP GN)**, an initiative that advances adaptation planning and action in the Global South. We champion sustained South-South peer learning and exchange on the [National Adaptation Plan \(NAP\) process](#), provide targeted technical support to countries on NAP formulation and implementation, and support enhanced bilateral support for adaptation in climate-sensitive sectors. Founded in December 2014, the Network now connects over 2000 participants from more than 155 countries.

The NAP Global Network will be supporting the Maldives government, which currently holds the Chair of Coalition of Low-Lying Atoll Nations on Climate Change (CANCC). CANCC unites five low-lying atoll nations in efforts to strengthen responses to common climate change vulnerabilities and risks. The Coalition creates a forum for knowledge sharing, capacity building, and exchange of experience and best practices on the strategic adaptation planning, policy priorities, and other solutions among its members. CANCC nations work together to enhance capacity and resilience against climate change risks while also amplifying the presence of atoll nations in international advocacy.

The week of **May 6-9, 2024**, the Maldives government and NAP GN will be co-hosting a *Peer Learning Cohort event* on NAP processes.

The Summit will be attended by approximately 25 government representatives from 5 CANCC countries. The focus of the meeting will be on **advancing effective NAP processes**.

The Project Assistant will work in close collaboration with the Climate Change Department, Maldives, and IISD to support the organization of the event.

## Responsibilities

### *Event organization and support*

- Venue sourcing, catering and other service provider sourcing
- Coordinate with CCD to provide visa letters for international participants, as well as invitations to representatives who will deliver presentations and/or remarks
- Attend the workshop to support with participant registration, venue and catering logistics, and ad-hoc support as needed
- Support post-event expense reconciliation: collating and digitizing of receipts and original project documents, preparing expense claims, providing inputs for reporting;
- Provide post-event reporting support: following up with team members to obtain key meeting information such final agenda, participants list, presentations, photos, workshop report, and others.
- Prepare and archive all relevant documents, including evaluations: making sure participants summit event evaluations, and prepare a summary of the evaluation results.
- Provide other administrative and logistical support to team members as required.

## Assignment

The project assistant will work closely with the Maldives government and a member of the NAP Global Network Secretariat on all activities. All deliverables will be validated by the NAP Global Network and Climate Change Department member.

#	Deliverables	Due Date
1	<b>Pre-event support</b> <ul style="list-style-type: none"><li>• Venue sourcing, catering and other service provider sourcing</li><li>• Coordinate with Maldives government to provide visa letters for international participants, as well as invitations to representatives who will deliver key presentations and/or remarks</li><li>• Liaison with NAP GN to prepare and manage budgets for the event;</li><li>• Support to the Maldives government to prepare for the event</li></ul>	April 30, 2024
2	<b>Support during event</b> <ul style="list-style-type: none"><li>• Attend the workshop to support with participant registration, venue and catering logistics, and ad-hoc support as needed</li><li>• Support sign-in of participants</li><li>• Circulate and ensure completion of NAP GN pre-, during-, and post-event evaluation forms</li></ul>	May 6-9, 2024
	<b>Post-PLS support</b> <ul style="list-style-type: none"><li>• Support post-event expense reconciliation: collating and digitizing of receipts and original project documents, preparing expense claims, providing inputs for reporting;</li><li>• Provide post-event reporting support: following up with team members to obtain key meeting information such as final agenda, participants list, presentations, photos, meeting report, and others.</li><li>• Prepare and archive all relevant documents</li></ul>	31 May 2024

The costs of any necessary meetings and any other applicable costs associated with copy editing, publishing, and printing will be paid by IISD.

## Reporting

For contractual matters, the Project Assistant will report to NAP Global Network Secretariat/IISD. For administrative and logistical matters related to the event, the consultant will work closely with the Climate Change Department and NAP Global Network Secretariat/IISD.

## Required qualifications

- Excellent organization and administrative skills
- Ability to pay attention to detail
- Excellent communication skills
- Ability to work independently, with limited supervision
- Ability to solve problems
- Ability to manage time effectively
- Comfortable working in English and Dhivehi
- Familiarity with climate change adaptation and associated concepts an asset

## Application process

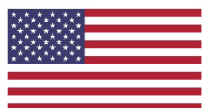
- To apply for this position please submit a cover letter (maximum 1 page), CV (maximum 2 pages), and expected remuneration for the assignment to: [info@napglobalnetwork.org](mailto:info@napglobalnetwork.org)
- In your application, please clearly demonstrate how you meet the criteria outlined above.

**Application deadline:** Midnight Maldives time, Wednesday, February 21, 2024

**Location:** Malé, Maldives

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