



Terms of Reference

National Consultant

Climate Smart Education Systems Initiative (CSESI) – Cabo Verde

June 2026 – February 2027

1. About the Organization

The International Institute for Sustainable Development (IISD) is one of the world's leading independent policy research institutions, working to advance sustainable solutions to global challenges. IISD has over 30 years of experience supporting governments, civil society, and development partners on climate change policy and practice.

IISD hosts the **National Adaptation Plan (NAP) Global Network**, which supports developing countries in advancing their national adaptation planning and implementation processes.

Under the **Climate Smart Education Systems Initiative (CSESI)**, funded by the Global Partnership for Education (GPE) and implemented in partnership with Save the Children and UNESCO entities, IISD provides technical support on key thematic components, including coordination, climate finance, and policy integration.

2. Background

Cabo Verde has made significant progress in strengthening coordination mechanisms between education, climate, and development actors. Platforms such as the Local Education Group (LEG), the National Council of Education (CNE), and the Interministerial Council for Climate Action (CIAC) play important roles in supporting dialogue and policy coherence.

However, coordination challenges remain, including:

- overlapping mandates,
- limited integration between education and climate governance structures,

- insufficient institutionalized processes for joint planning and monitoring,
- and limited influence of existing coordination platforms on decision-making.

Strengthening intersectoral coordination is therefore critical to ensure that climate considerations are systematically integrated into the education sector.

3. Objective of the Assignment

The overall objective of this assignment is to **strengthen and operationalize coordination between the education sector and climate-related institutions in Cabo Verde**, ensuring improved alignment, role clarity, and effective collaboration.

Specifically, the assignment aims to:

- analyse existing coordination mechanisms and institutional arrangements;
- identify gaps, overlaps, and opportunities for improvement;
- support stakeholder consultations and dialogue processes;
- develop practical recommendations and tools to enhance coordination;
- facilitate validation and adoption of improved coordination approaches.

4. Overview of the Assignment

The assignment will be structured around two main steps:

Step 1 – Institutional mapping and analytical assessment

- Conduct mapping of institutions, stakeholders, and coordination mechanisms;
- Analyse institutional mandates, roles, and coordination processes;
- Identify key bottlenecks, inefficiencies, and opportunities;
- Develop an analytical report including recommendations and an operational roadmap.

Step 2 – Validation and operational harmonization

- Facilitate consultations and technical dialogue sessions with key stakeholders;
- Present and validate findings and recommendations;
- Refine and consolidate coordination proposals;
- Support the development of practical tools, including adaptable Terms of Reference (ToRs) and coordination models;
- Facilitate a final validation workshop and consolidate outputs.

5. Activities and Responsibilities

The National Consultant will act as a **lead for the described activities**, working closely with the NAP Global Network, Save the Children, and national stakeholders.

5.1. Technical Activities

- Conduct a desk review of relevant policies, strategies, and regulatory frameworks (e.g. Education Sector Plan, National Adaptation Plan);
- Map key institutions and stakeholders involved in education and climate governance;
- Analyse existing coordination mechanisms (e.g. LEG, CIAC, CNE);
- Identify coordination gaps, overlaps, and bottlenecks;
- Develop a comprehensive **mapping and analytical report** with actionable recommendations;
- Contribute to the development of an operational roadmap for improved coordination;
- Develop and adapt practical tools, including:
 - sample Terms of Reference (ToRs),
 - coordination models,
 - guidance notes.

5.2. Stakeholder Engagement and Facilitation

- Identify and engage key stakeholders, including:
 - Ministry of Education,
 - Ministry of Agriculture and Environment,
 - Ministry of Finance,
 - CIAC representatives,
 - LEG members and partners,
 - municipalities and technical institutions;
- Design and conduct consultations (interviews, meetings, workshops);
- Facilitate technical dialogue sessions and validation processes;
- Organize and facilitate a **final validation workshop**;

- Ensure inclusive participation, including gender-balanced representation where feasible.

5.3. Coordination and Operational Support

- Serve as the main in-country coordination focal point;
- Liaise regularly with national authorities and project partners;
- Coordinate with Save the Children and NAP Global Network teams;
- Prepare and revise deliverables based on feedback;
- Document meetings, consultations, and follow-up actions;
- Contribute to periodic progress reporting.

6. Deliverables and Timeline

Deliverable	Description	Expected Completion
Inception Report	Participation to kick-off activities and production of a short report outlining the proposed approach to the assignment, including methodology, detailed workplan, stakeholder engagement strategy, and analytical framework. It will also define guiding questions for consultations, data collection methods, and validation processes.	June/July 2026
Mapping and Analytical Report + Draft ToRs and Coordination Models	A comprehensive mapping and analytical report covering key institutions (Ministry of Education, CIAC, LEG, CNE, ministries, municipalities, partners), including analysis of mandates, roles, and coordination mechanisms. The report will identify coordination gaps, overlaps, and communication bottlenecks. It will also include a set of draft, adaptable Terms of Reference (ToRs) and coordination models to strengthen intersectoral coordination, aligned with national structures and informed by CSESI experience.	August 2026

Consultation Process	A structured consultation process with the Ministry of Education, sectoral ministries, the LEG, and other stakeholders to present and discuss findings from Step 1, validate institutional mapping, and gather inputs on coordination challenges, opportunities, and proposed improvements.	October 2026
Final Validation Workshop	Organization and facilitation of a final validation workshop (preferably in person), including preparation of materials, presentation of findings, and documentation of stakeholder feedback to ensure alignment and ownership of proposed coordination arrangements, including ToRs and models.	November 2026
Final Consolidated and Harmonized Report	A revised and consolidated analytical report integrating feedback from consultations and the validation workshop. This final report will present agreed recommendations on institutional roles, communication flows, coordination routines, and strategic oversight arrangements for CSESI, along with finalized ToRs and coordination models.	January 2027
Quarterly Progress Reports	Brief reports summarizing progress, stakeholder engagement, key discussions, meeting minutes, and follow-up actions. These reports will support ongoing coordination, accountability, and communication with the Ministry of Education and key stakeholders.	August 2026 / November 2026 / February 2027

7. Reporting Arrangements

- **Technical supervision:** NAP Global Network (IISD) and Save the Children
- **National coordination:** Ministry of Education
- Regular participation in coordination and progress meetings

8. Required Qualifications

- Master's degree in public policy, climate change, education, governance, or related field;
- Minimum 5 years of relevant experience in climate policy, education policy, or institutional coordination and excellent knowledge of climate change and adaptation policy frameworks;
- Proven experience in analytical work (institutional analysis, mapping, policy reviews);
- Strong understanding of governance and institutional frameworks in Cabo Verde;
- Experience facilitating multi-stakeholder consultations and workshops;
- Strong analytical and report-writing skills;
- Ability to manage multiple tasks and deadlines effectively;
- Fluency in **Portuguese and English**.

9. Language of Work

- Portuguese for consultations and deliverables to ensure accessibility and effective stakeholder engagement and English with NAP Global Network

10. Application Process

Interested candidates should submit:

- a detailed CV;
- a financial proposal.

Applications should include the subject line: **“National Consultant – CSESI Cabo Verde”** and be sent to info@napglobalnetwork.org by June 18, 2026

11. Start Date

Estimated start date: **June 2026**