



OBSERVATOIRE DU SAHARA ET DU SAHEL
SAHARA AND SAHEL OBSERVATORY



CLIMATE DEPARTMENT

**TERMS OF REFERENCE FOR THE
RECRUITMENT OF AN ENVIRONMENT
& CLIMATE CHANGE EXPERT**

March 2021

Job title: Environment & Climate Change Expert with the Climate Department

Place of employment: Tunis (Tunisia)

Type of contract: Fixed term contract (renewable)

Languages required: French and English

Starting date: 05/01/2021

[\[AC/OSS/DEPART-CLIMAT_ EXPT-ENV&CC/090321-06\]](#)

1. CONTEXT

The Sahara and Sahel Observatory (OSS)¹ is an international organization with an African vocation, created in 1992, and established in Tunis (Tunisia) since 2000. The OSS currently has 33 member states² and 14 (international, sub-regional and non-governmental) member organizations. The OSS current area of action covers the hyper arid, arid, semi-arid and dry sub-humid regions of the Sahel-Sahara part of the African continent and covers an approximately 17.52 million km² area, or 57% of the continent's surface.

The OSS is a scientific and technical instrument, whose main mission is to support its African member countries in the integrated and coordinated management of their natural resources with particular attention to issues relating to water and land in a particularly disadvantageous climate change context. It mainly aims to work with member states and organizations and to act as an initiator and facilitator of partnerships on the above-mentioned topics. The mission is based on knowledge transfer, capacity building and awareness raising of all stakeholders.

In its new ten-year (2021-2030) strategy, the OSS aims to strengthen its interventions in the Climate sector. Then, it focuses on (i) strengthening the resilience and livelihoods of populations and (ii) the implementation of concrete adaptation and mitigation activities to climate change impacts.

In conjunction with the other technical departments and bodies of the OSS, the **Climate** Department is mainly responsible for the coordination and implementation of the organization's mission in the field of climate as defined in section 3 of its new 2030 strategy. **The strategic objective** of this section is to **contribute to building the capacities of Member States and the resilience of populations facing climate change**. The scheduled interventions under this Strategic Objective are based on four operational objectives as follows:

- Contribute to strengthening climate risk management mechanisms;
- Support countries in setting up and monitoring their scheduled Nationally Determined Contributions (NDCs);
- Support Member States in the implementation and management of consistent regional and national adaptation and mitigation projects;
- Support countries for access to climate finance.

In order to carry out its mission, the Climate Department develops and implements different projects addressing various topics to combat climate change, together with the member countries. A set of national and regional actions is currently being developed and many other actions will be formulated to better contribute to Africa's efforts and to the resilience of populations in terms of adaptation and mitigation to contend with climate change.

2. JOB DEFINITION

Under the responsibility of the Climate Department Coordinator, the expert will have to provide technical support for the implementation of the Department's activities. In particular, he (she) will carry out the following activities:

¹ <http://www.oss-online.org/>

² The 33 states include 26 African countries and 7 non-African countries. The Central African Republic is the last country to have become a member state of the organization in December 2020:

- **African countries:** Algeria, Benin, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Ivory Coast, Djibouti, Egypt, Eritrea, Ethiopia, Gambia, Guinea-Bissau, Kenya, Libya, Mali, Morocco, Mauritania, Niger, Nigeria, Uganda, Senegal, Somalia, Sudan, Chad and Tunisia
- **Non-African countries:** Germany, Belgium, Canada, France, Italy, Luxembourg and Switzerland.

Technical and analytical support

- Contribute to the environmental and social screening process of activities specific to the projects carried out by the implementing partners and consultants;
- Make sure to propose and observe appropriate measures to mitigate the project environmental and social impacts;
- Supervise the consultants work, review and evaluate the deliverables provided and formulate recommendations for their improvements;
- Make sure that the measures to mitigate the project environmental and social impacts are implemented in accordance with the project-specific ESMF or ESMPs.

Project development

- Support the Department in reviewing projects and selecting bankable project documents;
- Contribute in the preparation of projects by developing concept notes and evaluation reports, and conducting due diligence missions;
- Undertake the documentary research necessary for the development of new concept notes, in particular by consulting Nationally Determined Contributions (NDCs), national communications and biennial updates under the UNFCCC;
- Calculate or validate the indicators provided for the projects' impact evaluation, in particular the mitigation and adaptation impacts;
- Support the call for project proposal process as needed.

Project management

- Carry out periodic updates of the assigned projects' documents;
- Ensure the development of progress reports, annual reports and periodic updates of the assigned projects;
- Provide technical support for the organization of events, workshops and meetings and prepare related reports and notes;
- Support the achievement of in-the-field project monitoring missions;
- Collect reports and other project deliverables and make sure they are carried out in accordance with the contract or framework agreement with the funder.
- Contribute to capacity building, knowledge management and communication activities related to projects and activities of the Department.

Other activities of the Climate Department

The expert will also participate in the execution and support of all other activities of the Climate Department. This will include tasks related to technical expertise required for the needs of different projects. He/she will also support the OSS teams in order to promote inter-department synergies and the OSS day-to-day activities.

3. PROFILE REQUIRED

Education

Hold a 'Bachelor + 5' higher education degree (Engineer or Master) in environmental sciences, Agronomy, Agro-economics, Natural resource management or in a related field.

Experience

- At least 05 years of relevant professional experience in a national institution, an international organization;
- Proven experience in areas related to climate change, specifically focused on tools for monitoring and evaluating impacts;
- Solid experience in project design, including supporting the review/development of project concepts and documents, work plans and budgets is an asset;
- Good knowledge of financing mechanisms as well as the procedures of the main climate and sustainable development sector funders;
- Proven experience in planning, project/program management, monitoring-evaluation (M&E), techniques for collecting and analysing environmental and climate data;
- Experience in results-based management (RBM);
- Knowledge of environmental and climate issues at local, national, regional, and international levels;
- Appropriate skills to facilitate analysis sessions focused on M&E data learning with multiple stakeholders, operators and stakeholders;

Professional requirements

The applicant must meet the following conditions:

- Diplomacy, tact and professionalism; as part of his/her duties, the expert will have to interact with personalities from OSS member countries, decision-makers and development partners;
- Willing to work with people of different nationalities and cultures and to travel to the different countries of the OSS area of action;
- Enthusiastic and able to quickly learn new concepts and make initiatives;
- Able to take accurate and timely responsibilities;
- Team spirit and able to work under pressure;
- Structured and able to have a result-based planning;
- Open to change and flexible in a very dynamic environment;
- Able to effectively adapt approaches to follow changing circumstances or needs.
- Responsive and willing to share knowledge spontaneously;
- Excellent written and oral communication skills, as well as presentation skills;
- Strong analysis, summary and writing capacity;
- Command of English and French languages;
- Good knowledge of new information technologies and a perfect command of office software (word processing, messaging and Internet).

4. REMUNERATION

The net monthly remuneration ranges between **1800 and 2000 Euros** taking into consideration the years of proven professional experience.

The OSS will bear the expert's contributions to the OSS insurance. These insurances cover group risks of illness, invalidity, death, as well as individual insurance for personal accidents and travel insurance.

5. PRESENTATION OF THE APPLICATION FILE

The application file must necessarily include the following elements:

1. A cover letter signed and addressed to the OSS Executive Secretary,
2. A signed *curriculum vitae*; (**Use the standard OSS CV template downloadable at the following link**): [\[OSS CV Template\]](#);
3. A copy of the diplomas;
4. Other references deemed useful.

Evaluation:

The attached table provides an overview of the applicant scoring system.

The selection process includes a file-based pre-selection phase and an oral interview phase. The shortlisted experts will have to sit for an oral interview.

The experts' final ranking will be given after this interview.

6. SUBMISSION AND DEADLINE

Applications must be sent by **email** to the following address: procurement@oss.org.tn

Applications sent by e-mail must bear the subject line:

Call for applications: Environment and Climate Change Expert in support of the Climate Department (OSS) [AC/OSS/Depart-Climat_ Expt-Env&CC/090321-06]

Deadline: **March 31, 2021 at 11:59 p.m.** (Tunis time).

For any additional information, please send your requests to: procurement@oss.org.tn

ANNEX - APPLICATIONS SCORING SYSTEM

Section	Notes/Scores
Diplomas (Qualification in the required fields)	15 points
Professional experiences and references (PN: <u>Only experiences proven by a certificate will be considered</u>)	
<ul style="list-style-type: none">• Seniority	20 points
<ul style="list-style-type: none">• Relevant professional references	40 points
Language command	10 points
Motivation degree	10 points
Organization and presentation of the file	05 points
Grand Total	100 pts