

Job description – Communication Officer

GCCA+ West Africa

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1. PROJECT PRESENTATION

1.1.Context and expected outcomes

The Global Climate Change Alliance (AMCC+ or GCCA+)

The Global Climate Change Alliance Plus (AMCC+ or GCCA+) is the second phase of an initiative of the same name launched by the European Commission (EC) in 2007, with a view to enhancing the dialogue and cooperation in the field of the fight against climate change between the European Union (EU) and the most vulnerable developing countries.

This second phase in particular aims to take into account the evolution of development issues and thereby contribute to the achievement of the Sustainable Development Goals defined by the United Nations and to the implementation of the Paris Agreement.

The GCCA+ initiative continues to support countries *via* two mutually reinforcing pillars: the political and technical dialogue and support for the implementation of national and regional climate change adaptation and mitigation policies, with a greater emphasis on the management of climate knowledge and communication on it.

The priorities for GCCA+ are as follows:

- 1- Build the scientific and technical capacities of the subregion in order to reduce vulnerability to climate change;
- 2- Promote the mainstreaming of aspects of climate change into development policies, strategies, programmes and projects at the subregional and national levels;
- 3- Support the development and implementation of subregional and national climate change adaptation programmes and projects.

The GCCA+ initiative breaks down into i) an “Overall’ component composed of programs set out by country under the supervision of the EU Local Delegations, and ii) an “Intra ACP” component under the coordination of the ACP Secretariat in Brussels. This component is itself divided into subregional components and Expertise France has been designated to manage the delegation of funds for West Africa.

The West Africa regional component

The GCCA+ West Africa project implemented by Expertise France with a **5-year** budget of **EUR 12.1m** benefits from two regional bases: the political support for the project from **ECOWAS**, and a technical base with **CILSS** which will, in addition, be implementing part of the activities.

GCCA+ West Africa officially started on **1 January 2018** and began by a 12-month preparatory phase which aimed to lead to a common definition of the project outcomes and activities.

The 6 main project outcomes are as follows:

EO1. ECOWAS and its specialised agencies develop operational and institutional capacities that meet the needs of member countries (+ Chad and Mauritania) in the focus areas of GCCA+, in climate negotiations and in the implementation of the Paris Climate Agreement.

Indicative activities:

- Build the capacities of regional institutions on the climate and, in particular, on the Paris Agreement,
- Build the capacities of countries and regional institutions on international climate negotiations.

EO2. The climate change strategies and priorities – regional (ECOWAS) and national (member countries +2) – for the implementation of the Paris Climate Agreement in member countries are enhanced and their implementation is supported.

Indicative activities:

- Support capacities to consolidate and monitor the implementation of the Paris Agreement at regional level,
- Support the implementation of national contributions.

EO3. Pilot adaptation projects, including solutions based on an ecosystem approach, which have already been tested and implemented in ECOWAS countries and serve as a reference, are scaled up.

Indicative activities: This outcome will mainly be achieved *via* the launch of calls for projects.

EO4. Regional organisations and ECOWAS member countries step up the strategic dialogue, build their negotiation capacities, share information and skills, and the outcomes and knowledge on climate action.

Indicative activities:

- Continue the analysis of the climate, its impacts, the vulnerability of agro-pastoral systems and the production of hydro-climate information,
- Capitalise on and share good practices and innovative technologies on climate change adaptation and mitigation in West Africa.

EO5. The capacities of technical institutes, universities and regional centres to provide training services, research and support for innovation in sectors related to climate change adaptation and mitigation are strengthened.

Indicative activities:

- Set up diploma-based training in the field of climate change,
- Develop e-learning dynamics on these subjects in the region.

EO6. With the prospect of future support through climate finance and investments, innovative approaches involving the public and private sectors for climate and economic resilience are prepared and tested.

Indicative activities:

- Facilitate access to financing for project initiators by building project engineering capacities and knowledge on the appraisal of the various funds.

Find out more about the project news: <https://www.expertisefrance.fr/actualite?id=754627>

1.2. Implementation structure

The project is coordinated from Lomé (Togo). The Project Coordination Unit (PCU) is based at the Regional Agency for Agriculture and Food (RAAF) and is responsible for:

- Proposing and managing the strategic orientation and activities with a partnership approach for validation by the Steering Committee;
- Managing the implementation of the strategic orientations validated by the Steering Committee;
- Implementing part of the activities and, in particular, coordinating the call for project proposals processes and the management and implementation of pilot projects;
- Mobilising actors and partners for strategic objectives;
- Coordinating the technical and financial reporting of the project;
- Conducting the contractual monitoring of the grant allocated to CILSS and RAAF;
- Promoting and harmonising good practices and procedures within the project;
- Managing the monitoring-evaluation and capitalisation at the project level;
- Guiding and handling the communication and dissemination of the project actions and outcomes.

It is composed of:

- A coordinator;
- An administrative and financial manager;
- A pilot project officer;
- A monitoring-evaluation manager;
- A communication officer (i.e this job position)
- An administrative assistant;
- Two technical assistants.

One member of the PCU - a climate finance technical assistant - is based in Abuja, in the premises of ECOWAS.

Part of the activities are directly implemented by CILSS. The outcomes of these activities will be subject to a consolidation by the PCU to provide an overall report on the project implementation. Furthermore, RAAF is responsible for the financial and administrative management of the activities

related to the regional workshops and/or training, and related to the operation of the PCU. It has also been entrusted with a grant in this respect.

2. OBJECTIVES OF THE MISSION

The Communication Officer will be responsible for implementing the actions of the project's communications strategy, the five strategic objectives of which are as follows:

- **Strategic objective 1:** To make the basic public climate policy documents accessible and understandable for all targets at national and regional levels.

- **Strategic objective 2:** To promote ECOWAS to a credible position as a leader on climate issues in the region and internationally.

- **Strategic objective 3:** To mobilize actors through raising their awareness of climate issues, their participation in disseminating sustainable solutions with a view to strengthening the resilience of the communities and through their advocacy with the States of the region.

- **Strategic objective 4:** To ensure continuous and coherent visibility of the program and of its main donor.

- **Strategic objective 5:** To share with regional organizations and ECOWAS member countries a common base of information, skills, results and knowledge on climate action.

3. DESCRIPTION OF TASKS

The Communication Officer will carry out the following tasks :

- To produce the contents of the project's communication/visibility media ;
- To facilitate reflection on the calendar and the topics (pitches) of monthly articles to be produced;
- To write monthly articles highlighting the activities / news of the project in connection with the regional and international context (schedule of negotiations for example, conferences, social issues, etc.);
- To coordinate the relay and publication of articles on the websites of the project stakeholders and in newsletters (Expertise France, RAAF, GCCA + Intra-ACP);
- To consolidate a base of contacts for the dissemination of content produced by the project;
- Community management: to facilitate the "pool" of resource persons for social networks around the project (pool made up of RAAF, EF, the Commission, CILSS, the ACP Secretariat): to define a news schedule, prepare postings, relay with resource persons, follow up and monitor .
- To ensure the regular updating of "fundamental" supports and websites of stakeholders on the

project;

- To establish and manage a digital library with external project resource documents (technical publications, com media, videos, etc.).
- To manage relations with service providers in charge of the design/graphics of the various media.
- To deploy the communication strategy into annual and half-yearly communication plans, to implement these actions;
- To contribute to the structuring of a watch of relevant information for the project;
- To design communication plans around each operational event of the project (workshops) and implement them;
- To create a relationship of trust with media representatives and to ensure media visibility of the project, including in particular communication actions during the organization of, or participation in international events (press conferences, press releases, social networks ...), organizing of reports and / or televised and radio debates in the project's fields of intervention , etc.
- To participate in strategic discussions within ECOWAS, alongside the PCU, on the structuring of a communication plan around the regional climate strategy (tools, channels, techniques);
- To set up a system for documenting lessons learned and best practices during the life of the project;
- To contribute to the reflection on the evolution needs of knowledge dissemination tools.

4. INTERNAL AND EXTERNAL WORK RELATIONS

The Project Communication Officer will be under the technical supervision of the Technical Assistant, who was hitherto responsible for project communications. He/she will work in close collaboration with the rest of the team, given the crosscutting nature of communication in the project, as well as with the Communication department of Expertise France headquarters.

He/she should also coordinate relations with the communication services of the ECOWAS Commission, RAAF, Expertise France and CILSS/CRA, as well as with the communication focal points of the European Union and the ACP Secretariat. An interview at the end of the trial period will be organized, as well as subsequent semi-annual evaluation interviews.

5. PROFILE

- Have at least a BAC diploma + 2 or a BAC diploma + 3 ;
- Have at least 4 years of experience as a Communications Officer;
- Have work experience in an NGO, cooperation agency or institution;
- Have experience in community management (facilitation of social networks);
- Established track record in developing communication tools and content for the visibility of a project or an organization;
- To be able to write analytical and synthetic capitalization reports on experiences and lessons learned (both from practical solutions in the field, and from public policies) with a view to sharing and possible replication;
- Have knowledge of issues related to the environment, natural resources and / or climate change in the West African region;
- Be fully conversant with computer tools: Word, Power Point, Publisher, Photoshop, InDesign or equivalent;
- Have a very good command of written and verbal French and English; Portuguese being an asset.

6. DETAILS

Position type: Fixed Term Contract

Assumption of duty: as soon as possible

Duration: one year renewable

Remuneration: € 1,500 to € 2,500 gross per month, depending on profile and experience

7. APPLICATION FILE

- Résumé
- Covering letter

Shortlisted candidates will be contacted for an interview and a written test.