

Terms of Reference

Communications Coordinator Consultancy

Project *Global Cooperation for Climate Action: southern engagement with climate negotiations and commitments 2020-2023*

About the Project

The project “*Global Cooperation for Climate Action: southern engagement with climate negotiations and commitments 2020-2023*” aims to increase knowledge and capacities to enhance climate action in developing countries, strengthening their engagement with the Paris Agreement "ambition cycle" in a way that is reflected at the 2023 Global Stocktake. It pursues the main goal by strengthening the role played by new agents for action (young, mostly women) through research and training.

The project is designed in a cyclical process with four separate components: First, research synthesis of available climate knowledge and capacities on specific topics; second, capacity-building through virtual trainings; third, strengthening leaders in the development of climate solutions; and fourth, ensuring the participation of researchers and leaders in global climate governance forums, such as COPs.

The project is founded by the International Development Research Center (IDRC) and will be implemented by Fundación Avina between March 1st 2021 and 30th April 2024 (38 months) in 6 countries from Africa and Latin America and the Caribbean (to be defined).

Role & responsibility

The Communications Coordinator Consultancy will integrate the Executive Team to the Project and respond directly to the Project Leader and Fundación Avina.

The professional will lead the communications strategy of the project, facilitating learning, dissemination of information and impact at national and global levels.

Activities

- Propose and lead implementation the Project’s overall communication strategy, interacting on a proactive basis with all stakeholders and communications staff from all partner organizations.
- Coordinate the design and manage on a daily basis the Project’s website.
- Manage the social networks of the Project, creating content and managing the community.
- Coordinate the visual identity of the project, ensuring the correct use of logos by all parties.
- Prepare meetings minutes and progress reports, ensuring that all project stakeholders are up to date with Project’s matters.
- Keep track of project indicators and ensure regular monitoring and registration.
- Support preparation of project reports.
- Coordinate the elaboration of all audiovisual materials and translations related to the Project, interacting directly with service providers.
- Organize webinars and events at Regional Climate Weeks and COPs, in close collaboration with project partners.

Deliverables

- Quarterly progress reports according to the activities described above.

Professional qualification and skills

- Bachelor degree in communications, international relations, environmental science or related areas desirable.
- Fluency in English and French (written and oral). Spanish desirable.
- At least 5 years of work experience leading communications strategies.
- Familiarity with social networks and community management.

- Basic knowledge of Illustrator.
- Knowledge about climate action and climate governance.
- Experience working with African organizations .

Aptitudes

- Ability to work in multicultural teams, as well as independently.
- Proactivity and capacity to propose solutions and innovative approaches.
- Outstanding writing skills.

Contract Conditions

- Independent Contractor – Professional Services Consultant
- Home office, based in any part of the world, preferably Africa or Latin America.
- Part-time - 25 hours per week. Flexible hours.
- Availability to travel if circumstances allow.

Payment – Professional Fees

- USD 1800 per month (taxes and international transfer costs are included)

Duration

- Three months trial period, with possible extension for a total of 36 months.

Expression of interest

Curriculum Vitae in English, including indication of one contact for recommendation/reference, shall be sent to desarrollo.humano@avina.net until April 9th

Equal and inclusive career opportunity. We embrace diversity based on gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, religion. We encourage the application of Afro-descendants, people of indigenous origin and LGBTIQ +.