

Climate Adaptation and Mitigation Program for Aral Sea Basin (CAMP4ASB)

Terms of Reference for

Coordination and Partnerships Building Specialist of the Central Asia Climate Information Platform (CACIP Specialist)

1. Background

On November 3, 2015, the World Bank Board of Executive Directors approved an allocation of US\$38 million from the International Development Association (IDA) to finance the first phase of the regional Climate Adaptation and Mitigation Program for Aral Sea Basin (CAMP4ASB). This approved financing includes US\$9 million for Tajikistan, US\$14 million for Uzbekistan, and US\$15 million for regional activities to be implemented by the Executive Committee of the International Fund for Saving the Aral Sea (EC-IFAS) with support from the Regional Environmental Center for Central Asia (CAREC) for day-to-day regional coordination and implementation.

The CAMP4ASB aims to enhance regionally coordinated access to improved climate change knowledge services for key stakeholders (e.g., policy makers, communities, and civil society) in participating Central Asian countries as well as to increased investments and capacity building that, combined, will address climatic challenges common to the countries. CAMP4ASB¹ is comprised of three components:

Component 1: Regional Climate Knowledge Services: To strengthen the knowledge and capacity base for climate action and facilitate regional dialogue and multi-stakeholder engagement for an effective climate response at scale;

Component 2: Regional Climate Investment Facility: To provide financing and technical assistance to rural communities for climate-smart investments that will generate lessons and experience for scaled-up climate action in priority areas common to all Central Asian countries;

Component 3: Regional and National Coordination: For oversight, coordination, and implementation support at regional and national levels.

Under the Sub-component 1.1. “Strengthening the Information Platform for Central Asia”, the [Central Asia Climate Information Platform \(CACIP\)](#) is developed to facilitate access by stakeholders to public-domain data for climate assessment and decision-making. This platform will help stakeholders to access, analyze, and visualize public-domain data to support improved awareness, assessment, and decision support. The Platform is expected to make available comprehensive and up-to-date relevant data and information, linking with high-quality datasets from global, regional, and local sources, provide analytical tools and interfaces for the visualization and interpretation of data and information. CACIP is developed by CAREC within the framework of the [World Bank](#) funded initiative Climate Adaptation and Mitigation Program for Aral Sea Basin (CAMP4ASB) led by the [Central Asia Regional Environmental Center](#) (CAREC) in collaboration with the International [Center for Agricultural Research in the Dry Areas](#) (ICARDA).

2. Objectives of the assignment

The main objective of the assignment is to ensure a full functionality, troubleshooting and access to the up-to-date contents of the CACIP, organize and help implement relevant M&E and assessments, assist

¹ For more details about the project and description of all components and subcomponents, please refer to the CAMP4ASB Project Appraisal Document ([PAD](#))

with production of knowledge products based on demand and with measurable feedback from target groups, strengthen existing and develop new partnerships and provide thematic support in capacity building and outreach activities. It is expected that the CACIP Specialist will closely coordinate with CACIP developers, CAMP4ASB RCU team, GIS Specialist, IT Specialists, communication expert and group of national experts and consultants.

3. Scope of work

The proposed scope of work will include the following tasks and deliverables:

Task 1: CACIP needs assessment, IT work and knowledge production support

- 1.1. Coordinate with IT Specialists to ensure full functionality of the CACIP before November 2022, resolving existing and emerging bugs, and ensuring access to all sections and sub-sections of the CACIP;
- 1.2. Provide support to IT Specialists, communicate with and support suppliers of information and services (analytical, capacity building, etc.), to ensure proper functioning of the CACIP;
- 1.3. Help document, process, analyze and synthesize all requests on CACIP integration with other CAREC websites, take a lead with conceptualization of a unified interface (consistent menus, design) with smooth user navigation and administration logic for integrated websites, take a lead with setting integration tasks for IT Specialists and oversee implementation of integration process;
- 1.4. Take a lead with formulating and finalizing structural and conceptual framework for development of several Matrices (Projects matrix, Documents matrix, Experts matrix, MRV data matrix, etc.) and their practical integration into CACIP;
- 1.5. Help identify primary target groups/ users of CACIP content in 2022 and 2023, implement and update needs assessment for target groups, identify a range of key products for each target group;
- 1.6. Double-check access to all uploaded knowledge products, as well as upload new knowledge products relevant to the CA region and covering CACIP topics;
- 1.7. Help with uploading and featuring relevant materials for major events (CoP27, 5th CACCC, Ministerial Conference in Nicosia, others);
- 1.8. Assist with collection of M&E indicators, track and analyze CACIP related indicators for M&E purposes and provide recommendations for RCU accordingly;
- 1.9. Conduct scoping study on CACIP internet-application² for farmers;
- 1.10. Provide support in developing respective ToRs (substantive requirements) for knowledge products and other expert assistance for CACIP;
- 1.11. Collect and analyze feedback from CACIP users and administrators, develop recommendations and action plan of follow up activities for consideration with CAMP4ASB RCU team;
- 1.12. Maintain email accounts, excel databases, google analytics, user registration, admin forum topics;
- 1.13. Coordinate translation of CACIP webpages and knowledge products into Russian, English;
- 1.14. Contribute to development of CAMP4ASB project reports and presentations;
- 1.15. Perform other relevant tasks as required.

Task 2: Capacity building and partnership development

- 2.1. Provide full support to the processes related with signing the Memorandum of Understanding (MoU) with CACIP partners, regularly communicate and coordinate with MoU partners to ensure that their relevant knowledge products, spatial data, eTools, and learning services are available on CACIP, and further develop and implement partnership action plans within the existing MoUs;
- 2.2. Organize and lead online and offline trainings on CACIP use and content development at national and regional levels (at least one for each target user groups);
- 2.3. Identify, search and engage potential partners into the promotion and mutually beneficial use of the CACIP Geoportal and E-Learning platform (paid online courses);

² This application could be MobApp, Telegram channel, etc. Subject to initial scoping study

- 2.4. Support for outreach and communication activities including news preparation, drafting blogs, presentations, media toolkits, monthly newsletters, etc. in Russian and English languages;
- 2.5. Regularly interact with IPCC, plan and implement engagement, ensure information dissemination among academia and other networks about IPCC activities provided through the CACIP;
- 2.6. Participate and, where necessary, present in different meetings, site visits, other national and regional events related to CACIP themes and aimed at information/ knowledge development and sharing. Take meeting minutes, discuss with the CAREC staff.

The following deliverables and indicative schedule are expected from the CACIP Specialist. The exact dates of the beginning and completion stages as well as scope of works for each phase can be corrected by the CAMP4ASB RCU Coordinator based on reasonable justification by the CACIP Specialist. The CAMP4ASB project reserves the right, if necessary, to amend the terms of reference of the CACIP Specialist through a written agreement.

#	Deliverables	Timeline
	Task 1: CACIP needs assessment, IT work and knowledge production support	
1.	All platform failures, misfunctions, and IT bugs are identified, documented and fully reflected as tasks and deliverables in the ToR of IT specialists (*)	Aug 15, 2022
2.	Detailed concept on integration with agreed interface, menus, design, logic of navigation and administration (incorporating feedback, suggestions from CAREC colleagues and other stakeholders) is finalized and approved by the CAMP4ASB RCU Coordinator (*)	Aug 22, 2022
3.	Qualified IT Specialist(s) are recruited and duly instructed of their assignment, expected outcomes (*)	Aug 29, 2022
4.	Complete mapping of key CACIP target groups/ users are approved by the CAMP4ASB RCU Coordinator (*)	Sep 15, 2022
5.	Based on the analysis of the results of the needs assessment, a detailed action plan, expert / subcontracting needs, range of demand-based products and services, and approximate costing is fully developed for each target group and approved by the CAMP4ASB RCU Coordinator	Sep 30, 2022
6.	Structural and conceptual framework is provided for development and practical integration on CACIP of the Matrices (Projects matrix, Documents matrix, Experts matrix, MRV data matrix, etc.), including coordination with arranging quarterly update of the contents of the matrices (*)	Oct 15, 2022
7.	Detailed roadmap on CACIP integration with other CAREC websites, platforms, eTools, products and services, incl. action plan, justified needs in experts support, tasks for subcontracting and approximate costing is fully developed and approved by the CAMP4ASB RCU Coordinator	Oct 25, 2022
8.	CACIP integration tasks are well formulated and included in ToR of existing or new IT Specialists	Nov 1, 2022
9.	In cooperation with IT specialist(s), effective functioning and user-friendly access to all CACIP webpages, eTools, sections/ subsections, knowledge products and services in Russian, English and, where relevant, in 5 local languages are ensured	Nov 15, 2022
10.	If deemed necessary, qualified IT Specialist(s) are recruited for CACIP integration tasks and duly instructed of their assignment, expected outcomes	Nov 30, 2022
11.	A scoping study on CACIP internet-application for farmers (incl. consultations with the CAMP4ASB project team, ICARDA, NCUs, other identified stakeholders) is conducted and approved by the CAMP4ASB RCU Coordinator	Jan 15, 2022
12.	Detailed action plan for developing and operationalizing the CACIP internet application for farmers (incl. justified needs in experts support, tasks for	Feb 25, 2023

	subcontracting and approximate costing) is fully developed and approved by the CAMP4ASB RCU Coordinator	
13.	Implementation of CACIP integration process in compliance with the roadmap (incl. daily coordination between IT Specialists and major users/ content admins) is ensured until full completion and acceptance by the CAMP4ASB RCU Coordinator	July 15, 2023
14.	Support in developing respective ToRs (substantive requirements) for IT support and related services, knowledge products and eTools, analytical and capacity building services is provided	Regularly
15.	Knowledge products, developed under the CAMP4ASB and other CAREC teams are processed, professionally designed and integrated into the CACIP in the most interactive format	Regularly
16.	CACIP M&E indicators are continuously tracked, analyzed, recommendations are provided. Bi-monthly reports with specific recommendations	Regularly
17.	Relevant data/ knowledge/ information gathered under the projects implemented by the CAREC and other interested partners are uploaded and available on the CACIP. Monthly reports	Regularly
18.	Feedback from stakeholders and users of the CACIP collected and analyzed, recommendations and follow up activities are provided to the CAMP4ASB RCU Team/ CAREC's CACIP WG on a bi-monthly basis	Regularly
19.	Email accounts, excel database, google analytics, user registration, admin forum topics, translation of navigation language and other CACIP services are properly maintained for knowledge production	Regularly
	Task 2: Capacity building and partnerships development	
20.	Partnership roadmaps within the existing MoUs (incl. detailed joint action plans, expected joint products and services, opportunities for building synergy, strategic cooperation and funds mobilization) are developed and approved by the CAMP4ASB RCU Coordinator	Nov 24, 2022
21.	Online and offline trainings for CACIP users and information providers at national and regional levels (at least one for each target user groups) organized and delivered	July 15, 2023
22.	Support with organization of processes related to signing of the Memorandum of Understanding with new members of the CACIP Consortium is provided (incl. regular communication with new and existing MoU partners to ensure that new knowledge, spatial data, eTools, learning and other services are available on the CACIP)	Regularly
23.	Potential partners for the CACIP E-Learning platform are identified and engaged; partner mapping is provided and approved by the CAMP4ASB RCU Coordinator	Regularly
24.	Support for outreach and communication activities on national, regional and international levels conducted in accordance with the 2022 visibility plan (including preparation of news, presentations, news blogs, social media toolkit, flyers, booklets, brochures, monthly newsletters, maintaining CACIP accounts in social media)	Regularly
25.	Regular interaction with IPCC, engagement and proper information dissemination among academic networks about IPCC activities is provided through the CACIP	Regularly
26.	Presentations in different meetings, site visits, other national and regional events related with CACIP and other topics are made. Meeting minutes and follow up actions agreed with the CAMP4ASB RCU team.	Regularly

(*) These deliverables are already in process and will be handed over by staff to a hired candidate

4. Qualification and experience requirement

- Bachelor's degree in Environmental Sciences, Social Sciences, Climate Change, International Relations, Development Studies, Information Technology or another relevant field (advanced Master's, PhD, or equivalent degree in above fields is an advantage);
- At least 3 years of experience in coordination, awareness raising, and capacity building projects (preferably with focus on environmental knowledge services and products) funded by international organizations;
- Strong knowledge of environmental and climate change issues in the region is required;
- Experience in conducting research and analysis, data and information gathering is an asset;
- Experience in data management, working with web sites, platforms, or document management systems is an advantage;
- Knowledge of (web) design/ visual communication / database management software is an advantage.

Communication and computer skills:

- Excellent knowledge of Microsoft office suite (MS Word, Excel, Power Point) and strong interest in learning new software/ applications;
- Excellent oral and written communications skills in English and Russian. Knowledge of another regional language is an advantage.

Personal qualities:

- Critical judgement and ability to independently assess the risks, effectively navigate through complex processes;
- Ability to effectively communicate and resolve emerging problems in coordination with the team;
- Evidence of strong analytical skills, and problem identification and solving;
- Self-motivation and focus on delivering quality results;
- High attention to details, accuracy, self-discipline and motivation;
- Ability to work in multidisciplinary and multicultural teams;
- Creative open-minded team player with strong initiative and willingness to learn;
- Result-oriented mindset, proactive responsiveness, ability to work under pressure and remotely.

5. Timeline, Reporting and Terms of Work

The CACIP Specialist shall perform the assignment with a full-time workload (40 hours a week) at the CAREC HQ (Almaty, Kazakhstan). The estimated duration of the consultancy will be Aug 1, 2022 – Aug 1, 2023 with possible extension based on successful performance and flexibility to multitask, deliver quality results. The CACIP Specialist shall report to the CAMP4ASB RCU Coordinator and, for daily supervision and task setting, work with and report to the CC Specialist on a regular basis.