

Term of References

Individual Consultant – Coordinator for Climate Change Diploma Programme

Background of the Project

The increasing need of quick action on climate change in line with the federal and Khyber Pakhtunkhwa government strategies and to tap potential avenues of climate finance. a donor funded project titled, “Supporting Federal and Provincial Government of Khyber Pakhtunkhwa in Improving Climate Governance” is implementing by the Centre for Water Informatics and Climate Resilience (CWC) at the Institute of Management Sciences, Peshawar in collaboration with the Ministry of Climate Change (MoCC) at the National level and Planning & Developing Department of Khyber Pakhtunkhwa Province. The project is of three pronged including:

- i. Supporting the Institute of Management Sciences (IMS) in developing climate change related curricula and implementation of one-year diploma on climate governance at IMSciences for the relevant government officers and young professionals.
- ii. Supporting the GoKP in establishing a Climate Change Cell at the Planning & Developing Department of Khyber Pakhtunkhwa. The Cell will act as a central hub for provincial government to steer the implementation of climate measures of national and provincial climate change policies.
- iii. Operationalizing the Climate Finance Unit at the MoCC to conduct various activities associated with climate finance, as the Ministry’s role as the National Designated Authority for a number of Climate Finance Facilities.

Job Description

- The position will report to Project Manager;
- Disseminate information related to CC diploma to all provincial and national stakeholders;
- Coordinate with the government and non-government organizations for nominations of participants / candidates for CC diploma course;
- Coordinate with the diploma instructors/faculty in developing curriculum of their respective course;
- Establish curriculum review committee for the CC diploma programme;
- Conduct meetings of curriculum review committee and disseminate meeting minutes;
- Assigning days and making time table for the diploma programme;
- Arranging appropriate arrangements for the classroom for conducting lectures and other logistics arrangements;
- Develop progress report of students and instructors;
- Informing instructors about their schedules;

- Lead in arranging course assessments, exams and compilation of results;
- Conduct and or participate in consultation workshops related to diploma programme;
- Any other task(s) assigned by the Project Manager.

Required Qualification and Experience

- At least 16 years of education (Master's/Bachelor's degree) in management sciences, social or natural sciences (Development Studies, Environmental Sciences, Geography, Sociology, Agriculture and Forestry, or any other related field) from an HEC recognized university/DAI;
- At Least 05 years of experience
 - i. of working on academic assignment(s) with any Government or semi-government/intergovernmental setups or national/international organizations at technical levels in subjects of coordination;
 - ii. Must possess knowledge of areas such as: sustainability, climate change, environmental change, mitigation and adaptation;
 - iii. Sound understanding of procedures related to academic management of a program;
 - iv. Experience of making logistic arrangements for the scheduling and commencement of classes, keeping the instructors informed, conducting curriculum review meetings and other activities of managing the diploma programme;
 - v. Experience of donor coordination or working with donors or national/international organizations is essential.
 - vi. Hands- on experience of working with computer (MS Office) is essential.