

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;
- Develop and update course materials, including syllabi, lesson plans, and teaching resources, in collaboration with subject matter experts and faculty members;
- Establish curriculum review committee for the CC diploma programme;
- Facilitate the recruitment and selection of qualified instructors and guest lecturers for the program;
- 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;

- Provide guidance and support to students throughout their diploma program, addressing their academic needs, concerns, and questions;
- Monitor and evaluate the effectiveness of the program, collecting feedback from students, instructors, and employers, and making recommendations for continuous improvement;
- Develop progress report of students and instructors;
- Prepare regular reports on the program's progress, including enrollment figures, student performance, and any challenges or opportunities encountered
- Informing instructors about their schedules;
- Lead in arranging course assessments, exams and compilation of results;
- Conduct and or participate in consultation workshops, relevant meetings, conferences, and professional development activities to enhance knowledge and skills in climate change education;
- Stay updated on the latest developments in climate change research, policies, and practices, and integrate relevant knowledge into the curriculum and teaching materials;
- Collaborate with the marketing and admissions team to promote the climate change diploma program and attract prospective students;
- 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 03 years of experience of working with any Government or semi-government/intergovernmental setups or national/international organizations at technical levels in subjects of coordination;
- Must possess knowledge of areas such as: sustainability, climate change, environmental change, mitigation and adaptation;
- Sound understanding of procedures related to academic management of a program;
- Effective communication and interpersonal skills, with the ability to interact professionally with students, faculty, staff, and external stakeholders
- Excellent organizational and time management skills, with the ability to prioritize tasks, meet deadlines, and manage multiple responsibilities concurrently;
- 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;
- Flexibility and adaptability to respond to changing needs and requirements of the program

- Experience of donor coordination or working with donors or national/international organizations is essential.
- Hands- on experience of working with computer (MS Office) is essential.