



**OBSERVATOIRE DU SAHARA ET DU SAHEL**  
**SAHARA AND SAHEL OBSERVATORY**

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**GCF READINESS AND PREPARATORY SUPPORT PROGRAM:  
ENHANCING INSTITUTIONAL, HUMAN AND TECHNICAL CAPACITY  
OF LIBYA SYSTEM FOR CLIMATE FINANCE  
(PHASE II)**

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**TERMS OF REFERENCE**  
**RECRUITMENT OF A NATIONAL TECHNICAL ASSISTANT**

**[AC/OSS/GCF-RS-LYB-2\_ASSIST-TECH/070922-12]**

**September 2022**

## 1. INTRODUCTION

This Terms of Reference (ToR) are for the recruitment of a technical assistant by the Sahara and Sahel Observatory (OSS) for Green Climate Fund (GCF) project entitled « Readiness & preparatory support project: preparation of Libya to the climate finance through GCF country programming and establishment of GCF National Designated Authority ».

The project is implemented by the Sahara and Sahel Observatory as a delivery partner in close collaboration with the Secretariat of the Ministry of Environment in Libya. The project has a lifespan duration of 24 months.

## 2. BASIC CONTRACT INFORMATION

**Location:** Tripoli, Libya

**Application Deadline:** September 30<sup>th</sup>, 2022 at 23:59 Tunis time

**Field:** Agriculture, Environment, Economics, Social Sciences or other related fields

**Type of Contract:** Individual Contract

**Assignment Type:** National Consultant

**Languages Required:** English and Arabic / French is an asset

**Expected Starting Date:** November 1<sup>st</sup>, 2022

**Expected Duration of Assignment:** 12 months - renewable after the completed satisfaction of the term of the year

## 3. CONTEXT

Libya ranks among the most vulnerable countries in north Africa to climate change. In fact, Libya's climate is influenced by the Mediterranean Sea to the north and the Sahara Desert to the south and, as a result, abrupt transitions of weather conditions are experienced across the country. The Mediterranean coastal strip experiences dry summers and relatively wet winters<sup>1</sup>.

Furthermore, climate change poses a significant threat to Libya's economic development and sustainability, and climate variability is likely to increase the impacts of natural hazards on agriculture production.

In this framework, Libya has received support from the Green Climate Fund (GCF) through a grant agreement to prepare for access to climate funds and establish the National Designated Authority through the preparatory support project to Libya.

The implementation of this readiness project has resulted in the creation of a National Designated Authority (NDA), the development of a no-objection mechanism, the strengthening of country capacity, and the improvement of the engagement of relevant stakeholders (public sector, private sector, civil society, and media).

This phase concluded with the identification of a number of additional needs in terms of project development capacity, country-level communication, and involvement of national entities in the GCF accreditation process and private sector engagement. These needs were raised by stakeholders and high-level authorities during consultations conducted during the implementation of the first phase project. This provided the rationale for the development of a new readiness proposal. In this context,

<sup>1</sup> <https://climateknowledgeportal.worldbank.org/country/libya/vulnerability>

the GCF has further supported a second phase of the "Readiness Support project - Libya phase II". This support will continue to build capacity and improve engagement of relevant stakeholders to meet the country's needs.

The implementation of the project activities requires the establishment of a national management unit consisting of two experts along the project duration including a technical assistant who will assist the focal point and the project team in technical, administrative and logistical tasks among other tasks assigned.

## 4. OBJECTIVE

Under the responsibility of the GCF National Focal Point, the technical assistant will provide support to carry out the activities foreseen in the Action Plan.

She/he will work in particular to facilitate the implementation of the project activities. She/he will also ensure the linkage between the project and the various stakeholders involved as well as the execution of administrative and financial tasks.

## 5. DUTIES AND RESPONSIBILITIES

The Technical Assistant will be anchored at the Ministry of Environment and will work with the GCF National Focal Point and the project team in Libya. She/he will be required to:

- Support the focal point and the project team in the administrative tasks;
- Participate in the organization of the project different events: training workshops, meetings coordination bodies meetings (NDA) etc;
- Support the focal point in monitoring the compliance of the activities carried out with the project action plan and the GCF Grant Agreement;
- Participate in the drafting and finalization of technical, financial and workshops reports;
- Ensure the regular update of the platform to be dedicated (once established) to the dissemination of the project and GCF activities in coordination with the IT expert;
- Contribute to the proof reading and validation of the project deliverables;
- Manage and archive mails departure/arrival including the reception, classification, delivery and distribution to the concerned parties;
- Contribute to the development and translation of the consultants' ToRs to be recruited;
- Prepare correspondence drafts (English) and ensure their finalization according to the instructions given and in compliance with the current charter of the ministry of Environment Secretariat and OSS;
- Manage logistical aspects for the project events running in consultation with the focal point;
- Perform any other administrative assistance related to the GCF and climate finance in general;
- Comply with the administrative hours of her/his duty station.

## 6. EXPECTED OUTPUTS AND DELIVERABLES

During the project implementation period, the technical assistant will have to produce the following:

- Update of the project files and GCF document in hard and soft copies;
- Administrative documents in accordance with the Delivery Partner (OSS) procedures;
- Reports of the meetings of the project coordination bodies and commissions.

**NB: All the deliverables should be validated by the focal point and the OSS**

## 7. APPLICATION PROCESS

### a. Qualifications, skills and abilities

The technical assistant will be responsible for supporting the focal point and the project team based in Libya in all of its activities.

#### **Academic Qualifications**

- University degree (bachelor, master, engineering) in Agricultural sciences, Environment, economics, Social Sciences or other closely related field.

#### **Experience**

- Experience (3 years at least) in fields related to agriculture, environment, climate change and natural resources management in arid and desert regions.
- Experience in development projects management.

#### **Competencies**

- Strong analytical and evaluative skills;
- Ability to produce clear written reports;
- Excellent communication skills;
- Good command of data processing and information production methods and tools
- A wide knowledge about climate finance and climate change challenges in Africa with a focus on Libya as well as the GCF procedures;
- An experience in the execution of climate finance preparation projects, particularly GCF, is an added advantage;
- Time management among other skills (he/she has to be able to fulfil responsibilities within the prescribed deadlines).

#### **Languages**

- Excellent command of English and Arabic languages (written and verbal);
- Fluency in spoken and written French language is an asset.

## **b. Duration, payment modalities and specifications**

The total duration of the consultancy is fixed at 12 months starting upon signature of the contract.

This contract is renewable for 01 year after the completed satisfaction of the term of the year.

For conducting the activities specified in these ToRs, the technical assistant will be paid USD 1 200 per month. This amount is global and non-revisable. If applicable, travel or daily allowance cost (if any work is to be done outside the duty station) should be identified separately and covered by the delivery partner.

The payment will be made according to the terms and conditions applied to consulting contract with the OSS.

After the validation of a monthly report by the focal point and OSS, the transfer will be made by OSS to the consultant's bank account.

## **c. Proposals Presentation**

The application package must include the following:

- Copy of personal identification
- Detailed curriculum vitae: please use the OSS CV model downloadable on the following link [[OSS CV Model](#)]
- Application letter (one page maximum) explaining why the consultant considers him/herself as the best suitable for the assignment specifying his field of expertise, written in English
- Copy of academic qualification documents
- Other useful documents/references

*The assistant selection method will be based on the (SQC) qualification.*

## **d. Application modalities and deadline**

Applications must be submitted electronically no later than **September 30<sup>th</sup>, 2022** at 23:59 Tunis time at the following address: [procurement@oss.org.tn](mailto:procurement@oss.org.tn) indicating the reference "**Call for applications for the recruitment of a technical assistant [AC/OSS/GCF-RS-LYB-2\_ASSIST-TECH/070922-12]**" in the subject line.

Incomplete applications will be excluded from further consideration.

Link for download the project Document:

<https://www.greenclimate.fund/sites/default/files/document/20211203-libya.pdf>

*NB: OSS is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.*

## 8. SCORING OF APPLICATIONS

Headings	Notes/Grades
Diplomas (Qualification in the required fields)	15 points
<b>Experience and professional references</b>	
Number of years of experience	20 points
Relevant professional references	40 points
<b>Languages</b>	10 points
<b>Motivation</b>	10 points
<b>Organization and presentation of the application</b>	05 points
<b>Total</b>	<b>100 points</b>

*NB: The results of this call will be published on the OSS WEB site.*