

TERMS OF REFERENCE

Individual National Consultant to Coordinate the Project: "Support Strengthening of Climate Risk Management in the Republic of Djibouti".

- **Position:** National Project Coordinator in Djibouti
- **Project title:** Djibouti - PAF25-Q2-07: Strengthening Climate Risk Management
- **Location:** Djibouti
- **Duration:** 7 months
- **Contract:** Deliverable based payment

1. Background

The project entitled "Djibouti - PAF25-Q2-07: Strengthening Climate Risk Management" is funded by the NDC Partnership Action Fund (NDC PAF) and is implemented by the Global Water Partnership Organisation ([GWPO](#)) with the contribution of GWP-East Africa (GWP EA) and under the political leadership and guidance of the ministry of environment and sustainable development of the republic of Djibouti (MEDD). The project aims to support the Republic of Djibouti to accelerate the implementation of its National Determined Contribution (NDC). More specifically, the project aims to develop comprehensive climate risk maps for the country that identify areas vulnerable to key climate hazards (flooding, drought, and extreme heat). These maps are to be developed from existing climate risk profiles for Djibouti combined with national expertise acting on climate risks. In addition, the maps will be developed through an inclusive consultation process engaging relevant stakeholders to ensure the integration of local knowledge in the design and development of climate risk maps, strengthening of local capacities in climate risk assessment and climate-resilient planning, and solid ownership for future use and update of the maps.

The project is structured around two interlinked outcomes: the development of detailed climate risk maps and the strengthening of national experts capacities including through training of trainers. The specific activities of the project include:

- **Outcome 1:** Detailed climate risks maps identifying areas vulnerable to various climate risks (floods, droughts, and extreme heat); and guidelines for policymakers and national agencies on the use of these maps.
 - Activity 1.1: Use satellite imagery, climate risk assessment for Djibouti, climate models, and historical data to assess and map climate risks, and identify and prioritize areas most vulnerable to floods, droughts, and extreme heat.

Key Deliverable: Report on Climate Risk Assessment and Mapping Methodology.

- Activity 1.2: Create detailed risk maps highlighting vulnerable areas, and disseminate these maps to relevant stakeholders, including government agencies, local communities and NGOs.

Key Deliverable: A report on the development and dissemination of climate risk maps for Djibouti, as well as climate risk maps in the appropriate format.

- **Outcome 2:** Strengthened capacity of national experts to understand, develop and use climate risk models to effectively support the planning, monitoring and implementation of adaptation and mitigation targets set out in the NDC, and increased public awareness of climate risk management, using explanatory maps as educational communication and visualization tools.
 - Activity 2.1: A training session for national experts on climate risk modelling.

Key Deliverable: A report on the training of national experts on climate modelling in Djibouti.
 - Activity 2.2: Awareness-raising sessions for policymakers and the population on climate risk management using explanatory maps as communication and visualization tools.

Key Deliverable: A report on risk communication and community engagement on climate risk management in Djibouti using communication and visualization tools.

2. Objectives of the Assignment and Scope of work

The National Project Coordinator will manage and coordinate the implementation of the project activities in Djibouti and will contribute to and support the execution of its deliverables. The project will leverage on the existing disaster risks management mechanisms in Djibouti and support the implementation of the NDC. The project shall be completed by end of December 2026 with two major outcomes related to the mapping of climate risks and the strengthening of national experts capacities. The National Project Coordinator will report to GWPO Project Manager on project deliverables and work under the strategic guidance of the NDC Partnership Focal Point in Djibouti.

Specific duties include:

2.1. Project Planning, Coordination and Management

- Ensure delivery of all NDC PAF Djibouti - PAF25-Q2-07: Strengthening Climate Risk Management activities on time and within the budget as per the contractual scope of work,
- Lead the development of work plans and budget monitoring with guidance from the GWPO and MEDD,
- Coordinate administrative, logistics and financial support to project activities (including the organisation of workshops, trainings, communication events, etc.), and proactively identify and troubleshoot any issues that arise,
- Establish and maintain a close working relationship with the MEDD to achieve the project objectives in alignment with the government goals for climate risk management,
- Mobilize, under the guidance of the MEDD partners and stakeholders to be engaged in project implementation,
- Establish synergies with other on-going projects and initiatives in the country related to climate risks management,
- Establish synergies with other on-going GWP programmes in the country and in the region, including the DRESS-EA project,

- Provide guidance and coordination support to the experts/consultants who will be hired by this project,
- Ensure inclusive stakeholders engagement processes and gender mainstreaming in project activities.

2.2 Project Implementation

- Contribute and support the implementation of the project outputs,
- Contribute to the organisation and participate when relevant to the field visits to document recorded extremes events, impacts on ecosystems and communities, identify high- and moderate-risk areas based on field observation and collect useful data for the climate risk analysis, Lead the implementation of the communication, the awareness raising and the community engagement activity with the support of GWP EA and GWPO. Among others, this includes:
 - Carrying out a mapping of key stakeholders,
 - Conduct an information gap assessment on climate risk management for decision-makers and the public,
 - Develop a risk communication and community engagement strategy on climate risk management, based on the findings of the information gap assessment,
 - Implement the Risk Communication and Community Engagement Strategy (RCCE) through knowledge sharing workshops, traditional media and digital channels
 - Monitor and evaluate the RCCE strategy to measure its effectiveness and progress
- Support the implementation of capacity building activities, including among others:
 - Support the development of the climate risk training needs assessment,
 - Contribute to the facilitation of training workshops and writing workshops reports,
 - Facilitate and support the implementation of post-training mentoring to strengthen the dissemination and application of lessons learned within the institutions concerned,
- Support the stakeholders' engagement process including through maintaining regular communication with the stakeholders, the contribution to the preparation of visual tools and geospatial data to illustrate local climate risks and vulnerable areas, the facilitation of consultation workshops and meetings and the preparation of workshops and meeting reports.
- Contribute to the preparation of a report documenting the stakeholders engagement process and its outcomes including :
 - Description of field mission and consultation with local stakeholders : list of consulted stakeholders (communities, local authorities, NGOs, private sector, etc.), description of the formats used (workshops, focus groups, meetings) and data collection tools (questionnaires, guided discussions), etc.
 - Consultation process outcomes : local perception of climate risks, inputs to the enhancement of climate risk maps developed by the projects, community priorities and needs regarding adaptation, solutions proposed by stakeholders to strengthen local resilience.

2.3. Programme Monitoring and Reporting

- Track/monitor delivery of project activities
- Prepare required narrative reports as well as other milestone reports outlined in the workplan; coordinate with GWP East Africa and GWPO teams to ensure timely submission.
- Support finance team to prepare the financial reports as required by GWPO and the donor.
- Participate and prepare notes of regular project meetings with the MEDD, the NDC Partnership Action Fund and GWP teams.

2.4 Project visibility and outreach

- Coordinate with the GWPO communications team to promote the project and its progress, including the development of communication and advocacy material (news items, policy briefs, social media updates, etc.),
- Capture key project outputs/outcomes and lessons generated from the processes and activities at country level.
- Prepare success stories, policy briefs, and newsletters to highlight key achievements and lessons learned that can be disseminated on the platforms of NDC Partnership, GWP and MEDD,
- Ensure visibility of project activities through media engagement, social media updates, and public outreach campaigns.

2.5 Other duties

- Contribute as required to the development of new and/or implementation of ongoing GWP Projects in Djibouti as they interface/bring synergy to the project,
- Participate to GWP (national, regional or global) coordination meetings as relevant,
- Carry out other duties related to the project as assigned by the MEDD.

3. Reporting relationships and duration of the assignment

The National Coordinator will :

- Report to GWPO Project Manager on project deliverables and in compliance with terms of the grant agreement,
- Work on day-to-day operation under the technical and political guidance of the NDC Partnership Focal Point in Djibouti within the MEDD,
- Work closely with other GWPO and GWP-EA staff, among whom the Senior Water and Climate Specialist, the Global Climate Team, the Finance and Administration Team, and the Knowledge Management and Communications teams at global and regional level.
- Submit draft versions of each deliverable to GWPO Project Manager or to personnel designated, and address any feedback received to produce final versions. Payment will be made against GWPO-approved versions.

4. Payment Schedule

Deliverable	Due Date	Amount (US\$)
Stakeholder mapping report & stakeholder engagement plan, including field mission plan and consultation with local and regional stakeholders	End of May 2026	1,500
Communication strategy for the dissemination of climate risk maps to key stakeholders	End of May 2026	
Report on Climate Risk Assessment and Mapping Methodology	End June 2026	1,500
Training Needs assessment report	End June 2026	
Reports of monthly coordination meetings with the MEDD until August 2026	Monthly, by 5 th of the month until end of August 2026	2,500
Report on the training of national experts on climate risk mapping modelling in Djibouti	End September 2026	
Validation Workshop report of Climate Risks Maps	End November 2026	2,500
Report on the development and dissemination of climate risk maps for Djibouti, as well as climate risk maps in the appropriate format	End November 2026	
Communication Material used for the implementation of the communication strategy (policy briefs, articles, videos, posters, infographics, etc.)	End November 2026	
Community Meetings reports	End November 2026	
Post-training monitoring and impact of training report	Mid-December 2026	2,000
Report on the implementation of the Risk Communication Strategy and community engagement including reports of the dissemination events (workshops, community barrazers, etc.) and the evaluation of its effectiveness	End December 2026	
Reports of monthly coordination meetings with the MEDD until December 2026	Monthly, by 5 th of the month until end of December 2026	

5. Qualifications

Interested applicants for this position are required to have the following qualifications and experiences:

- A master or engineering degree in either (or combination of) disaster risk management, climate change, environmental studies, natural resources management, Sustainable Development, GIS, Project management or related field.
- A first-level university degree (bachelor's degree) in the areas mentioned above or related field with at least 3 years of working experience will be given due consideration in lieu of master's degree.
- At least 7 years of experience in areas related to disaster risks management, climate change policy development and analysis; stakeholder engagement, capacity building in relation to climate change mitigation and adaptation, sustainable development, natural resources management,
- Proven experience in project coordination, including teams' management, timelines and deliverables monitoring, progress reports preparation, etc,
- Solid experience in technical organisation and facilitation of workshops as well as logistical organisation of workshops and various events,
- In-depth knowledge of the institutional landscape and the respective roles and mandates of the institutions responsible for climate action, risk management, data production and analysis, and spatial, sectoral and development planning in Djibouti,
- Proven expertise in stakeholder engagement and the facilitation of consultation processes, including with local communities,
- Ability to communicate complex technical findings to policymakers and the public,
- Experience in developing communication strategies is highly desirable
- Excellent communication skills in written and spoken in French, knowledge of Arabic, Somali, and Afar would be an added value
- Excellent oral and written communication skills in English is highly desirable,
- Proficiency in GIS platforms, including widely used open-source and proprietary tools such as QGIS and ESRI products is an asset.

6. Safeguarding Principles

The GWPO offers an environment with equal opportunity, values diversity as an expression of the multiplicity of nations and cultures where we operate and, as such, we encourage qualified applicants from all backgrounds to apply for roles in the organization. Our employment decisions are based on merit and suitability for the role, without discrimination.

GWPO is also committed to creating an inclusive workplace where all personnel are empowered to contribute to our mission, are valued, can thrive, and benefit from career opportunities that are open to all.

GWPO does not tolerate ANY form of harassment, sexual harassment, exploitation, discrimination and abuse of authority. All selected candidates, therefore, undergo relevant checks and are expected to adhere to the respective standards and principles.

GWPO does not charge a fee at any stage of its recruitment process.

7. How to apply

Please submit your CV in English or French to procurement@gwp.org by 3 May 2026, 23:59 CEST.