

CALL FOR APPLICATIONS

Terms of Reference: Policy Fellow

Ghana Climate Innovation Center (GCIC)

Background:

The objective of the Ghana Climate Innovation Center (GCIC) is to establish local institutional capacity to support Ghanaian entrepreneurs and new ventures involved in developing profitable and locally-appropriate solutions to climate change mitigation and adaptation. Through its programs, activities and financing, the GCIC and its network of partners and stakeholders will provide a country-driven approach to solving climate, energy and resource challenges and support economic development through job creation.

The United Nations University Institute for Natural Resources in Africa (UNU-INRA) is to coordinate the Policy and Regulatory framework of the Programme.

The main objective of the Policy and Regulatory Programme is to improve the overall enabling environment for climate technology industries in Ghana.

To achieve this, UNU-INRA has developed the following main activities to address the Policy and Regulatory aspect of the program:

- *Policy Advocacy Service:* Undertake policy advocacy on behalf of entrepreneurs to facilitate the creation of policies where they are needed when none exist, to engage relevant stakeholders in the reform of harmful or ineffective policies and to ensure good policies are implemented and enforced;
- *Policy Dialogues, Roundtables and Events Service:* Coordinate, organize and participate in key events that convene policy makers and other interested stakeholders in policy discussions related to entrepreneurship in the clean technology sector in Ghana;
- *Policy Assessment Service:* Review policy implementation and effectiveness aimed at providing evidence-based information that can encourage policy adjustments to enhance the development of clean technology sector in Ghana;
- *Policy Research Service:* Identify and evaluate policies and practices that can enhance the development of clean technology sector in Ghana and;
- *Policy Dissemination Service:* Develop and disseminate thought leadership on policies and regulations to drive climate technology market in Ghana.

Main Responsibilities:

Reporting to the Chief Executive Officer (CEO) of the Centre, the selected fellow will be an advocate of policies that enhance climate technology sector and SMEs. He/she will also be responsible for the design of the policy and advocacy strategy of the Centre. More specifically, he/she will:

- Design and implement programmes (workshops, stakeholder briefings, press releases etc) that advocate favourable policies to enhance climate technology business in Ghana;
- Manages the Policy and Regulatory Support Desk and Program in general;

- Liaise with government regulatory agencies to facilitate approvals for technology products registration applications;
- Represent the GCIC in all stakeholder forums and workshops;
- Support awareness creation activities by the Centre targeting government, civil society, business community and the general public.

Description of Deliverables:

The scope of this fellowship position will include but not necessary be limited to the following:

Services	Activities
Policy Advocacy	<ul style="list-style-type: none"> ❖ Consultation and policy analysis: Consult with government and other relevant stakeholders, identify policy issues, identify key actors and institutions, analyze the policy environment, summarize policy findings, and identify options for policy change; ❖ Advocacy strategy: Select a policy issue, select target audiences, set policy goals, identify allies and opponents, select roles, identify key messages, and define advocacy activities; ❖ Engagement with government: Work closely with the government and interested parties to develop policies that support the development and adoption of clean technologies in Ghana; ❖ Gender issues: Work closely with the government and interested parties to mainstream gender-sensitivity into climate technology related policies and address gender challenges to technology including providing technical training for women and coordinating presentations at schools and universities on women’s success and opportunities as well as providing early training for girls in science and technology and; ❖ Public-Private Partnership: Facilitate public-private partnerships for the development, diffusion, deployment, and transfer of existing, emerging and longer term cost-effective, cleaner and more efficient climate technologies in Ghana.
Policy Dialogues, Roundtables and Events	<ul style="list-style-type: none"> ❖ Generate evidence on policy and regulatory issues by mapping the broad clean technology policy landscape and carry out surveys to gather stakeholder opinions, perceptions and knowledge; ❖ Organize and coordinate 1 to 3 policy roundtables per year to allow issues experts and thought leaders in the government and in climate and clean technology sector to discuss trends, frame issues, and identify information gaps, critical uncertainties, and policy challenges in a particular clean technology policy context and issues that concern a wider public; ❖ Organize and coordinate 1 to 3 policy events such as conferences per year to bring together various stakeholders to participate in a structured but engaging dialogue to gather evidence and secure consent on clean and climate technology process in Ghana and;

	<ul style="list-style-type: none"> ❖ Participate in key events that convene policy makers and other interested stakeholders in policy discussions related to entrepreneurship in the clean technology in Ghana.
Policy Assessment	<ul style="list-style-type: none"> ❖ Assess clean technology policy processes in Ghana using a variety of methods such as process evaluation, benchmarking, peer reviews and case studies; ❖ Inform policy environment that pertain in Ghana using a variety of methods such as the analysis of secondary data (Government, NGO, Research Institutions, Universities, etc.), national-level macro and sectorial reports; ❖ Analyze the link between sectorial policies and their effects on development of the clean technology sector in Ghana using a variety of methods such as substantive theory and research, expert panels and categorizations of sectors according to their possible impacts on clean technology development; ❖ Identify the potential economic, social and environmental impacts of new clean technology policies and initiatives through a variety of methods, such as theories of change, logic models, econometric and simulation models and scenario development; ❖ Identify the potential costs and financial returns of new clean technology policies and initiatives through a variety of methods, such as cost benefit analysis, monetization of social impacts and monetization of environmental impacts; ❖ Identify the potential risks and tradeoffs of new clean technology policies and initiatives though a variety of methods such as risk assessment and multi-criteria analysis; ❖ Identify economic, social and environmental impacts of existing clean technology policies and initiatives using a variety of methods including indicator systems, social surveys, business and environmental surveys, analyzes of secondary source data and econometric analysis; ❖ Assess processes that increase or decrease the impacts of existing clean tech policies and initiatives using a variety of methods including case studies, comparative studies and peer reviews; ❖ Identify coherent, incoherent, conflicting and reinforcing effects of existing clean technology policies and initiatives through using a variety of methods including case studies and research at multi-sectorial levels.
Policy Research	<ul style="list-style-type: none"> ❖ Undertake needs assessment on clean technology policies and practices to determine clients' priorities; ❖ Develop a bank of research proposals on clean technology policy issues that are of greater interest to clients; ❖ Gather and record primary and secondary information on clean technology policy issues through desktop and field research to determine trends and best international practices and; ❖ Assess national and cross-sectorial policies to identify opportunities to promote

	clean technologies in Ghana using a variety of approaches such as wide-economic impact assessment methods.
Policy Dissemination	<ul style="list-style-type: none"> ❖ Develop and maintain a CIC's website to inform, raise awareness, engage and promote clean technology policies and regulations; ❖ Publish a periodic newsletter to inform stakeholders on new updates in climate technology market in Ghana; ❖ Produce flyers/brochures in printed forms that will be handed out at conferences or any public events to raise awareness on key climate technology policies and regulations; ❖ Write regular press releases to announce important achievements on climate technology policies and regulations in Ghana, ensuring that they reach the most influential media outlets; ❖ Write reports, policy briefs and other documents on specific topics relating to climate technology policies and regulations in Ghana and publish them on the CIC's website to inform a wide audience; ❖ Develop posters on relevant or critical climate technology policy and regulation issues in Ghana, and give them to delegates who attend a poster session at a conference and; ❖ Prepare presentations on specific climate technology policies and regulations in Ghana and present them at various conferences at national or international level.

Required Qualifications and Experience:

- A Masters or PhD. Degree in Environmental Science or Policy Analysis, Natural Resource, Environmental Economics, International Environmental Law, or a related discipline;
- At least six years of relevant work experience in policy analysis related to natural resource management and conservation, preferably in an international environment;
- Knowledge of the principles, theories and tools for the analysis of legal and policy issues related to natural resources management, biodiversity conservation and environmental protection;
- Good writing, presentation and communication skills; and demonstrated experience in organising training workshops, conferences, and fundraising activities, as well as forging partnerships with international agencies, national institutions and NGOs; and
- Excellent communication and drafting skills, with fluency in both oral and written English. Good working knowledge of French language would be an advantage.
- Proficiency in MS Office Applications (MS Word, Excel, PowerPoint and Outlook) is required.
- Good interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- This is a local recruitment for Ghanaians only.

Contract Terms:

Remuneration

Competitive remuneration that is commensurate with experience and qualification.

Duration of contract

Initial contract for one year renewable up to a total of four years based upon satisfactory performance and availability of funds.

Application Procedure:

Interested applicants should submit their applications, preferably by email (to recruit-inra@unu.edu), mail or courier to UNU-INRA. PMB, KIA Accra. 2nd Floor, International House. University of Ghana Campus, Legon. Accra.

Application must include the following:

- a cover letter setting out how the qualifications and experience match the requirements of the position;
- a curriculum vitae with a completed and signed UNU Personal History (P.11) form downloadable from United Nations University website at <http://unu.edu/about/hr>. Please avoid using similar forms provided by other United Nations organizations;
- full contact information of three (3) referees; and
- an indication of the reference of the vacancy announcement (**2017/UNU/INRA/PF-GCIC/01**).

Only short-listed candidates will be contacted

Application Deadline: 30th July, 2017