

Africa LEDS Partnership Secretariat

Function	ROLE 1	ROLE 2	Joint Responsibilities	Comments
<p>Deliver a cadre of personnel to implement roles set out below.</p> <p>By close of bid.</p>	<p>Through the services of an <i>Executive Secretary and a team</i> providing technical and project management support to the work streams for Role 1 and joint responsibilities:</p>	<p>Through the services of a <i>Senior Strategic Adviser and Manager of the LEDS Africa Project for the AfLP</i> to implement Role 2 and joint responsibilities:</p>		<p>Identified within the Invitation to Tender and contract.</p>
<p>Develop the AfLP annual work plan:</p> <p>completing 2017's work plan by 15 February 2017 in consultation with AfLP members, AfLP Steering Committee, WGs and the global secretariat; managing and adjusting implementation; and</p> <p>preparing 2018's work plan from September 2017 to be finalised by 15 January 2018.</p>	<p><u>Finalize 2017 Work Plan:</u> Work closely with Role 2 and LEDS GP Global Secretariat to finalize the AfLP annual work plan for 2017. Making inputs and learning about the process and gaining deep understanding of AfLP member needs and relationships with working groups, other regional platforms, global secretariat and the AfLP Steering Committee.</p> <p><u>During 2017:</u> Initiate regular reviews of progress and take the lead in adjusting plans as required in consultation with Role 2, the</p>	<p><u>Finalize 2017 Work Plan:</u> Work closely with Role 1 and Global Secretariat to finalize the AfLP work plan for 2017.</p> <p><u>During 2017:</u> Provide advice, comments and verbal and written inputs to regular reviews of progress and adjustments to the work plan as needed throughout the year.</p> <p>From September 2017 onwards, providing advice, comments and verbal and written inputs to the AfLP annual work plan for 2018, as required.</p>	<p><u>Finalize 2017 Work Plan:</u> Work closely to finalize the AfLP work plan for 2017, helping to liaise with the AfLP Steering Committee to conclude this progress.</p> <p>Regular review of the annual work plan through coordination meetings and discussions with the global secretariat and the AfLP Steering Committee.</p> <p>Participate in dialogues coordinated</p>	<p>The work plan is developed and adjusted in close consultation with the AfLP Steering Committee</p>

	<p>AfLP Steering Committee and other organs of LEDS GP.</p> <p>From September 2017 take the lead in coordinating development and finalization of the 2018 work plan, working closely with Role 2.</p>		<p>by the global secretariat to finalize the LEDS GP work plan at the beginning of the 2017 and 2018 calendar years.</p>	
<p>Develop and implement the AfLP annual event In 2017</p>	<p>Initiate planning towards the AfLP Annual Meeting.</p> <p>Take the lead on: overall coordination with the AfLP Steering Committee, global secretariat, working groups and the membership, towards implementation of the event to be held between April and early August 2017;</p> <p>identification of host country and venue before 31 March 2017;</p> <p>invitations issues 3 months ahead of the event;</p> <p>translation, travel, hotel and venue arrangements and bookings;</p> <p>design and delivery of specific sessions related to work areas that the Secretariat is</p>	<p>Work with the Secretariat to develop the initial proposals for themes, format and timing of the meeting.</p> <p>Provide advice, comments and verbal and written inputs to the agenda, invitations, and on sessions and partners to approach.</p> <p>Support the Secretariat with record taking, review and finalization of the report.</p>	<p>Develop the themes and an outline agenda for discussion with the AfLP Steering Committee, working groups and global secretariat.</p> <p>Agree responsibility for leading the development and implementation of specific sessions.</p> <p>The Secretariats will agree a plan sharing outreach to members during the conference to discuss REAL requests, peer-learning needs and other advisory support.</p>	<p>A face-to-face meeting of the AfLP Steering Committee is usually held in the wings of the AfLP Annual Event.</p>

	<p>progressing, jointly with KNUST where appropriate;</p> <p>working with partners in implementing associated events (e.g. Africa Carbon Forum);</p> <p>communications;</p> <p>coordinating record taking;</p> <p>finalization of the record of the meeting within 1 month of completion of the event.</p> <p>Follow-up on REAL opportunities identified with members at the meeting.</p>			
Specific technical activities	<p>Lead the design and implementation of other peer learning and technical cooperation activities with the Global Secretariat and working groups. With a focus on the following in 2016:</p> <ul style="list-style-type: none"> • Energy Community of Practice • Mini-grids and/or other face-to-face training • Regional Benefits Assessment work • A specific AFOLU-related face-to-face meeting. 	<p>Lead the AfLP's implementation of the Africa LEDS Project, including:</p> <ul style="list-style-type: none"> • Liaison with other partners. • Implementation of work streams as contracted with UNEP. • Prepare draft communications as required for the AfLP on this activity (press releases, reports, material for the web site). 	<p>Discuss with members their priorities and match these with AfLP services and event planning.</p> <p>Jointly review the work plan's balance and implementation. Propose adjustments and liaise with the AfLP Steering Committee on these.</p>	

	<ul style="list-style-type: none"> Peer learning and advisory work on private investment mobilisation for NDCs and LEDS through potential IKI and other funding. Development of other sectoral areas of practice with working groups. 	<ul style="list-style-type: none"> Gather data and reports on progress, outputs and outcomes. Represent the AfLP in discussions and events related to the Africa LEDS project. <p>Actively provide advice, comments and verbal and written inputs to the development and implementation of other peer learning and technical cooperation activities</p>		
Progress Remote Expert Assistance on LEDS (REAL) to AfLP members.	Work with the global secretariat to manage the suite of REAL requests from AfLP members. This includes developing outreach materials on this service, conducting country consultations, leading discussions with the countries to scope and deliver the support, monitoring responses and reporting on impacts.	Act to link activities under the Africa LEDS Project to REAL and other technical support and peer learning activities.	Generate REAL requests through consultations with AfLP members in the course of work plan implementation and feeds these into the REAL request and other work plan processes.	
Promote and select LEDS GP	Take the lead on promoting and implementing procedures	Support the Fellowship process for the AfLP by:		

<p>Fellowship(s) for AfLP members</p>	<p>to select AfLP Fellowships, as necessary: Promote through the web site and contacts; Set up selection panels Convey results to applicants</p>	<p>promoting the opportunity through contacts supporting the selection panel, as required.</p>		
<p>Communications and Knowledge Management</p>	<p>Take the lead in: Developing a Communications Strategy, in consultation with the global secretariat by 15 March 2018 Further develop and update the AfLP web site. Develop and implement strategies to enhance both internal and external communication of AfLP services, activities and results. This includes regular production of an e-newsletter and editing of knowledge products (case studies). Manage the AfLP's social media presence. Support the delivery of webinars through logistical support and provision of a delivery platform (this can be implemented with the global secretariat).</p>	<p>Take the lead in, and pro-actively develop communications and knowledge product activities and outputs related to the Africa LEDS Project.</p>	<p>Liaise with the global secretariat communications team to align efforts on branding, editorial policy and quality control; and to coordinate activities.</p> <p>Liaise with the global secretariat on a monthly basis to highlight activities of the AfLP within wider LEDS GP communications.</p>	<p>A key objective is to enable a bi-lingual AfLP platform in both French and English.</p>
<p>Maintain AfLP membership list,</p>	<p>Maintain AfLP membership list and mailing list.</p>	<p>Provide Secretariat colleagues with all information necessary to</p>	<p>Support outreach to new members through program</p>	

<p>and develop the membership</p>	<p>Refresh member of individual members every 2 years, or as agreed.</p> <p>Identify regional focal points and regional institutions, champions on LEDS (in the five regions of Africa), in collaboration with the Steering Committee.</p>	<p>consolidate the list of members.</p>	<p>contacts and representation of the AfLP.</p> <p>Identify new members and mobilize researchers and technical experts that can progress the AfLP's work plan.</p>	
<p>Coordinate results statements and reporting on AfLP activities</p>	<p>Coordinate results statements, by:</p> <ul style="list-style-type: none"> • Tracking, collecting quantitative data (hours of (a) technical assistance and (b) training provided; by subject; country and gender); and qualitative gathering and writing of outcomes/impact case studies, in accordance with LEDS GP guidelines. • Preparing quarterly reports in required formats for submission to the global secretariat. • Packaging results and convey to AfLP audiences. 	<p>Support tracking and reporting of outputs, outcomes and budget expenditures, and liaise with the Secretariat on activities related to the Africa LEDS Project; and delivery of peer-learning sessions which KNUST has a designated lead in implementing.</p>	<p>In addition, each Secretariat is accountable to CDKN on implementation of its sub-contract.</p>	

<p>Business development and fundraising</p>	<p>In close consultation with the KNUST, the AfLP Steering Committee and wider LEADS GP, develop and agree a funding strategy and agree approaches for implementation, including mapping of funding windows on LEADS.</p> <p>Submit during 2017, on behalf of the AfLP, <u>three</u> proposals for funding of specific activities.</p>	<p>Transmit to Secretariat colleagues the draft funding strategy.</p> <p>Actively match emerging needs of member states within the Africa LEADS Project/AfLP with <u>two</u> new funding proposals in 2017.</p>	<p>Actively mobilise technical and financial partnerships to diversify and strengthen support for activities, through outreach and promotion of the AfLP.</p>	<p>The global secretariat will work closely with the AfLP to develop funding strategies and options.</p>
<p>Support the AfLP Steering Committee</p>	<p>Working closely with KNUST and the Co-Chairs:</p> <ul style="list-style-type: none"> • Agree dates, make logistical arrangements for meetings and issue invitations and agendas • Coordinate preparation of papers. • Prepare brief(s) for Co-Chairs as necessary. • Prepare and agree record. 	<p>Prepare specific papers as required.</p>	<p>Jointly discuss items and raise these with the AfLP Steering Committee for discussion.</p> <p>Propose new SC members and SC processes, as required, to enhance the work of the Steering Committee.</p> <p>Attend and participate in</p>	

			meetings of the AfLP Steering Committee in an <i>ex officio</i> capacity.	
Secretariat coordination calls every 2 weeks	Make arrangements for calls and liaise on agenda.		Coordinate with the global secretariat on membership procedures, budget and communications. Actively participate in, and propose items for discussion.	
Monthly calls with global secretariat to manage AfLP matters.			Actively participate in, and propose items for discussion.	Global secretariat to make arrangements for calls.
Quarterly coordination calls with Working Groups – to prepare/finalize/ implement work plan and prepare AfLP annual meeting sessions	Make arrangements for calls and liaise on agenda.		Actively participate in, and propose items for discussion.	

<p>Participate in LEDS GP Steering Committee meetings every 2 months</p>			<p>Actively participate in, and propose items for discussion.</p> <p>Actively comment on documentation, making verbal and written inputs.</p>	
<p>Participate in Quarterly network coordination calls for working groups and regional platforms to discuss work plan developments, management and reporting, as well as share best practice.</p>			<p>Actively participate in, and propose items for discussion.</p> <p>Actively comment on documentation, making verbal and written inputs.</p>	

