



Adaptation Research Alliance

# TERMS OF REFERENCE

## ARA SENIOR OFFICER (CO-CREATION)

### **PROGRAMME/HUB**

BMGF / ARA

### **MONTHLY SALARY**

GBP 3,200 to GBP 3,800 per month

### **DURATION**

May 2024 until March 2025

### **LOCATION**

Based in the Global South

## **ABOUT SOUTHSOUTHNORTH**

SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to climate change's challenges and opportunities. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the region's climate and development challenges. We enhance developing countries' access to climate information by brokering climate knowledge through formalised exchanges among various stakeholders. We assist decision-makers in delivering climate-compatible development by informing policy formulation and implementation. We bring good governance to managing donor funds, technical assistance and project management.

Full details of the projects that SSN currently implements are available at: [www.southsouthnorth.org](http://www.southsouthnorth.org)

## **BACKGROUND ON THE ADAPTATION RESEARCH ALLIANCE**

The Adaptation Research Alliance (ARA) is a global collaborative effort to catalyse increased investment and capacity for action-oriented research that supports effective adaptation to climate change – primarily in developing countries – at the scale and urgency demanded by the science. The ARA aims to promote evidence-based solutions that best serve those most vulnerable to climate change. This requires an agile ecosystem of action research, with alignment among all influential actors in this nexus: action funders, research funders, policy-makers, beneficiaries on the frontlines of climate change, researchers and intermediaries.

Through targeted advocacy, creative cooperation and targeted activities, the Alliance aims to facilitate the most pressing knowledge needs for adaptation and resilience actions to be effectively addressed and that measurable progress and evidence of the effectiveness of past and ongoing adaptation interventions are at hand. This includes advocating for accelerating and scaling up investment in developing countries for action-oriented and user-centered research in ways that build long-term institutional and human capacity and help transform the research process.

More details of the ARA are available at: [www.adaptationresearchalliance.org](http://www.adaptationresearchalliance.org)

## **ROLE SUMMARY**

Sitting within the ARA Secretariat, this role will lead and facilitate the successful delivery of key ARA activities. In the short term, this will mean supporting a BMGF funded activity aiming to co-create a new programme on smallholder agriculture, as well as supporting core Secretariat functions. In particular, this would mean:

- a. Manage and design ARA activities as well as input to the core Secretariat functions (strategic planning, member engagement and development, etc.)
- b. Lead, advise and ensure the successful delivery of the ARA's co-creation programme design processes, with direct oversight of the smallholder agriculture funded by the Bill and Melinda Gates Foundation (BMGF).

As such, the selected individual is expected to bring a nuanced understanding of adaptation, strong participatory design skills, and an appreciation for the complexities of multi-stakeholder contexts. The individual must demonstrate familiarity with agricultural systems and stakeholders. The individual also must show an understanding of co-production and co-creation processes.

## **ROLES AND RESPONSIBILITIES**

### **Smallholder Agriculture programme (50%)**

- Maintain information flow between the funder (BMGF), ARA and implementing partners.
- Ensure the outcome of the activity aligns with the ARA vision.
- Provide strategic oversight and manage interactions with implementing partners.
- Collaborate on a Monitoring, Evaluation and Learning (MEL) framework with the ARA's TLS Lead and implementing partners, as well as any reporting requirements from the donor.

### **ARA Secretariat (50%)**

- Activity support: contributing towards the design and delivery of ARA activities such as programme design, membership engagement & development including oversight of existing co-creation processes.
- Coordination: facilitating coordination among co-creation processes and different activities within the ARA, ensuring alignment with ARA goals and objectives.
- Stakeholder engagement: building and maintaining relationships with stakeholders, including members, partners, and external parties.
- Support to the Steering Board and Plenary: providing support to the ARA's governing bodies (Steering Board and Plenary), including preparing strategic briefing materials, drafting reports, and conducting background analysis as needed.

## ESSENTIAL

- Demonstrate experience in facilitating research or projects that required high level of collaboration from diverse stakeholders.
- Experience managing a network of relationships and coordinating stakeholders toward multi-stakeholder outcomes, ideally within the climate adaptation space.
- An articulate, charismatic, and engaging individual with a track record of engaging senior leaders across various sectors, ideally with funders.
- In-depth understanding of the challenges faced in the Global South to access research funding resources.
- Experience in agriculture systems.
- Excellent organisational skills to manage multiple strands of work and ability to work independently and in a team.
- Excellent verbal and written communication skills, especially with policy audiences.
- Proficiency in basic Microsoft suite, including Word, Excel, and PowerPoint

## DESIRABLE

- Experience in co-creation of knowledge with a keen focus on co-designing action research programmes.
- Advantageous to have experience working on adaptation or adaptation research projects in developing countries.
- Experience in a multi-disciplinary, transdisciplinary research process is desirable but not essential.
- Desirable language skills: French and Spanish; other UN languages will be valued

## QUALIFICATIONS

- Relevant university degree related to relevant fields e.g. international development, climate and environment, or public policy.
- Preferably five or more years of relevant work experience.
- Experience in transdisciplinary, participatory action research will be an added advantage.

## APPLICATION PROCESS

To apply, please complete the [application form](#) where you include at least one of the following in addition to your resumé, cover letters and qualifications.

- Example of working in a multi-stakeholder environment

- Example of working in a fast-paced policy environment
- Including a writing sample (e.g. policy brief or advocacy piece)

Applications will remain open until a candidate has been selected. Shortlisted candidates will be contacted within two weeks of the closing date. If you are not contacted within this time period, please consider your application unsuccessful. Unfortunately, we are not able to offer feedback on any application made for this job posting.

SSN reserves the right not to make an appointment.