



TERMS OF REFERENCE FOR CONTRACTOR

1. Position Information

Post Title:	Advocacy Consultant
Contract Type:	Consultancy Agreement
Duration of the Assignment:	6 months (until December 2022), possible extension
Location:	London
Expected Places of Travel:	There may be occasional international travel
Project:	Developing Clean Air Fund's Advocacy Approach

2. General Context

Air pollution is the world's largest environment health threat, with 99% of the world's population breathing air deemed to be unsafe by the World Health Organisation. The Clean Air Fund wants to see faster action at national and global level on improving air quality. CAF is determined to catalyse high-level advocacy and mobilise global and national campaigns that will drive a worldwide movement for cleaning the air we breathe.

CAF works with partners, grantees, service providers and other funders to build strategies, coalitions and alliances that can deliver the results we seek. We fund, coordinate and thought partner with civil society, government, multilateral organisations and the private sector to work for clean air.

CAF already works with campaign and policy organisations operating in the global climate, health and air pollution space. We now want to increase our engagement, deepen our thinking and speed up our work.

3. Scope of Work

The consultant will work to coordinate existing in-house projects, ensuring they are strategically aligned, while putting in place the building blocks for bigger advocacy and campaign initiatives.

The consultant will be expected to:

- Lead work on development of a strategy to persuade governments to agree new international targets for clean air and to commit to delivering them. This is likely to include baselining current efforts and commissioning work to understand how other international change agendas have succeeded.
- Support preparation for a high-level convening to build a coalition of influential stakeholders ready to push for international action
- Coordination and strategic overview of CAF's external advocacy and global campaigning, ensuring alignment of messaging, targeting and engagement by CAF itself or its grantee partners. Individual projects will be run by CAF staff, but the consultant will ensure we have a consistency of approach and overview

- Coordination will span efforts to maximise the impact of our State of Global Air Quality Funding report, ensure we land an Africa-focused air quality research brief with impact, and drive successful engagement in high-level climate spaces, such as COP27
- Coordinate and support the crafting of policy positions for CAF on key climate, health and air quality issues, such as our stance on ending fossil fuel subsidies and investment. Ensure policy stances are appropriately socialized and signed-off by key internal stakeholders
- Support development of CAF’s overall advocacy and campaign strategy, including by advising on our movement approach and within it, the most effective balance of effort across global advocacy, influencing by clean air champions, public mobilization and local campaigning
- Support engagement with development agency and multilateral finance partners and identify other key networks to engage in and to build where they are missing.

4. Final Products or Deliverables/Outputs

The individual contractor shall take sole responsibility for ensuring high-quality delivery. Any corrections and improvements shall be the responsibility of the individual contractor with no extra cost to CAF. If the quality of deliverables still does not meet CAF standards or requirements, CAF shall have the right to reject the work and payment shall not be settled until corrections and improvements are made at the satisfactory level.

All documents under the scope of this ToR are subjected to strict confidentiality and shall not be disclosed to anyone else.

5. Performance and co-ordination

The Director of Strategic Partnerships and Communications will have overall supervision of the contractor’s performance.

The consultant will work closely with the Strategic Partnerships and Communications team and wider CAF stakeholders in executing his/her assignment under the contract.

6. Qualifications & experience

Experience:	<ul style="list-style-type: none"> • Significant previous advocacy experience at an international level, designing and delivering strategies that led to demonstrable policy change • Relevant experience in: <ul style="list-style-type: none"> ○ developing and implementing advocacy and campaign strategies on air pollution, climate or other related fields, preferably with an international perspective ○ managing relationships with internal and external stakeholders ○ working at a senior level within an INGO, advocacy or private sector organisation • Experience of developing relationships with political decision makers; • Proven ability to identify new opportunities to influence audiences to support policy objectives;
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	<ul style="list-style-type: none"> • Demonstrable ability to facilitate groups and partners to agree common policy goals and campaign tactics
Competencies:	<ul style="list-style-type: none"> • Sound political judgement and ability to spot opportunities for policy change • Ability to create trust with staff and diverse stakeholders, to build strong interpersonal relationships and to show success in building effective partnerships and networks. • Strong written and verbal communication skills. Confidence and presence as a public speaker, and clear and compelling communication style. • Thorough and organised, with excellent attention to detail as well as the ability to see the “big picture.” • Ability to work autonomously and with an instinctive problem-solving approach. • Demonstrable alignment with CAF’s mission, values and goals.

How to apply

Please complete a short proposal (this can take either the form of a covering letter and CV or proposal) outlining how you would meet the brief and an overall budget based upon estimated days and day rate and return to rtoth@cleanairfund.org by 17.00 on 05 July 2022.