

Job Description

Engagement Lead for Ghana's National Plastic Action Partnership (NPAP)

The Secretariat of Ghana's National Plastic Action Partnership (NPAP), supported by the Impact Hub Accra as the Operational Partner, is looking for a Project Lead to support the NPAP Senior Manager to drive the partnership and support the implementation of NPAP's Action Roadmap, which will be published by March 2021 as a step-by-step guide to achieve Ghana's national target to eradicate plastic pollution.

About the Ghana National Plastic Action Partnership

Ghana has been identified as the first African Regional Partner to the GPAP based on the bold initiatives that the country has taken to tackle the menace of plastic pollution. The Partnership has created Ghana's National Plastic Action Partnership (NPAP) to support the development of a circular economy framework as the primary vehicle for reducing plastic waste and plastic pollution in Ghana. In that regard, the Ghana NPAP will act as the national platform for multi-stakeholder cooperation, facilitating initiatives and funding to scale and accelerate in-country partnerships that address plastic waste and pollution, while contributing to the nation's progress towards achieving many of the UN Sustainable Development Goals.

About the Global Plastic Action Partnership

The World Economic Forum's Platform for Shaping the Future of Global Public Goods addresses four challenge areas: environment and natural resource scarcity, circular economy and global value chains, food systems, and international development. By curating networks and issues with intention, the Platform seeks to bring together partners that can drive meaningful change.

Within the circular economy pillar, the Global Plastic Action Partnership (GPAP) was forged as a much-needed platform to bring together public, private and civil society actors in the monumental task of addressing global plastic waste and pollution. Recognizing the urgency to catalyse concerted solutions, the platform was launched in September 2018 with the overarching goal to translate political commitment to address plastic pollution into tangible strategies and investible actions plans. GPAP focuses on three strategic pillars: convening and curating stakeholder communities, generating new insights and action roadmaps, and matching high potential solutions with financial resources. GPAP has the ambitious vision to provide tailored support to tackle plastic waste and pollution to 25 countries by 2025.

About the World Economic Forum

The World Economic Forum is the International Organization for Public-Private Cooperation. The Forum engages the foremost political, business and other leaders of society to shape global, regional and industry agendas. It was established in 1971 as a not-for-profit foundation and is headquartered in Geneva, Switzerland. It is independent, impartial and not tied to any special interests. The Forum strives in all its efforts to demonstrate entrepreneurship in the global public interest while upholding the highest standards of governance. Moral and intellectual integrity is at the heart of everything it does.

Our activities are shaped by a unique institutional culture founded on the stakeholder theory, which asserts that an organization is accountable to all parts of society. The institution carefully blends and balances the best of many kinds of organizations, from both the public and private sectors, international organizations and academic institutions.

Duties and responsibilities

The NPAP Project Lead supports the NPAP Manager to manage key partnerships and preparation and facilitation of governance meetings of the Ghana National Plastic Action Partnership (NPAP).

The Project Lead's primary roles include:

- a) Supporting the development and implementation of strategic activities of NPAP in 2021 and beyond that accelerate progress reaching reduction/elimination of plastic pollution leakage goals through policy, business shifts, improved public awareness and sustainable financing mechanisms.
- b) Sector engagement with major players, signatory recruitment, advocacy, data gathering
- c) Engages new NPAP members and curates the NPAP community
- d) Coordinates NPAP Technical Committee meeting logistics and engagement
- e) Helps facilitate Taskforce meetings in collaboration with Task force Co-chairs
- f) Helps prepare agendas and coordinate speakers for Steering Board, Technical Committee and Task Force meetings on behalf of the NPAP Senior Manager and Chairs
- g) Supports collaborative projects between NPAP members that align with the Task Force strategy, and helps promote and advance these initiative

The Project Lead is expected to support the Senior Manager to drive the NPAP partnership towards the following outcomes:

- Engagement and participation of the NPAP Technical Committee and Task Forces towards a clear 2021-2025 strategy with clear responsibilities for each member organization to work collaboratively on the implementation of the identified priority actions (as outlined in the Action Roadmap).
- Engagement of key regional stakeholders towards increased ownership of the NPAP agenda by plastic producers, plastic users, consumers, collectors, pickers, governments and others, including but not limited to the private sector and civil society organisations.
- Connectivity and communication of partners' initiatives: Improved visibility of the initiatives of GPAP/NPAP partners in the country/region, facilitating action-focused collaboration and learning opportunities both within the country and across the region.
- Identification and introduction of policies and regulatory frameworks aimed at reducing plastic pollution at the national level.
- Active engagement from private sector and non-governmental players to build a wider NPAP community that supports the Ghana National Plastic Action Roadmap and collaborates to implement the identified priority actions.
- Identification of opportunities to accelerate action for a new plastic circular economy.
- Concrete results that emerge from the workshops and Ghana NPAP's leadership, including but not limited to MOUs, investment, or new partnerships with the understanding that these results may emerge over a longer period.

Key tasks include:

Under the guidance of the NPAP Senior Manager and in coordination with Steering Board and Technical Committee Co-chairs and the GPAP Secretariat, the Project Lead will have the following responsibilities:

- Support the NPAP Senior Manager to facilitate and organize all NPAP activities, and, in coordination with the GPAP Secretariat, lead recruitment of potential NPAP partners from the country.

- Engage new NPAP members and curate NPAP Community.
 - Serve as facilitator of the Ghana NPAP Technical Committee, including proposing the agenda and work plans for discussion, convening and moderating meetings and calls.
 - Support curation of the Ghana NPAP spaces on the GPAP Digital Collaboration Platform, coordinating the input or partners' initiatives in the GPAP Initiative Map, and coordinating the input of regional activities in the GPAP Annual Report.
 - Contribute to the design and execution of the proposed annual meeting of GPAP in collaboration with the GPAP Secretariat.
 - Contribute to the design and execution of an event to officially launch the Ghana Action Roadmap in March/April 2021 (including a press conference with the Minister of Environment, Science, Technology and Innovation and other awareness campaigns).
 - Contribute to the preparation and execution of the national and global communication activities of GPAP.

- Facilitate the Ghana NPAP Technical Committee and Task Forces, coordinating work streams and implementation activities.
 - Serve as facilitator of the Ghana NPAP Technical Committee, including: proposing the agenda and work plans for discussion, convening and moderating meetings and calls.
 - Under the guidance of the NPAP Senior Manager, prepare and deliver the Ghana NPAP Technical Committee and Taskforce Meetings. Preparation includes logistics, event programming, and selection and on-site management of subcontractors and service providers for the professional execution of the event.
 - Take leadership for organising and delivering workshops that help bring together organisations focusing on mitigating plastic pollution from private and public organisations that can help share best practices, focus on specific strategic issues and initiatives and to catalyse change while scaling and replicating positive examples and best-in-class models.
 - Additional activities may be proposed during each planning year (e.g. to gain benefit from key engagement and communication opportunities subject to the agreement of the Forum and Impact Hub Accra)

- Contribute to research and evaluation:
 - Collaborate in developing reports, and/or issue briefs for relevant stakeholders on ocean plastic pollution.
 - Synthesize lessons learned and experiences, publishing findings in reports, issue brief, and
 - Review existing literature, studies, news, and events related to ocean plastics pollution.

National Coordination Governance

- In performing the duties of Project Lead, the employee or contractor of the organisation will seek the guidance of the NPAP Senior Manager and NPAP Co-chairs and others as recommended by the GPAP Secretariat.
- On an operational basis the Project Lead liaises with the NPAP Senior Manager to ensure performance and timeliness across the NPAP workplan and maintain accountability and strong report with all national and international partners.
- The Project Lead supports the Senior Manager to report on a quarterly basis (delivery progress, relationship management and impact reporting) to GPAP Secretariat at the WEF. In addition to that, regular communication by e-mail and/or by phone between Impact Hub Accra and the GPAP Secretariat are to help create visibility over key activities and outcomes as well as to provide guidance and support in times of key events and milestone activities.

Skills and qualifications:

- Legally able to work in Ghana
- Minimum 7 years of experience in project management



- Experience working in sustainable supply chain issues
- Hold a Master's degree in sustainable development, public policy, or other related major
- Strong professional network in Ghana both with public and private sector
- Demonstrated ability to work across the public and private sector
- Strong management and organizational skills
- Excellent English both verbal and written
- Excellent oral and written communication skill
- Excellent organizational and facilitation skills
- Advanced skills of Microsoft Office, Internet, and virtual meeting tools