



Terms of Reference (ToRs)

Project Officer/Local Climate Champion

Part time: 2-3 days a week (depending on workload)

Duration: approximately 20 months commencing March 2026

1. Background

[Democracy Works Foundation](#) (DWF), opened its doors in 2014 in South Africa in response to the weakening of public institutions, corruption and declining citizen participation. It is an organisation committed to promoting and building democracy in Southern Africa and supporting inclusive development and regional cooperation. DWF believes in developing homegrown and innovative solutions that support public officials and states to be more open, transparent, responsive and accountable. We also work to build the capacity of citizens and provide tools enabling them to better impact their democracies, meet their obligations and claim their rights. DWF works on the supply and demand side of democracy.

2. Objectives of the Assignment

Democracy Works Foundation is seeking youth climate champions (project coordinators), on a part time basis, in the Khâi-Ma, Nama Khoi, Karoo Hoogland local municipalities. The project co-ordinators will support in the delivery of our Climate for Growth Project (see project description below). The project co-ordinator will work within their assigned municipality, across the following workstreams:

- Co-facilitate workshops using project-developed manuals and toolkits: You will have the opportunity to co-facilitate workshops with support.
- Information management: Maintain attendance records, collect feedback, and produce concise workshop summaries highlighting key concerns and priorities raised by CSOs.
- Logistics: You will be responsible for providing administrative and logistical support in the delivery of 2 climate literacy workshops, mobilise participation from non-environmental CSOs (e.g. youth, women, agriculture, livelihoods, social justice groups), and ensuring the timely delivery of project outputs.
- Stakeholder engagement: Community and CSO outreach, development of communication outputs (social media content, emails, training materials etc), maintaining a database of civil society organisations, and ongoing relationship management with all project stakeholders.

3. Who Should Apply? (Requirements & Experience)

We are looking for committed young people who are active in their communities and want to contribute to fair, people-centred climate action.

You do not need to meet every requirement below. If you bring relevant experience, community credibility, and motivation, we strongly encourage you to apply.

4. Education or Equivalent Experience

- A tertiary diploma or bachelor's degree in Development Studies, Environmental Science, Political Science, Sociology, or a related field

OR

- Equivalent practical experience in community development, civil society work, youth organising, environmental justice, or local development initiatives.

5. Knowledge & Interest

- Basic understanding of climate change, environmental challenges, or energy issues

OR

- Demonstrated interest in climate justice, development, social justice, or community organising, with willingness to learn.

6. Language & Communication

- Ability to communicate confidently in Afrikaans and English
- Knowledge of local languages (such as Setswana or isiXhosa) is a strong advantage
- Ability to write short summaries, messages, or reports (with support and templates provided)

7. Skills & Strengths (Formal or Informal)

You may have gained these skills through work, volunteering, activism, or community leadership:

- Comfort engaging with community organisations, youth groups, women's groups, farmers, or social justice organisations
- Ability to help organise meetings, workshops, or community events
- Basic organisational skills (keeping attendance lists, following up with participants, sharing updates)
- Confidence using WhatsApp, email, and social media for communication and mobilisation

8. Remuneration

- Climate champions will be paid a stipend of USD 100/day on a part time basis (2-3 days a week depending on workload).

About the project: The Climate for Growth project responds to the rapid expansion of renewable energy investments in the Northern Cape under South Africa's Renewable Energy Independent Power Producer Procurement Programme (REIPPPP), and the governance risks that accompany this expansion. While Independent Power Producers (IPPs) bring significant investment through mandatory socio-economic development (SED) contributions, weak integration with municipal planning systems and limited civil society capacity risk reproducing historical patterns of exclusion, fragmented development, and low accountability.

Building on the earlier Fostering Inclusive Governance through Climate Change Champions (FIGCCC) pilot, the project deepens and scales place-based approaches that centre climate and energy democracy, strengthen civil society participation, and align IPP investment with municipal and community priorities.

To ensure effective local implementation across geographically dispersed and capacity-constrained municipalities, the project will appoint Youth Climate Champions embedded within each target municipality. These champions function as trusted local convenors, facilitators, and implementation partners, enabling continuous engagement without frequent travel by the Project Manager, while strengthening local ownership and sustainability.