

## Terms of Reference

### Commonwealth National Climate Finance Adviser - Republic of Kiribati

<b>Post Title:</b>	Commonwealth National Climate Finance Adviser
<b>Project Title:</b>	To support small and vulnerable states in the Commonwealth to address capacity gaps that hinder access to international sources of climate finance
<b>Project Location:</b>	Republic of Kiribati
<b>Duration:</b>	2 years (with possible extension)
<b>Responsible To:</b>	Secretary, Ministry of Finance and Economic Development, Government of Kiribati & Adviser and Manager, Commonwealth Climate Finance Access Hub (CCFAH)
<b>Start Date:</b>	October, 2024

## BACKGROUND

Kiribati communicated its updated Nationally Determined Contributions (NDC) to the United Nations Framework on Climate Change (UNFCCC) in January 2023. Kiribati's NDC sets out an economy wide target to unconditionally reduce GHG emissions by 8% below business as usual, and conditionally increase that to 23.8% by 2030. The NDC prioritizes sustainable development in building resilience and adaptive capacity of the key systems of development and people to cope with the adverse effects of climate change.

Kiribati is one of the world's most vulnerable countries to the effects of climate change and climate-related disasters. Its ability to respond to climate risks is hampered by its highly vulnerable socio-economic and environmental conditions and geographical situation<sup>1</sup>. An economic evaluation of the costs of climate change related risks has been estimated to be 35 percent of Kiribati's GDP, accounting for the potential impacts of climate change on the coastal zone (US\$7-\$13 million per year) and water resources (US\$1-\$3 million per year)<sup>2</sup>.

Low atolls, isolation, small land areas separated by a vast expanse of ocean, a highly concentrated population, and the costs of providing basic services make Kiribati especially vulnerable to external shocks including the adverse impacts of climate change and disasters. Sea-level rise and exacerbated natural disasters, such as drought and extreme weather fluctuations, pose significant and direct additional threats to sectors and resources central to the provision of basic services and national development<sup>3</sup>.

Kiribati's vulnerability to sea level rise, coastal flooding, high intensity rainfall and storm surges, as well as prolonged drought, pose significant and direct additional threats to sectors and resources central to the provision of basic services and national development. Applying a

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<sup>1</sup> Government of Kiribati, 2018. Kiribati Climate Change Policy

<sup>2</sup> UNDRR, 2020. *Disaster Risk Reduction in the Republic of Kiribati: Status Report 2019*.

<sup>3</sup> Government of Kiribati, 2018. *Kiribati Climate Change Policy*.

whole-of-country approach, Kiribati's National Adaptation Plan, or the Kiribati Joint Implementation Plan on Climate Change and Disaster Risk Reduction (the KJIP) has set out the national priorities for adaptation, including governance and enabling environments for key sectors to ensure water and food security and strengthen health systems through integrated approaches, coastal adaptation, climate resilient infrastructure and access to climate finance.

## SCOPE OF WORK

The role of the Commonwealth National Climate Finance Adviser (CNCFA) is to primarily provide strategic and technical guidance on mobilising climate finance so that officials can build the capacity to draw on funds to support the implementation of the NDC and other climate related projects. The CNCFA will be expected to strengthen the enabling environment for inclusive climate adaptation and mitigation policy making and programming at the national level, and enhance the capacity of national actors to develop and strengthen climate change related policies, strategies and commitments including for mainstreaming gender and health relevant climate action.

The main responsibilities of the Commonwealth National Climate Finance Adviser include, inter alia:

### **Output 1. Enhanced capacity of national actors to develop and strengthen climate change related policies, strategies and commitments (including for mainstreaming gender and youth )**

*Expected activities include (but not limited to):*

- Review the climate change and climate finance policy landscape in Kiribati. Key documents include the revised NDC, GCF Country Programme, Kiribati Joint Implementation Plan for Climate Change and Disaster Risk Management (KJIP, or Kiribati's National Adaptation Plan), National Communications and other relevant national and sectoral plans and focused documents to understand the breadth of needs for international climate financing.
- Climate finance landscape and capacity gap assessments conducted as required based on available resources (policy, commitments and strategies).
- Support key stakeholders to strengthen climate change policy processes based on internationally agreed standards with reference to mainstreaming climate change and other key issues including gender.
- Provide support to the Ministry of Finance and Economic Development and the Climate Finance Division in fulfilling its role in national climate finance coordination, planning and advisory input to the National Designated Authority and Focal Points to international climate funds.

### **Output 2. Increased development of inclusive project proposals at national level to enhance access to climate finance**

*Expected activities include (but not limited to):*

- Support CFD and other key partners in the review and update of Kiribati's Strategic Framework and Country Programme to develop a comprehensive national climate finance strategy and prioritisation exercise for developing pipeline projects.

- Systematically track available international climate finance windows, calls for proposals and other funding opportunities to meet support gaps for NDC implementation.
- Support the Climate Finance Division to conduct bilateral consultations with international partners working on climate change issues in the country and region to map out interest and opportunities. Discuss possibilities with governmental authorities including the key sectors to prioritize the ideas to be developed into concept notes
- Under the guidance of Government officials, lead/support the development of project concept notes in collaboration with key national stakeholders, counterparts and climate finance partners, considering national priorities and the implementation needs of the revised NDC and the KJIP. This should also be in accordance with the purpose and requirements of the climate finance strategy outlined in the Country Programme, including targeted climate finance window(s) and not duplicate or overlap with other climate finance related Advisers and TA support to Kiribati. The exact number of concept ideas will depend upon the financing windows open and prioritized, but it is expected that the adviser will lead / contribute towards the development and advancement of minimum 2-3 concept ideas developed through national coordination mechanisms.
- Support the development of full funding project proposals in alignment with national priorities. The number and timing will depend on the approval of the above-mentioned concept ideas and timing of the international call for proposals. It is expected that the Adviser will support the development of 2 proposals.

**Output 3. Increased knowledge of key stakeholders (including government and non-governmental bodies) on climate funding sources and requirements**

*Expected activities include (but not limited to):*

- Convene and facilitate strategic dialogues with relevant stakeholders including sector experts from Ministries and other Government agencies, private sector and civil society representatives to gather necessary inputs for climate finance planning, coordination and concept note and proposal development.
- As required, develop training manuals for mainstreaming gender equality, disability and social inclusion and youth into climate change project development.
- Contribute Training methodology and approaches on climate finance project development to the Climate Finance Division training
- Peer to peer learning delivered through applicable approaches, including one-one mentoring, guidance notes, seminars, workshops.
- Collect information and develop knowledge products (handbook, guidelines, manuals, newsletters) for use by counterparts and for dissemination to Hub partners.
- Support information sharing and knowledge exchange with national and sub-national government, civil society and private sector stakeholders.
- Sharing of best practices and experiences with other Commonwealth countries, including through south-south exchanges.
- Establish and strengthen links for sharing knowledge and experiences at national level and across the CCFAH network of advisers.

**Output 4. Increased awareness and capacity of key stakeholders (officials and institutions) to develop gender, youth and health inclusive climate change projects.**

*Expected activities include (but not limited to):*

- Support the delivery of the Climate Finance Division's climate finance capacity building programme, and in collaboration with other climate finance partners in Kiribati, incorporating gender mainstreaming and other key topics of interest based on priorities identified.
- Provide necessary capacity building of staff including one to one mentoring and training workshops for identified needs.
- Provide training of key stakeholders within relevant institutions to effectively access and mobilise climate finance resources.
- Participate in relevant meetings as indicated by the Climate Finance Division / Ministry of Finance and Economic Development and prepare and provide inputs to briefings, talking points and back to office reports as requested.

## **MANAGEMENT ARRANGEMENTS**

The Advisor will be embedded at the Climate Finance Division, Ministry of Finance and Economic Development in the Republic of Kiribati. There is an urgent need to mobilize climate finance for NDC implementation, adaptation planning and capacity building. The CCFAH Advisor will be embedded within the Government of Kiribati's National Designated Authority and support the access and mobilisation of international climate finance through the development of project pipelines, project concept notes, proposals, and subsequent tracking of these potential opportunities.

The adviser will implement all tasks under the direct supervision of the Director of the Climate Finance Division in the Ministry of Finance and Economic Development and will report to the Secretary of the Ministry of Finance and Economic Development. The Adviser will work through the Climate Finance Division, to collaborate with key climate finance partners, including the Office of the President (te Berentiti) Climate Change and Disaster Risk Management Unit and the Kiribati National Expert Group on Climate Change and Disaster Risk, as well as other technical assistance staff embedded in Kiribati supporting climate finance coordination.

The Adviser will be required to submit an inception report to Commonwealth Secretariat within 6 to 8 weeks of commencement of duties. This report will be agreed with the reporting officer and stakeholders and will set the context, work plan and baseline against which progress can be measured during the project period. The Adviser will be required to submit a mid-term report at six-months that will provide an update on accomplishments, risks, how to mitigate such and plan for the following six months and a final report at the completion of one year.

Monitoring and Evaluation of the project will take place during the course of its implementation. The Adviser will be expected to provide Inception Reports and Six-Monthly Progress Reports supported by supplementary information to the Commonwealth Secretariat as required, as well as to the Ministry of Finance and Economic Development. All reports will be submitted to the designated Project Manager at the Commonwealth Secretariat and signed by the Reporting Officer in the host organisation. Additionally, the Adviser will be expected to submit an annual work plan including progress reports at the end of quarter 1 and quarter 3 to

the Ministry of Finance and Economic Development. A final Project Completion Report which combines evidence from all review mechanisms will be completed at the end of the project.

## TRANSFER OF EXPERTISE

The Commonwealth Secretariat attaches particular importance to the transfer of expertise and knowledge to counterparts. The adviser in his/her discussions with the Reporting Officer should draw attention to the need for key staff to be assigned as counterparts at the beginning of the assignment. This should be reported in the Inception Report. A training programme for key counterpart staff should be produced by the adviser and agreed with the Reporting Officer. An update should be provided on this in the first Progress Report.

## GENDER MAINSTREAMING AND YOUTH

The Adviser will be expected to actively support the Commonwealth Secretariat's Gender Equality Policy. This Policy provides a mandate and framework for realising the Commonwealth's commitment to mainstreaming gender equality and equity into all its policies, structures, systems and operations. It is intended to strengthen and guide the collective effort of all Secretariat staff to ensure that women, men, girls and boys benefit equally from their work.

Further, the Commonwealth Secretariat has produced an analysis on '[Gender Integration for Climate Action: A Review of Commonwealth Member Country Nationally Determined Contributions](#)' to understand better how and to what extent Commonwealth member countries are integrating gender and social inclusion concerns into their NDCs; with a view to identifying prevailing gaps, entry points and opportunities for the integration of gender into NDCs. The report has a set of best practice recommendations shared with all CCFAH Advisers for cognisance in their work along the following topics - prioritising gender in context, policy integration of gender, and institutional coordination across gender and climate change, capacity building in technology, MRV systems, sex-disaggregated data and information and financial resources for Gender inclusion.

The Commonwealth Secretariat is also committed to supporting governments in developing countries to implement youth-focused policies and programmes. The Commonwealth support young people to lead change and be recognised as development partners, by promoting their engagement at all levels of decision-making.

The Adviser will be expected to highlight and respond to specific gender and youth questions attached to the process under this project, which will be included in all project reporting.

## REQUIRED SKILLS AND EXPERTISE

### Competencies:

- Demonstrated integrity, accountability and respect for diversity.
- Understanding of the circumstances of developing countries on climate change, in particular small island developing states
- Demonstrable experience in writing proposal/document for multilateral, bilateral and other funding sources, etc.
- Demonstrated skills in managing and aligning diverse groups of stakeholders, including development agencies, non-state actors / civil society, financial institutions, the private sector, and others.

- Ability to document success case studies and package knowledge and learning processes.
- Knowledge of platforms for facilitating exchange of knowledge and experiences.
- Technical skills for assessing climate change impacts along with the identification of requisite adaptation measures.
- Ability to formulate climate change adaptation and mitigation project proposals and budgets that demonstrate a clear theory of change, climate impact potential and in compliance with climate finance principles, regulatory requirements and project financial analysis.
- Developing and implementing resource mobilisation plans and strategies.
- Keeps abreast of new developments in climate change and climate/green finance.
- Computer literacy in Microsoft packages (MS Word, MS PowerPoint, MS Excel, and Outlook).
- Demonstrate strong interpersonal and motivational skills and the ability to work respectfully and effectively within and across multi-cultural teams, taking on board feedback from peers.
- Able to work independently with minimal supervision and under pressure.

#### **Academic Qualifications:**

- A post-graduate qualification in any of the following: Climate Change, Environmental Studies/ Economics, Natural Resources Management; Energy; Coastal Management; Project Management; Business Studies; or any other related subject.

#### **Experience:**

- At least 10 years of relevant experience. This can include areas such as designing projects and/or programmes on climate action, working on multi-sectoral initiatives, institutional capacity-building, development planning and budgeting, and related initiatives
- Demonstrated knowledge and extensive experience in the climate finance space including climate finance readiness, grant proposal writing, climate change capacity building or technology transfer.
- Demonstrated experience in resource mobilization, stakeholder relationship building and collaboration with government agencies, donors and/or international development partners, and non-government organisations.
- Proven experience in developing knowledge products, including analytical pieces, papers, reports and related products.
- Experience in developing countries in general and demonstrated experience in the Pacific.
- Experience living and working in remote and fragile contexts.

#### **Language:**

- Excellent writing, editing, and oral communication skills.
- Proficiency in English.