

Terms of Reference/Job Description

Commonwealth National Climate Finance Adviser - TUVALU

Ministry of Home Affairs, Climate Change and Environment

Post Title:	Commonwealth National Climate Finance Adviser
Project Title:	Enhancing the Institutional Capacity of Tuvalu to Access Climate Finance
Project Location:	Funafuti, Tuvalu
Duration:	2 years (with the possibility of extension)
Responsible To:	Adviser and Manager, Commonwealth Climate Finance Access Hub, Climate Section, Commonwealth Secretariat; and the Director of Climate Change and Disasters, Climate Change Department, Ministry of Home Affairs, Climate Change and Environment, Government of Tuvalu
Start Date:	October 2024

I. Context

Background

This Project will provide assistance to Tuvalu to enhance its ability to access climate finance by strengthening and, where necessary, supporting the establishment of institutional mechanisms and modalities to seek, receive and utilise international climate finance. This project will also support the country with wider efforts to mainstream climate change across national plans by enhancing the skills and expertise of staff in the host ministry and other relevant ministries and agencies. The expert will provide guidance, support and coordination in accessing climate finance. Furthermore, in order to take advantage of the direct access modalities for international climate finance, this programme will support the development of a pipeline of climate change projects into full proposals for submission to potential funders.

This technical assistance is delivered under the Commonwealth Climate Finance Access Hub (CCFAH) which supports small and vulnerable states with improved access to climate finance to achieve their adaptation and mitigation goals. To do this, the CCFAH places long-term Advisers in key national ministries in Small Island Developing States (SIDS) and Least Developed Countries (LDCs) across the Commonwealth. The Advisers support national efforts to access and effectively use international climate finance, with particular focus on developing local capacity and South-South cooperation.

Situation Analysis

Climate change is an existential threat to Tuvalu. The country is a microstate and small island developing state of the Polynesian sub-region of the southern Pacific Ocean which consists of nine atolls - nine islands that stretch 579 km in length. The average height above

sea level is under 3m with the highest point above sea level being 4.6m. At its widest point, Tuvalu only spans about 200m. With a population of approximately 11,800 people and classified as a least developed country, Tuvalu is extremely vulnerable to changing sea-level rise. Since 1993, Tuvalu's sea level has been rising by approximately 5mm per year. Rising sea levels threaten its scarce freshwater resources, and the coral reefs that surround the country are at risk due to gradual warming of sea water (in addition to pollution from man-made sources).

Temperatures in Tuvalu range between 26 °C - 32 °C. The wet season (October - March) brings tropical cyclones which inflict extensive damage on local infrastructure, agriculture and major food sources. The dry season (June - September) is characterised by an increasing number of droughts which contribute to the depletion of freshwater sources. The main source of freshwater in Tuvalu is rainwater. Groundwater resources are no longer suitable for human consumption due to pollution from saltwater intrusion caused by rising sea levels. Salinity intrusion enhanced by the porosity of soil in Tuvalu has destroyed pulaka crops and decreased the yields of various other fruit trees. Rising sea levels combined with extreme weather events is contributing to the inundation of low-lying areas.

Coastal erosion is a major problem in Tuvalu, particularly on the western side of the islands. As most Tuvaluans live within coastal areas, additional stress is being placed on the already vulnerable marine ecosystem. Rising sea temperatures are also contributing to coral bleaching and decreasing marine productivity. The marine ecosystem is a vital component of Tuvalu's economy which is dependent on revenue provided by tuna fishing.

Tuvalu has put in place a National Strategy for Sustainable Development 2021-2030, Te Kete, that has one of its outcomes as increasing climate change and disaster resilience in the country. Its policy infrastructure is well developed with Intended nationally determined contributions (INDC) to the UNFCCC Secretariat on the 27th of November 2015. Other key climate related policy directions are stipulated in Tuvalu's National Adaptation Plan (NAPA), National Communications, National Strategic Action Plan for Climate Change and Disaster Risk Management and the National Climate Change Policy. The country has committed to reducing its green-house gas from the electricity generation (power) sector, by 100% i.e. almost zero emissions by 2025. Tuvalu's indicative quantified economy-wide target for a reduction in total emissions of GHGs from the entire sector to 60% below 2010 levels by 2025. These emissions will be further reduced from the other key sectors of agriculture and waste, conditional upon the necessary technology and finance. A proposed World Bank project is aimed at providing additional energy generation from solar PV and will include investment in modest wind-power capacity. In addition, the project will finance strategic energy efficiency investments in the largest electricity consuming sectors.

The private sector is small in the country and so the public sector is the main driver of economic growth and development. The primary economic activities of the country are subsistence farming and fishing which are dependent on weather. Income from foreign aid is an important part of the economy. The country's national income derives from fishing license fees, trust fund investments, official development assistance, and remittances. Tuvalu also sells some stamps, coins and, in the last 10 years, has sold use of their Internet domain ".tv"—an action that contributes a substantial amount of revenue to their overall Gross Domestic Product.

The support from the Commonwealth Climate Finance Adviser will build on the work already undertaken in the country. This includes adaptation and mitigation projects developed through the earlier Commonwealth Climate Finance Adviser to the country.

Tuvalu has also secured 2 GCF-approved adaptation projects and 3 readiness activities with approved readiness support of \$3.9 million of which \$358,800 has been disbursed. Launched in 2017, with backing from the GCF and in partnership with the UNDP, the Tuvalu Coastal Adaptation Project (TCAP) aims to reduce exposure to coastal hazards and to develop a long-term coastal adaptation strategy for the SID.

The Government of Tuvalu expressed interest as well as proactively reached out to the Commonwealth Secretariat for the assistance and support in realisation and implementation of its climate resilient strategy and finance mobilisation.

This technical assistance to Tuvalu is delivered under the Commonwealth Climate Finance Access Hub (CCFAH) which aims to facilitate improved access by small and vulnerable countries to climate finance to meet priority needs of the country in achieving resilience as well as securing sustainable development. To do this, the Hub places long-term advisers at regional and national levels within Small States and Least Developed Countries (LDCs) and other vulnerable countries in the Commonwealth, to support national efforts to access and effectively use international climate finance. The focus is on supporting countries to build the necessary capacity to access climate finance through on-job training in developing project proposals and completing application procedures for relevant funds such as the Green Climate Fund (GCF) and Adaptation Fund and through promoting South-South cooperation, exchange and mutual learning.

In this regard, the Commonwealth National Climate Finance Adviser will provide the necessary support for capacity enhancement around proposal development, programming and management of climate financing strategies. The adviser will work together with the climate finance focal point of the Ministry and will also support other relevant stakeholders and agencies through the focal point of the Ministry.

II. The Scope of the Assignment is Expected to include the following:

The Commonwealth Climate Finance Access Hub (CCFAH) supports Commonwealth member countries in accessing finance from all sources - public, private, international and regional.

Output 1: Project proposals developed in response to relevant climate finance funding envelopes

Expected activities include (but not limited to):

- Review existing GCF's country action plan for the development of robust project proposals to be submitted to GCF funding.
- Review concept notes provided in the GCF country action plan to identify the most relevant project concepts that could be further developed as full funding proposals
- Support the National Implementing Entity (NIE) in the process for financial structuring, modelling, and proposal finalisation for the selected proposals for submission to the Adaptation Fund;
- Investigate and apply financial blending and co-financing principles and approaches in preparation of funding proposals to enhance the approval potential of projects and programmes by international and regional climate finance institutions;
- Undertake capacity building as per the priorities and action plans of climate finance for staff in key stakeholders to undertake and manage the various tasks associated with the formulation, application and submission of climate finance funding requests.
- Lead the proposal development and finalisation for the pipeline project (from concept to full proposal).

Output 2: Preparation of accounting and operational manuals and procedures for the Tuvalu Climate Change and Disaster Survival Fund

Expected activities include (but not limited to):

- Assist in drafting the operational manuals and procedures for the Tuvalu Survival Fund
- Assess existing procedures for similar funds in the context of Small Island Developing States (SIDS) and provide recommendations based on best practices
- Provide technical support to the legal, financing and other focal points of the Ministry to draft the legal document to formulate the fund;
- Collaborate with climate finance focal points of the Ministry in undertaking joint financing and capacity building efforts;

Output 3: Development of climate insurance mechanisms for relevant economic sectors in the country

Expected activities include (but not limited to):

- Identify and assess the existing and potential climate related risks in the country, that could fit into climate insurance to develop concepts on climate insurance mechanisms for the key livelihood and potential key economic sectors, building on the existing work of the Pacific Island Climate Change Insurance Facility (PICCIF).
- In consultation with key stakeholders, propose measures to strengthen the existing risk insurance mechanisms in place and make recommendations to enhance efforts to establish the PICCIF.
- Support climate finance focal points to develop a climate insurance mechanism for a key community livelihood sector such as agriculture or fisheries, and this shall be developed based on the situation analysis and also based on potential replication in the future
- Formulate recommendations including a Climate Risk Management Plan for the implementation of the proposed measures to mitigate climate risks. This should also include a framework for monitoring and evaluating the performance/success of the proposed measures
- Provide necessary training, knowledge sharing and capacity building of staff

Output 4: Formulation of a Climate Change Financing Framework (CCFF) to facilitate integration of climate change into national planning and budgeting processes

Expected activities include (but not limited to):

- Identify and assess potential avenues to strengthen access to climate change finance
- Consult with stakeholders to consolidate priority sectors and align measures to financing mechanisms requirements
- Conduct training of staff on the operationalisation of the CCFF.

Output 5: Capacity building, knowledge sharing and training

Expected activities include (but not limited to):

- Provide necessary capacity building of staff including one to one mentoring and training workshops for identified needs
- 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 regional, national and sub-national government, civil society and private sector stakeholders;
- Sharing of best practices in other Commonwealth countries; and
- Establish and strengthen links for sharing knowledge and experiences at national level and across the CCFAH network of advisors.

III. Implementation Arrangements

The Commonwealth National Climate Finance Adviser will be based in the Ministry of Finance and Economic Development, reporting on a day-to-day basis to the Director, or to the senior staff in charge of climate finance in the Department. The expert will provide a monthly progress report to the reporting ministry in the country.

The appointee will be required to submit an inception report to Commonwealth Secretariat within 4 to 6 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 Expert 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.

IV. Transfer of Expertise

The Commonwealth Secretariat attaches particular importance to the transfer of expertise and knowledge to counterparts at national level. The Adviser in his/her discussions with the reporting officer should draw attention to the need for staff from key agencies 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 on this should be provided in the first progress report.

V. Gender Mainstreaming and Youth

The Commonwealth National Climate Finance Adviser under this project 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.

The Commonwealth Secretariat is also committed to supporting governments in developing countries to implement youth-focused policies and programmes. The Commonwealth supports 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 issues attached to the process under this project, which will be included in all project reporting.

VI. Required qualifications

To be considered, the candidate will need to have a post-graduate qualification (Master's degree) in any of the following: Climate Change, Environmental Studies/ Economics, Natural Resources Management; Energy; Project Management; Business Studies, or any other related subject.

The candidate will need to have at least 8 years of work experience in climate policy development and management of projects in the area of climate change, energy, forestry, biodiversity, agriculture and technical assistance initiatives.

The candidate will also need to have demonstrated knowledge and experience in climate finance readiness, grant proposal writing, climate change capacity building or technology transfer. He/she will need demonstrated experience in resource mobilization, stakeholder relationship building and collaboration with government agencies, donors and/or international development partners, and non-government organisations. Also required is proven experience in developing knowledge products, including analytical pieces, papers, reports and related products. **Developing country experience, particularly in Pacific region is required.** Fluency in both written and spoken English is essential.

The position will require resettlement in Tuvalu for the tenure of the assignment. Applicants from the Pacific region are encouraged to apply.