

Terms of Reference

PACIFIC TECHNICAL ASSISTANCE MECHANISM 2 (PACTAM2)

Adviser Title	Director, Climate Change Finance Division
PACTAM2 Partner Organisation	Ministry for Finance and Economic Development
Duration	This position is expected to commence in May 2021 – May 2023. 12 months + 12 months contract
Location	Tarawa, Kiribati
Adviser Type (LTA or STA)	LTA
Adviser Remuneration Framework (ARF) level	C4
Aid Investment Plan (AIP) or Partner Government's national/sectoral priority	Kiribati COVID-19 Response Plan Partnerships for Recovery Kiribati 20- Year Vision (KV20)
Primary capacity development role (check appropriate box, with reference to below)	<input checked="" type="checkbox"/> In line <input type="checkbox"/> Supplement capacity <input type="checkbox"/> Facilitate capacity
<p>Capacity Development Emphasis: <i>Minor / Indirect - the Adviser will be substituting for an existing or proposed in-line position, with minimal expectation of direct capacity building activities.</i></p> <p><i>Moderate – the Adviser will be directly supporting in-line staff member/s or team as well as helping the individual/s to increase their own job skills, knowledge and awareness - there is an expectation of supplementing capacity</i></p> <p><i>Major – the Adviser's primary purpose is to work with staff/teams in a training, mentoring, and/or facilitating way – there is significant expectation of implementing capacity building activities.</i></p>	

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Purpose

The Pacific Technical Assistance Mechanism Phase II (PACTAM2) is an Australian Government initiative under the Australian Aid Program. Scope Global manages the program on behalf of the Department of Foreign Affairs and Trade (DFAT). The mechanism mobilises technical advice to support our partner organisations in over 7 Pacific Island states. PACTAM2 operates in Kiribati, across energy, finance and regulation, and engineering sectors.

Background

The Government of Kiribati (GoK) have made significant commitments under the Kiribati Development Plan 2016-2019 and the Paris Agreement to building the resilience against the threats of Climate Change. This highlights the importance of a strategic approach to accessing global climate finance. As such, the GoK has decided to establish a Climate Finance Division within the Ministry of Finance and Economic Development (MFED) which will focus on facilitating access to multilateral climate funds including the Green Climate Fund, Climate Investment Fund and, Adaptation fund. This division will work within existing structures and coordinate closely with the office of Te Beretenti (the President) as the focal point for Kiribati under the United Nations Framework Convention on Climate Change (UNFCCC).

GOK requires a technical finance adviser to continue to lead the establishment of this division and provide strategic guidance to the division and develop a strategic approach to accessing multilateral funds for climate finance.

This assignment is aligned with the Government of Australia's COVID-19 Response Plan with the GoK and is in line with projects and other investments that Australia is supporting in Kiribati. Kiribati has already made substantial investments to prepare and approve its climate change strategies with the promulgation of the National Framework for Climate Change and Climate Change Adaptation, the National Disaster Risk Management Plan, the Kiribati Joint Implementation Plan for Climate Change and Disaster Risk Reduction, and the Kiribati Environment Implementation Plan. It is therefore well placed to access funds through UNFCCC established climate finance trusts and other relevant international multi-donor development trusts.

Placement objectives

1. In close consultation with the Minister and Secretary of the Ministry, lead the establishment of the new Climate Finance Division within the MFED.

Core functions

- Provide advice to the Minister to support his role as National Designated Authority for the Green Climate Fund, the focal point for the Climate Investment Fund and the Designated Authority to the Adaptation Fund.
- As the secondary focal point of MFED to the GCF, CIF and AF, take a lead role in coordinating Kiribati engagement and perform the roles required of the Minister to the GCF, CIF and AF in consultation with the Minister.
- Provide technical advice and support to MFED and other Ministries as requested including close liaison with the Office of the President (focal point for Kiribati under the UNFCCC).

	<ul style="list-style-type: none"> • Establish, plan and manage the day to day functions of the Climate Finance Division in consultation with the Minister and Secretary. This will include recruiting, mentoring and managing human resources for the division, developing operational procedures, preparing and implementing annual workplans, managing the budget of the division and reporting. • Provide capacity building, training and mentoring for staff of the Climate Finance Division including establishing a sustainability plan to transition the adviser position from in-line to advisory/supporting
<p>2. Provide strategic and technical advice to the MFED and GoK in the development of a strategic approach to accessing climate finance, including establishing key priorities for GoK.</p>	<ul style="list-style-type: none"> • In consultation with GoK, lead the development of a strategic framework and country program to optimise GoK access to multilateral climate funds; through the development of procedures and processes to establish national priorities and ensure that the structures are in place to effectively manage the funds. • In consultation with the Minister and Secretary, review, provide inputs and negotiate agreements relating to climate finance on behalf of GOK. • Develop and implement relevant capacity building programmes within GoK including GoK/MFED/OB/Ministry of Environment, Lands and Agricultural Development (MELAD); to improve understanding of climate finance issues.
<p>3. Liaise and coordinate work with the Adaptation Fund (AF), Climate Investment Fund (CIF) and Green Climate Fund (GCF) and other available Official Development Assistance (ODA) sources of climate finance</p>	<ul style="list-style-type: none"> • Provide other high level strategic and policy advice to the President, Ministers and senior Government officials on accessing climate change finance, as requested including project development, proposal writing, reporting, and monitoring and evaluation. • As directed by the Minister and Secretary, prepare and draft funding proposals in closed consultation with accredited entities/agencies on the GCF, CIF, AF and other international finance available to support climate change adaptation and mitigation. Review and assess climate finance proposals as requested. • Facilitate liaison, partnership and networking with current and potential partners and donors on GCF, CIF and AF projects.

<p>4. Provide advice and guidance on cross-cutting issues</p>	<ul style="list-style-type: none"> • Provide advice and guidance on cross-cutting issues, such as child protection, gender equality, disability in line with relevant Australian aid policies and other appropriate standards.
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Accountability and working relationships

The Adviser/Director will report to the Minister of Finance and Economic Development and be directly supervised by the Secretary for Finance and Economic Development.

The Director will be responsible for the establishment and day to day management of staff and the operations of the Climate Finance Division.

The Director may negotiate on behalf of GoK in consultation with the Minister or Secretary but shall not commit or enter into any contract or agreement purposely for CFD, MFED or the Government without having sought and secured the final approval from the Minister of Finance.

Key selection criteria

All PACTAM2 Advisers are expected to

- Demonstrate effective interpersonal skills and the ability to work and communicate effectively and respectfully across cultures
- Foster empowerment and sustainability
- Adhere to Scope Global and DFAT policies

Essential

Qualifications

- Degree in Economics, Accounting, Public Finance or relevant field

Skills, experience, knowledge

- 10 years or more of relevant experience in development finance
- Demonstrated knowledge of implementation and management of development projects and emerging environmental issues and challenges (including climate change) in the Pacific Islands region
- Demonstrated professional leadership and ability to lead a team of, including the ability to coach and mentor junior staff
- Credible experience working with development donors, multilateral donors, and those funding climate change programs
- Strong interpersonal skills with a demonstrated ability to build relationships with diverse groups and to motivate teams
- End to end program and project management experience, including multi-project coordination, project financial management, proposal and report writing, and resource mobilisation

- Experience with change management processes including establishing new organisational division including, recruitment and development of new business systems and processes to facilitate the new functionality.
- Excellent written and verbal communication skills including facilitation and presentations
- Experience in cost benefit analysis and non-market valuation
- Demonstrated understanding of database principles with strong computer skills (MS Office Suite preferred) etc

Desirable

- Master’s degree in a relevant field
- Experience in development finance in the Pacific Islands region
- Familiarity with multilateral agencies (WB, ADB, UNDP, SPREP, etc.)
- A background in climate change and environmental issues

Special conditions

Scope Global recruitment practices operate under equal employment opportunity principles and laws. We encourage all appropriately qualified and experienced people to apply regardless of their sex, age, race, ethnicity, physical ability or beliefs.

We require all Advisers to:

- (a) comply with the terms and conditions of the PACTAM2 Adviser Service Agreement including completing a police check, undergoing a medical examination, and attending a pre-departure briefing.
- (b) comply with DFAT safeguard policies and any other policies specific to their placement.

Date Terms of Reference Finalised

February 2021

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