



Terms of Reference

National Consultant: Climate Finance Communications Officer

Background

Government of Kiribati has established a Climate Finance Unit as new Division within the Ministry of Finance and Economic Development (MFED). The Unit will focus primarily on coordinating Kiribati engagement with multilateral sources of climate financing that MFED is currently a focal point for including the Green Climate Fund, Climate Investment Fund and Adaptation Fund.

The Unit will also be engaged in any initiatives that seeks to strengthen climate financing in Kiribati and where MFED is has been requested to participate such as the USAID Climate Ready project. The establishment of the Unit by the MFED has been made possible by support and key partnerships with the Governments of Australia, New Zealand and the Green Climate Fund.

Recently, the MFED secured funds from the Green Climate Funds readiness programme and the Government of New Zealand to strengthen the role of MFED on multilateral climate finance. A key aspect of the role of the Unit will be to undertake nationwide consultations with stakeholders to develop a strategic framework and country programme that will identify Kiribati priorities to engage with the GCF and other sources of multilateral climate finance.

In this regard, the Ministry invites applications for a national consultant to join the Climate Finance Unit as the **Climate Finance Communications Officer**.

Scope of work

Under the direct supervision of the Director, Climate Finance Unit, the scope of work required of the Climate Finance Communications Officer position will be to –

- In consultation with the Director, coordinate and implement the approved Communications Plan for the Unit to raise awareness on the Green Climate Fund, Adaptation Fund, Climate Investment Fund and the Ministries participation.
- Take the lead in producing and disseminating awareness materials to various stakeholders, including the translation of English awareness materials into iKiribati for various stakeholders as requested by the Director.
- Seek opportunities to raise the profile of the climate finance work undertake by MFED with other Ministries, stakeholders and through various modes of communication available in Kiribati.

- Assist in the preparation of briefings, speeches, media releases, drafting of meeting agenda's and minutes, preparing responses to request for interviews for the Minister, Secretary or Director.
- Assist the Director in supporting the Minister 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.
- Support the Director as the secondary focal point of MFED to the GCF, CIF and AF to coordinate Kiribati engagement and perform the roles required under the GCF, CIF and AF.
- Support the Director and the Senior Consultant in activities required to undertake consultations to develop of the strategic framework and country program to engage with the GCF and other sources of multilateral climate funds.
- Support the implementation of relevant capacity building programmes, including facilitating training, workshops, meetings and conferences led by the Unit to improve understanding of climate finance issues.
- Develop and maintain a library of documents for communication material developed, uploading documents on to Ministry website, filing of communication material, eg. Photos within the established system of the office.
- Provide monthly reports to the Director on the progress of implementing activities.
- Undertake other duties as required by the Director.

Qualifications and experience

Education

- Applicants should have either a minimum of a Bachelors Degree or higher level in journalism, communications or a related field, with at least 3 years of relevant work experience; OR more than 5 years of relevant work experience in lieu of a Bachelors Degree.

Experience and skills

- Strong background and experience in various forms and modes of communication, including print media, electronic media, social media, radio, web page development and management;
- Demonstrated experience in preparing speeches, awareness materials, media releases, briefings, reports, radio programs;
- Experience in organising and supporting the facilitations of trainings, meetings and workshops;
- Strong background and knowledge of emerging environmental issues and challenges, particularly on climate change;
- Credible experience working and building relationships with multiple stakeholders at various levels, including bilateral development partners, multilateral development partners, and those funding climate change programs;
- Excellent written and verbal communication skills in English and iKiribati, including in translating documents to iKiribati.

- Competent use of computers including strong skills in the use of MS Office including word, powerpoint, excel.

Language requirements

- Fluency in written and spoken English and iKiribati is required.

Desirable

- Experience in working on communication products on climate change in Kiribati or the Pacific Islands region will be an advantage

Contract duration

- The consultancy contract will be for a period of 6 months, with a possibility of extension based on performance and availability of funds.

Consultancy fee's

- A fixed consultancy rate will be paid to the consultant paid on a monthly basis.

Application instructions

- Interested applicants should submit an Expression of Interest including: i) a **cover letter**, ii) a **curriculum vitae** and iii) **statement of response** for each item in the Qualifications and experience section above.
- Applications can be submitted either:
 - i. by hard copy to MFED or by posting it to P.o Box 67, Bairiki and should be addressed to the Secretary, Ministry of Finance and Economic Development.
 - ii. by email to recruitment@finance.gov.ki with subject heading Climate Finance Communication Officer; or
 - iii. Submission of applications by email is strongly encouraged.
- Closing date for submission of applications is **27 October 2017**.