



## Terms of Reference

### **National Consultant: Climate Finance Program 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 Program Officer**.

#### **Scope of work**

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

- 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.
- Contribute and assist in the preparation and drafting funding proposals on the GCF, CIF, AF and other international finance available to support climate change adaptation and mitigation.
- Provide technical, administrative, logistical support, processing of payments and assisting in the coordination of the implementation of activities of the GCF Readiness Funds, New Zealand grant, MFEDs participation in regional projects, and any other grants in accordance with the approved workplan and budget.

- Support the Director and the Senior Consultant in activities required to develop of the strategic framework and country program to engage with the GCF and other sources of multilateral climate funds.
- Participate in capacity building initiatives and support any training, workshops and conferences led by the Unit.
- Support the No Objection Letter procedure, including assist in the processes required to review and assess climate finance proposals as requested by the Director.
- Support the implementation of relevant capacity building programmes, including training, workshops, meetings and conferences led by the Unit to improve understanding of climate finance issues.
- Maintain the filing system of the office, prepare letters, internal memorandums, briefings and assist in preparing cabinet papers.
- Provide monthly reports to the Director on the progress of implementing activities.
- Assist Office of Te Beretitenti as required in its role as focal point to the UNFCCC and establish and maintain close working relationships with key stakeholders working on climate change.
- 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 either management, finance, economics, climate change, environment, project management 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***

- Demonstrated project management experience, including multi-project coordination, project financial management, proposal writing, report writing and management of project funds;
- Strong background and knowledge in emerging environmental issues and challenges, particularly on climate change;
- Credible experience working 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 making presentations;
- 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 climate change projects or programs in Kiribati or the Pacific Islands region.

#### **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 a i) **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; OR
  - ii. by email to [recruitment@finance.gov.ki](mailto:recruitment@finance.gov.ki) with subject heading Climate Finance Program Officer;
  - iii. Submission of applications by email is strongly encouraged.
- Closing date for submission of applications is **27 October 2017**.