



Ref: YBAFR1045

Terms of Reference

POST TITLE:	National Climate Finance Adviser
PROJECT TITLE:	Commonwealth Climate Finance Access Hub
LOCATION:	Countries in Africa, Asia-Pacific and Caribbean Regions
DURATION:	One year with the potential for extension
CLOSING DATE:	8 February 2018
RESPONSIBLE TO:	Line manager in host government / organisation and Regional Climate Finance Adviser
REMUNERATION:	£55,000 per annum plus allowances and benefits.

I. Project Background

Evidence shows that Small States and Least Developed Countries (LDCs) suffer disproportionately from the effects of climate change. Their vulnerability is exacerbated by a lack of critical capacity to address those impacts. Although climate finance is being made available to developing countries through a number of international initiatives, these countries often face difficulties in attracting adequate amounts because of their limited capacity to design viable and implementable climate change projects in compliance with funding criteria established by international financial institutions. This was the finding of the 2013 Commonwealth Expert Group on Climate Finance.

The Expert Group recommended the establishment of a Commonwealth Climate Finance Access Hub to address the observed capacity constraints. The Commonwealth Heads of Government Meeting held in Malta on 29 November 2015 approved the establishment of this mechanism. It is hosted by the Government of Mauritius, with a central Hub located here and regional and national nodes to be placed across the developing regions of the Commonwealth. Specifically, the objective of the Climate Finance Access Hub is to help unlock climate finance for adaptation and mitigation actions in the most vulnerable states; strengthen the capacity of Small States and LDCs to access and manage public and private climate finance flows; and facilitate inter- and intra-regional sharing of skills, knowledge and expertise.

National Climate Finance Advisers are placed in selected national governments within Africa, Caribbean, Indian Ocean and Pacific regions.

II. Duties and Responsibilities

The National Adviser roles are different from country to country but may generally assume the following main responsibilities and activities:

1. Capacity Building

- Undertake a comprehensive assessment of the country needs, national priorities and current status, giving particular consideration to the national developmental goals, objectives and international commitments of the country and identify priority areas of action to strengthen government capacity;
- Develop and implement a plan of action for enhancing skills and expertise of staff in relevant ministries and organisations with the aim of institutional strengthening for the formulation, application and submission of climate finance projects to funders;
- Facilitate domestic processes for strengthening the role and potential of climate finance into the national development planning and climate action through strengthening national designated authorities (NDA's), mobilising private sector and facilitating accreditation of national entities;
- Identify the potential sectors and support the development of initial pipelines of programme and project proposals that align with the national priorities and investment framework and regulatory requirements of the Green Climate Fund (GCF);
- Collaborate with national, regional and international organisations to facilitate and leverage the capacity building activities in the country through establishing partnerships and knowledge transfer;
- Transfer expertise and establish local and regional institutional mechanisms for disseminating knowledge to counterparts within the organisation in which s/he is located, and also with related stakeholder organisations;
- Assist staff within the organisation in which s/he is located with proposal preparation that responds to/meets the requirements of climate finance funders;
- Undertake institutional assessments and support addressing identified gaps or needs for enhanced access to climate finance.

2. Knowledge Management

- Collect information, best practices, lessons learned and transform them into knowledge and information products (handbook, guidelines, manual) for use by national counterparts and for dissemination to Hub partners;

- Establish, strengthen and main links and mechanisms for sharing knowledge and experience at national level;
- Support information sharing, knowledge exchange and lessons learned with regional, national and sub-national governments, civil society and private sector stakeholders;
- Develop strong feedback loops with the Central Hub in Mauritius to encourage cross-pollination of lessons on what works and what doesn't.

3. Stakeholder engagement and communication

- Support NDA or focal points to engage with regional, national and sub-national government, civil society and private sector stakeholders to support national engagement with the GCF and other climate finance donors;
- Contribute to the coordination and communication mechanisms with various climate finance readiness initiatives and donors;
- Develop and strengthen partnerships between the host government and international climate finance partners;
- Support public communication activities of the Climate Finance Access Hub at the national level.

4. Others

- Perform timely administrative functions e.g. completing various activity reports such as monthly/quarterly performance and results reports, expense reports, and trip reports in line with the format outlined by the Commonwealth Secretariat;
- Undertake other duties and activities as may be mutually agreed from time to time with the host government, Regional Adviser and Hub Coordinator.

NOTE: activities under the Terms of Reference will vary depending on the circumstances of the government agency and country where the Adviser is placed.

III. Competencies

- Demonstrated integrity, accountability and respect for diversity.
- Understanding of the circumstances of developing countries, climate change policy aspects and sustainable development.
- Documentation of success case studies and packaging of knowledge Sharing of knowledge and demonstrated management of knowledge platforms.
- Technical skills for assessing climate change impacts, undertaking action from mitigation and adaptation perspectives.

- Ability to formulate project proposals in compliance with climate finance principles and regulatory requirements and project financial analysis.
- Ability to develop and implement resource mobilisation plans and strategies.
- Keep abreast of developments in the climate change sector.
- Computer literacy in Microsoft packages (MS Word, MS Powerpoint, MS Excel, Outlook).
- Demonstrated strong interpersonal and motivational skills and the ability to work with minimal supervision.
- Able to work independently and under pressure

IV Required Skills and Experience

Academic qualifications:

A post-graduate qualification (Master degree) in any of the following: Climate Change, Environmental Studies/ Economics, Natural Resources Management; Energy; Project Management; and Business Studies.

Experience:

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.

Demonstrated experience in climate finance readiness, grant proposal writing and/or climate change capacity building or technology transfer.

Demonstrated experience in resource mobilization, stakeholder relationship building and collaboration with government agencies, donors and/international development partners, and non-government organisations.

Developing country experience, particularly in Africa, Caribbean, Indian Ocean and Pacific regions is a strong advantage.

Language:

Fluency in both written and spoken English is essential.

Knowledge of an additional relevant language is desirable.

V NOTE:

- The compensation benefits for positions will be internationally competitive and reflect the importance of the role.
- Please indicate your earliest availability to take up assignment, and notice-period if employed.
- Kindly state the preferred region and/or country for the assignment.
- Only shortlisted or selected candidates will be contacted.
- If you do not hear from the Commonwealth Secretariat by end of 15 March 2018, your application has been unsuccessful.