



Ref:

Terms of Reference

POST TITLE:	National Climate Finance Adviser
PROJECT TITLE:	Commonwealth Climate Finance Access Hub
LOCATION:	Countries in Africa, Caribbean, Indian Ocean and Pacific Regions
DURATION:	One year with the potential for extension
CLOSING DATE:	5:00pm GMT Wednesday 3 rd February 2016
RESPONSIBLE TO:	Line manager in host government / organisation and Regional Climate Finance Adviser
REMUNERATION:	£55,000 per annum plus relocation costs and benefits.

I. Project Background

Numerous studies have indicated that Small States and Least Developed Countries (LDCs) are already suffering the impacts of climate change in a disproportional way. 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 do not have the capacity to access these funds. 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 2015 Commonwealth Heads of Government Meeting held in Malta on 29 November approved the establishment of this mechanism. It will be hosted by the Government of Mauritius, with regional and national nodes 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; enhance 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 therefore to be placed in selected national governments within Africa, Caribbean, Indian Ocean and Pacific regions. The exact location or countries are yet to be determined.

II. Duties and Responsibilities

The National Adviser will have overall responsibility for the following main activities:

1. Capacity Building

- Enhancing skills and expertise of staff in relevant ministries and organisations to undertake and manage the various tasks associated with the formulation, application and submission of climate finance funding requests.
- Assess the status and needs of the host government and recommend on how these needs could be met by the Hub or other relevant sources.
- Supporting the development of initial pipelines of programme and project proposals that align with the initial investment framework and priorities of the Green Climate Fund (GCF).
- Collaborate with national, regional and international organisations in carrying out capacity building activities.
- Transfer expertise and disseminate 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 donors.
- Undertake institutional assessments and support addressing identified gaps or needs for enhanced access to climate finance.
- Undertake institutional capacity building for ministries and organisations who act as National Designated Authority (NDAs) or focal point for climate finance activities.

2. Knowledge Management

- Collect information and develop knowledge products (handbook, guidelines, manual) 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.
- Establish, strengthen and main links for sharing knowledge and experience at national level.

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 donors;

- Contribute to the coordination, and communication mechanisms with various climate finance readiness initiatives and donors.
- Support the establishment of partnerships between sources of climate finance and the host government; and
- Support the 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 among 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 and climate change.
- 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 and mitigation.
- Ability to formulate project proposals and budgets.
- Ability to develop and implement resource mobilisation plans and strategies.
- Keeps abreast of new developments in climate change.
- 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:

Graduate qualification (Master degree) in any of the following: environmental studies, Environmental Engineering, Natural sciences; Energy; Environmental Economics; Project Management; and Business Studies or related.

Experience:

At least 8 years of work experience in development and management of projects in the area of climate change, energy, forestry, biodiversity, agriculture and technical assistance initiatives.

Experience in accessing finance (grant proposal writing, stakeholder relationship building and other relevant processes) and collaborating with government agencies, donors and/international development partners, and non-government organisations.

Experience in developing countries 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 this key position will be internationally competitive and reflect the importance of the role.
- Please indicate your earliest availability to take up assignment, and notice-period required, 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 February 2016, it means your application has been unsuccessful.