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**TERMS OF REFERENCE**

**Climate Finance Advisor**

**Climate Change Department**

**Tuvalu Readiness 4 project**

**Ministry of Home Affairs, Climate Change & Environment**

Post Title: Stakeholder Engagement Specialist

Project Title: Tuvalu Readiness 4 project

Project Number: TUV-RS-00

Organization: Climate Change Department, Ministry of Home Affairs, Climate Change & Environment

Duty Station: Tuvalu Readiness 4 Project Climate Change Department, Partnership House, Vaiaku, Funafuti, Tuvalu.

Duration: 3 years

Package: USD $25,500 per year (inclusive of Housing Allowance)

**Background**

This Readiness proposal will respond directly to Tuvalu’s policy and institutional context through the provision of support in building capacity in climate financing and project management, supporting private sector engagement, co-development of sectoral concept notes to meet adaptation needs, and improved coordination across sectors and stakeholders through strengthened engagement and information sharing

**IF** Tuvalu strengthens the capacity of all stakeholders for climate finance, project and fiduciary functions, **THEN** it will enhance its access to climate financing and private sector investment opportunities **BECAUSE** it will have a cohort of organizations specialized in climate financing and project management; two delivery partners - one a private entity nominated for accreditation - with systems and standards required for GCF accreditation; and a private sector engaged and implementing a private sector investment roadmap. The support provided will create the enabling conditions for the development of an investment pipeline of low carbon and climate resilient projects.

To fully implement the country’s climate ambitions, Tuvalu will need additional financing to close the gap for climate action. This Readiness grant strengthens Tuvalu’s climate financing efforts through NDA support, direct access to finance, and capacity to achieve against its climate targets.

Toward this goal, this Readiness grant will support Tuvalu in Readiness Programme Outcome 1.1: “Country NDAs of focal points and the network / systems that enable them to fulfil their roles, responsibilities and policy requirements are operational and effective”, Outcome 1.2: “Direct access applicants and accredited entities (DAEs) have established capacity to meet and maintain the GCF’s accreditation standards; and accredited DAEs have the capacity to develop a pipeline of projects and effectively implement GCF-funded activities”, Outcome 1.3: “Relevant country stakeholders (which may include executing entities, civil society organizations and private sector) have established adequate capacity, systems and networks to support the planning, programming and implementation of GCF funded activities”, Outcome 2.4: “Strategies for transforming and attracting private sector investment for low emissions and resilience developed and being used”, Outcome 4.3: “An increase in the number of quality concept notes developed and submitted that target SIDS, LDCs and African states”, and Outcome 5.1: “Best practices with respect to institutional capacity building, direct access, and pipeline development are developed and disseminated to strengthen engagement by NDAs, DAEs, and delivery partners with the GCF”.

**Scope of Work**

The **Stakeholder Partnership Specialist** will develop and implement stakeholder engagement plans under the project, provide support to the TANGO, TNCW, TNPSO and other relevant non-government agencies to strengthen their institutional platforms and trainings and will also undertake stakeholder awareness activities and raise the profile of climate financing amongst sectors. He/she advocates for and represents the project and the Climate Change Department in the area of strengthening engagement with the private sector.

**Tasks**

* Provide full time support to NDA in developing a strong network between stakeholders and private sector
* Manage logistic of any event under the project
* Implement Stakeholder engagement plans under the project
* Collect accurate data for the development of proposals and concept notes
* Assist Finance Officer in managing payments
* Compile and analyze data from stakeholders
* Assist PMU in organizing and facilitating training and workshops of the project
* Assist program Manager in delivering project activities
* Assist the Program Management Unit (PMU) in managing logistics for workshops, trainings, and travels
* Work in collaboration with NGOs and private sectors
* Strengthened the network between the project, stakeholders and private sector
* Data collection & data verification

**Reporting**

The Climate Finance Advisor will report to the Government of Tuvalu through the Programme Manager. The Stakeholder Engagement Specialist will work alongside a designated national counterpart (National Consultant) to ensure capacity building and knowledge transfer at the national level for sustainability purposes.

All outputs are to be produced in Microsoft Word and Excel, using standard templates, typefaces etc. Any essential photos of graphics required for inclusion in the report(s) should be kept to low resolution to keep the file size down.

The Stakeholder Engagement Specialist will maintain confidentiality and use Confidential Information for the purpose of performing their obligation under the Assignment. The Climate Finance Advisor must take all reasonable care to ensure that third parties do not use or disclose the Confidential Information. The Stakeholder Engagement Specialist acknowledges that the Government of Tuvalu own and will own all Intellectual Property associated with this Assignment, including all outputs created or contributed by the Stakeholder Engagement Specialist, under the Tuvalu Readiness 4 project.

**Minimum Qualification Requirements**

The expert must have:

* Must have a Degree in Science or at least 3 years of work experience under Project management
* Must have experience and knowledge on stakeholder engagement
* Ability to provide the PMU and key stakeholders with regular updated data and resources for research and turn information into useful knowledge and be responsive
* Ability to allocate and use resources in a strategic or tactical way in line with the Department and Government’s Acts.
* Ability to work and engage with the PMU and the Department on different levels.
* Ability to support any tasks given within the PMU and the Ministry
* Ability to use Microsoft and technologies