



**TERMS OF REFERENCE**  
**Project Development Specialist**  
**Climate Change Department**  
**Tuvalu Readiness 4 project**  
**Ministry of Home Affairs, Climate Change & Environment**

Post Title: Project Development Specialist

Project Title: Tuvalu Readiness 4 project

Salary package: AUD 40,591 (inclusive of house rent, leave entitlement and bonus)

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

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

Duration: 3 years

**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 organisations 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 Project Development Specialist (PDS) will work closely with the Climate Finance Advisor under the project to provide advice and support on climate financing within the Government. He/She will work with professional services teams to develop pre-feasibility studies and concept notes for PPF applications under the Green Climate Fund. The PDS will also work with the private sector to develop project ideas and concept notes to submit to the GCF and provide advice on climate financing modalities for potential project ideas to the PMU and stakeholders.

## **Tasks**

- Work in collaboration with Climate Finance Advisor on project development within Country program
- Report progress to Project Manager
- Support the development of climate change project proposals aligned with appropriate standards to ensure maximum global and regional funding is accessed.
- Develop and maintain the climate change project plan aligned with global and regional funding received by donors.
- Ensure the project plan shows efficient and effective use of donor funding.
- Provide full time support to NDA in developing concept notes and proposals and budget preparation under the Country program
- Carry out feasibility studies with relevant stakeholders and international and local consultants
- Collect accurate data for the development of proposals and concept notes under the country program
- Compile and analyze data into a concept note and proposals

- Assist program Manager in delivering project activities
- Develop project ideas into Concept note and proposal under Country program
- Work in collaboration with International Agencies in formalizing, finalizing and submitting to Donors
- Assist the department with project development
- Prepare project proposal to access global and regional climate change funding.
- Prepare the project and implementation plan for funded activities.
- Oversee and support the project in the implementation of national activities and relief response.
- Assist Data and Information Officer in Updating the project database of all climate change related projects and programs.

## **Reporting**

The Project development Specialist will report to the Government of Tuvalu through the Program Manager. The Program Manager 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 Project development Specialist will maintain confidentiality and use Confidential Information for the purpose of performing their obligation under the Assignment. The Project development Specialist must take all reasonable care to ensure that third parties do not use or disclose the Confidential Information. The Project development 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 Project development Specialist, under the Tuvalu Readiness 4 project.

## **Minimum Qualification Requirements**

The expert must have:

- Must have a university qualification in Science or any relevant field OR
- at least 2-3 years of work experience in stakeholder engagement, project development, trainings and other relevant fields
- Must have experience and knowledge on Climate Finance measures
- Must have experience in project development
- 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 Office is highly recommended
- Good written and spoken English and ability to effectively communicate in Tuvaluan and English

