



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

Post Title: Project Trainer Specialist

Project Title: Tuvalu Readiness 4 project

Project Number: TUV-RS-004

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

Purpose of assignment: To provide technical support to the Readiness 4 project in terms of assistance in developing training modules and working with International consultants deliver co-hort trainings in the country.

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 organisations specialised 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

- Assist International Consultant (FIRM on Capacity Development) develop and implement tailored training and mentoring programme designed to build capacity in climate financing and project design, development and implementation) Under Output 1.1.1
- Deliver training programs for the private sector to build their capacity in planning, programming and implementation of GCF funded activities under Output 1.3.1
- Work with the PMU to strengthen information sharing across sectors under Output 1.3.3 and Output 5.1.1

Tasks

- Work in collaboration with the PMU to deliver project activities effectively
- Report progress to Project Manager
- Responsible for preparing knowledge sharing products for dissemination
- Develop training modules and consultation feedbacks from stakeholders
- Work with stakeholder's involved in co-hort trainings

Reporting

The Project Trainer 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 Trainer Specialist will maintain confidentiality and use Confidential Information for performing their obligation under the Assignment. The Project Trainer must take all reasonable care to ensure that third parties do not use or disclose the Confidential Information. The Project Trainer 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 Trainer, 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 change platforms at national and sub-national levels
- Good written and spoken English and ability to effectively communicate in Tuvaluan and English
- Must have 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.