



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Climate Change Project Development Specialist
Work unit:	Climate Change and Environmental Sustainability Programme (CCES)
Location:	SPC Suva, NDC Hub office
Reporting to:	Director CCES
Purpose of role:	<p>The role of the Climate Change Project Development Specialist is to:</p> <ul style="list-style-type: none">• Support the Pacific island countries in the identification, development and design of climate change project concepts, as per identified NDC-related priorities ;• Advise on options and avenues for financing project ideas/concepts, in close consultation with the NDC Hub's management.• Support the NDC Hub partners or Implementation Unit in the preparation and delivery of investment roundtables or forum, in close coordination with the Senior Investment Specialist and NDC Hub management.• Provide technical guidance, awareness and training to the NDC Hub partners and beneficiary countries in the area of project development tapping climate finance.
Date:	June 2020

Organisation Context:

The **Climate Change and Environmental Sustainability Programme (CCES)** reports to the Deputy Director General. The programme leads and coordinates SPC's Climate Change and Environmental Sustainability actions and extends technical assistance and strategic coordination across the organisation to design and implement climate change adaptation and mitigation projects, in partnership with SPC's members and donors. The programme also provides leadership and coordination of the overall environmental sustainability of SPC's divisions and operations.

CCES' specific objectives include assisting Pacific countries and territories to transit to a low-carbon economy and adapt a number of key national sectors to the effects of climate change, enhancing collaboration with other regional organizations and promoting the Pacific climate change agenda at the international level and providing an effective framework for resource mobilization.

The **Regional Pacific Nationally Determined Contributions Hub** (in the following referred to as "the NDC Hub") aims to address identified needs and priorities of Pacific Island Countries (PICs) to enhance and successfully implement their NDCs. The NDC Hub is a direct outcome of the inaugural Climate Action Pacific Partnership (CAPP) Conference, organized by the Fiji COP23 Presidency on July 3-4 2017 in Suva, Fiji. The concept was further developed at the Partnership Days during pre-COP meetings in October in Nadi, Fiji, and side-events during UNFCCC COP 23 in November 2017. At the NDC Partnership (NDCP) high-level event on November 14, 2017, the Hon. Prime Minister of Fiji and President of COP 23 formally launched the NDC Hub.

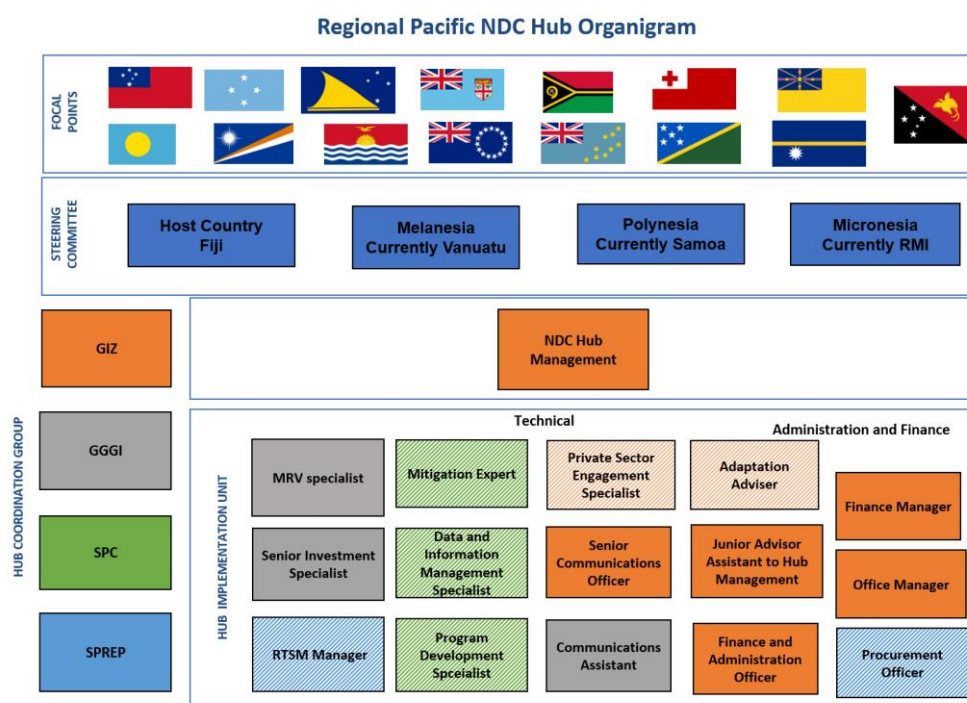
The expected objective of the NDC Hub is that PICs enhance and implement their country's NDC, driving sustainable and resilient development and transitioning to a low carbon development pathway. The NDC Hub

will promote partnerships with the private sector for financing and implementation of NDCs in the Pacific Island region. Specific outputs of the NDC hub include:

- **Output 1:** NDCs reviewed and enhanced
- **Output 2:** Roadmaps and investment plans developed to support NDC implementation at the national level informed by lessons and exchanges within the Pacific
- **Output 3:** Finance leveraged to support NDC implementation through improved regional coordination
- **Output 4:** Guidance and technical assistance provided and tools produced to streamline and integrate NDCs into national and regional plans and processes as well as legislation and standards
- **Output 5:** NDC related information, best practices and learning mechanisms easily accessible to national, regional and global audiences

The governance of the NDC Hub is led by a country-owned steering committee; it is guided and supported by a Regional Pacific NDC Hub Coordination Group comprised of 4 NDC Hub partners - The Pacific Community (SPC); The Secretariat of the Pacific Regional Environment Programme (SPREP); The Global Green Growth Institute (GGGI); and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

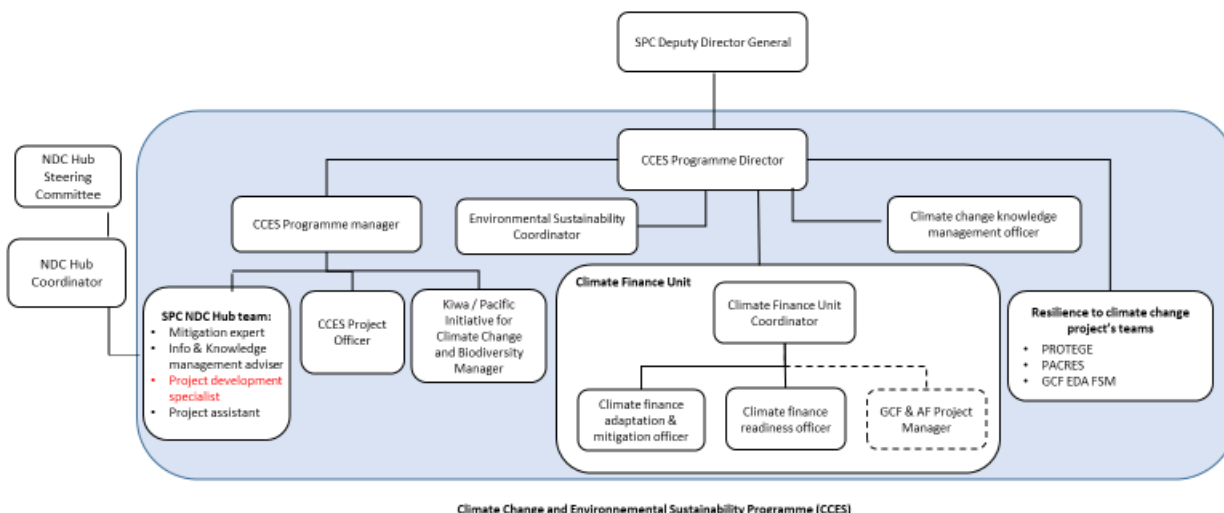
CCES carries the oversight and management of the SPC-led component of the NDC Hub. And CCES Director is the SPC representative on the Hub Coordination Group.



As part of the Pacific regional architecture, the NDC Hub is affiliated to the Pacific Resilience Partnership (PRP), the regional governance mechanism for the FRDP, to strengthen coordination and complementarity of actions to promote low carbon development, with the ambition of reaching net zero emissions, and resilient development.

SPC-recruited staff for the positions below will report to the CCES Director while also providing regular updates on their work to the Hub Management and coordinate closely with Hub partners.

Under the contractual responsibility of the CCES program Director and in liaison with the NDC Hub Management, the Climate Change Project Development Specialist supports the work of the NDC Hub in the area of climate change project development, tapping available climate finance, in close collaboration with the NDC Hub Senior Investment Specialist, Mitigation expert and NDC Hub management and other Hub staff.



Key Result Areas:

The Climate Change Project Development Specialist will be embedded within the Pacific NDC Hub hosted by SPC Suva, Fiji and will be part of the NDC Hub core team of staff, led by the Hub Management. The Specialist will report to the CCES Director and work in close collaboration with the Hub Management, and team of the Implementation Unit. This role will work closely with the SPC's Climate Finance Unit of the Climate Change and Environmental Sustainability (CCES) program.

The Climate Change Project Development Specialist is in charge of supporting countries in the identification and development of **climate change mitigation and adaptation-related project concepts**.

Key responsibilities of the role include:

1. Support countries in developing requests in the area of climate mitigation and the NDC Hub Implementation Unit in screening and assessing requests in this area
2. Lead the implementation of country requests in the area of climate mitigation
3. Contribute its expertise to NDC Hub partners-led activities and NDC Hub regional capacity building activities in this area
4. Support the Pacific NDC Hub Implementation Unit in all issues pertaining to climate mitigation.

In carrying out their work, the specialist should ensure all activities are carried out in a gender-sensitive manner, with a respect for human rights and ensuring environmental sustainability as per the SPC SER policy.

The performance requirements of the Key Result Areas are broadly described below.

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Support the Pacific island countries in the identification, development and design of climate change mitigation and adaptation-related project concepts, as per the priorities of their NDC (50%)</p> <ul style="list-style-type: none"> Provide strategic advice to the Pacific Island Countries and Territories on how they can be supported in developing and implementing 	<ul style="list-style-type: none"> Project concepts are identified, designed and developed in a smooth, professional and timely manner, according to

<p>NDC-identified projects (readiness, strategic studies, mitigation & adaptation projects);</p> <ul style="list-style-type: none"> • Upon countries' requests, support the identification, development and design of climate finance project concepts, in collaboration with relevant SPC's divisions and other regional partners; • Lead and manage the project development work (carried out either directly or through external support, as appropriate) in line with modalities of the identified Climate Finance opportunity (in particular GCF and AF); • Organise the implementation of the identification and development activities, including field missions, consultative workshops with key stakeholders, data gathering tasks and validation meetings. 	<p>requirements by donors and climate-related funds, in particular GCF/AF and countries priorities;</p>
<p>KRA 2: Support the NDC Hub partners and/or Implementation Unit in the preparation and delivery of investment roundtables or forum (15%)</p> <ul style="list-style-type: none"> • Support the preparation and organization of investment roundtable, through provision of a portfolio of project ideas; • Promote NDC Hub's dialogue with countries, partners and financing institutions; • Seek active synergies and collaboration opportunities with SPC teams in supporting the identification and development of project concepts. 	<ul style="list-style-type: none"> • A portfolio of project ideas or concepts is made available at appropriate investment forum organized by the NDC Hub • Climate Finance agencies are aware of needs of countries and receive the appropriate documentation • SPC teams contribute to the substantive content of project ideas (energy, transportation, food security and agriculture, fisheries, gender mainstreaming, etc.)
<p>KRA 3: Provide technical guidance, awareness and training to the NDC Hub partners and beneficiary countries in the area of project development tapping climate finance (20%)</p> <ul style="list-style-type: none"> • Provide advice and up-to-date information to Pacific countries regarding climate finance options, their policies, their modalities and the various projects development requirements; • Organise appropriate training exercises for the benefit of Pacific countries on modalities to develop project concepts, in line with their NDC priorities and investment pipeline; seek technical inputs from funding partners in those training as appropriate. • Develop and maintain smooth and close collaboration with institutional and technical partners involved with climate finance project development in the Pacific region. 	<ul style="list-style-type: none"> • Training exercises are conducted on climate finance project development • Information sheets are developed and shared with countries and partners on climate finance options for NDC implementation. • Smooth ongoing relations and close collaboration with institutional and technical partners involved in climate finance project development in the Pacific region, in particular GCF and AF accredited entities and delivery partners.

<p>KRA 4: Support the Pacific NDC Hub Implementation Unit in all issues pertaining to project identification and development (15%)</p> <ul style="list-style-type: none"> • Act as a first point of contact for queries related to climate finance project development • Contribute lessons learned, stories and communication materials to the communication media of the NDC Hub, in collaboration with the Senior Communications Officer • Ensure that NDC project development is captured into the data & information portal of the NDC Hub • As appropriate, contribute to the NDC Hub-led meetings and conferences • Submit reports in a timely basis to NDC Hub and to SPC accounting for work undertaken, and contribute to the NDC Hub overall reporting and monitoring. 	<ul style="list-style-type: none"> • NDC Hub website reflects information and stories on climate finance project development work • Quality reports are provided in a timely manner • Ad hoc queries on project development are addressed
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Note:

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most challenging duties typically undertaken:

The major challenge of this position is to work closely and in a coordinated way with the four NDC Hub partners, the 14 eligible Pacific Countries, and the relevant SPC divisions. While mobilizing strong technical expertise, this will imply proactive engagement, as well as developing new and strengthening existing relationships.

Specific challenges include:

- Being familiar with the international climate governance context, including the financial aspect;
- Being familiar with providers of climate finance, in particular GCF modalities
- Having a sound knowledge of the Pacific region development context (incl. environmental & social issues) and the science of climate change impacts;
- Managing the complexity of GCF (and other climate finance funding agency) rules and procedures (project development, reporting and financial systems).
- Ability to deliver capacity-building activities on climate finance/GCF project development requirements;
- Assisting in developing highly complex projects on a tight schedule with a potentially high number of partners, spanning across 14 countries and most development sectors (agriculture, fisheries, health, transport etc.);
- Working within a small team and reporting administratively and operationally to two supervisors;
- Frequency and complexity of travel in the Pacific: time, logistical and personal constraints;
- Coordinating a wide range of stakeholders towards effective project development, design and implementation;
- Providing high quality and convincing briefing, corporate communications and donors reports;
- Understanding the cultures and gender issues within the Pacific region.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • NDC Hub partners: GGGI, SPREP, GIZ • Collaborating partners of the NDC Hub, including the UNDP, IRENA, and NDC Partnership. • Representatives of the 14 Pacific Countries, mainly NDC Hub focal points and their designated counterparts in terms of climate finance (incl. NDA) • Representatives of climate finance agencies • The private sector, civil society, regional organizations, donor agencies and other development partners involved in climate change mitigation and adaptation in the region • Partner CROP agencies 	<p>The Specialist will work closely with all the external contacts to ensure activities are identified, developed, designed and implemented within the specified timeframes.</p> <p>The Specialist shall always find the best approach between:</p> <ul style="list-style-type: none"> - Emails: requests / sending in forms – daily collaboration - Telephone / Skype: when no written record is needed and it is more efficient than email - Direct exchanges on site with staff based in Noumea and other partners - Participation in meeting and seminars
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • When appropriate, Director of CCES and all members of CCES incl. the Climate Finance Unit team & the Environmental Sustainability Coordinator • All SPC divisions and units • All SPC Corporate Services <p>Key internal contacts also are:</p> <ul style="list-style-type: none"> • Other staff of the NDC Hub • NDC Hub coordinator 	<p>The Specialist will work closely with all the internal contacts to ensure activities are identified, developed, designed and implemented within the specified timeframes. The Specialist will also provide briefing notes and responses to all relevant internal contacts when appropriate.</p> <p>The Specialist shall always find the best approach between:</p> <ul style="list-style-type: none"> - Emailing requests / sending in forms – daily collaboration - Telephone / Skype: when no written record is needed and it is more efficient than email - Direct exchanges on site with staff based in Noumea and other partners - Participation in meeting and seminars

Level of Delegation:

The position holder

- Can send standard emails in his/her area of work to countries' designated officers;
- In coordination with the NDC Hub finance and admin officer and the SPC CCES Director, manage activity budgets.

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • Master's degree qualification in a relevant field relating to sustainable development and climate change (environmental sciences or management, economics, finance or business administration) • Project management certification 	<p>Climate change science and/or governance certifications.</p>

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • Around 7 years of practical experience in the ODA and climate change areas. • Around 3-5 years of experience in large (over 5 million Euros) climate change project management and/or development. • Proven experience in grants writing and mobilization of funds. • Sound knowledge of issues related to climate change adaptation and mitigation in SIDS. • Prior experience in managing projects in complex regional or international institutional setting with numerous partners, incl. design, organization, delivery, and MEL of project activities. • Excellent interpersonal skills in the multicultural environment of the Pacific Islands and experience in day-to-day engagement with Government ministries and agencies • Excellent drafting and writing skills including for a variety of reports and audiences • Excellent proven experience in engaging with other stakeholders (private sector, NGOs, development partners, etc.) • Excellent English communication skills (oral and written). • Proven track record in organizing consultations, validation meetings, workshops and capacity building events at the national and regional level • A proactive and positive team player able to work effectively in a multicultural environment, with great initiative, willing to lend a hand in a broad range of tasks to support the CCES team in achieving their goals. • Demonstrated competence in being well organized, works effectively under minimal supervision, able to multi-task, and effectively meet deadlines on multiple, and sometimes urgent requests for support. 	<ul style="list-style-type: none"> • Sound knowledge of the Pacific context incl. regional institutional landscape, climate change and sustainable development governance, and scientific issues relating to climate change adaptation. • Awareness of climate finance modalities under UNFCCC • Sound knowledge and experience of the GCF & AF missions, modalities, policies and requirements. • Experience in delivering national-level technical assistance on climate change adaptation and mitigation. • Experience in interacting with decision-makers. • Experience in staff management, in order to coach and mentor a project officer. • Financial budget preparation and reporting skills. • Experience with stakeholder participatory and consultation approaches. • Aware of the broad options of climate finance would be an advantage (other multilaterals – EU, GEF; bilaterals; foundations, etc.)

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none">• Fluency in written and spoken English is essential to communicate with member country government and development partners• Solid knowledge of climate change adaptation and mitigation issues as well as leveraging finance and resource mobilization.• Aptitude for the provision of high-quality service• Ability to provide strategic advice and innovative thinking• Demonstrated skills in project development and management• Excellent analytical and writing skills
Advanced level	<ul style="list-style-type: none">• Solid understanding of the development cooperation context and key stakeholders in the Pacific• Gender equality and equity• Social and environmental safeguards• Demonstrated work in multicultural environments.• Demonstrated ability to take initiative and work without supervision.• Good communicating skills, and comfortable in the political world.• Ability to work as part of a small team, with a high level of interpersonal skills.• Coordination and liaison skills• Flexible approach and demonstrated ability to meet deadlines• Financial budgeting and reporting• Proficiency in common office software
Working knowledge	<ul style="list-style-type: none">• Gender equality and equity• Social and environmental safeguards
Awareness	<ul style="list-style-type: none">• Ability to deal with confidential information in a professional manner• Pacific NDCs and overall UNFCCC processes

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Commitment/ Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development (for managers only)
- Strategic Perspective (for managers only)

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment—including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.