



JOB DESCRIPTION

Job Title:	FSM Climate Finance Access Network (CFAN) Advisor
Division/Programme and Section/Project (if any):	Climate Change and Environmental Sustainability Programme (CCES)
Location:	Pohnpei, Federated States of Micronesia (FSM)
Reporting to:	Climate Finance Coordinator
Number of Direct Reports:	0
Purpose of Role:	This position supports the FSM Department of Finance and Administration in accessing climate finance to achieve FSM's climate objectives.
Date:	June 2023

Organisational Context and Organisation Chart

The Climate Change and Environmental Sustainability (CCES) programme leads and develops support for reinforcing technical assistance and strategic coordination to design and implement climate change adaptation and mitigation projects in partnership with SPC's members and donors in alignment with SPC's [Strategic Plan 2022-2031](#). The CCES programme also provides leadership and coordination of the overall environmental sustainability of SPC's divisions and operations.

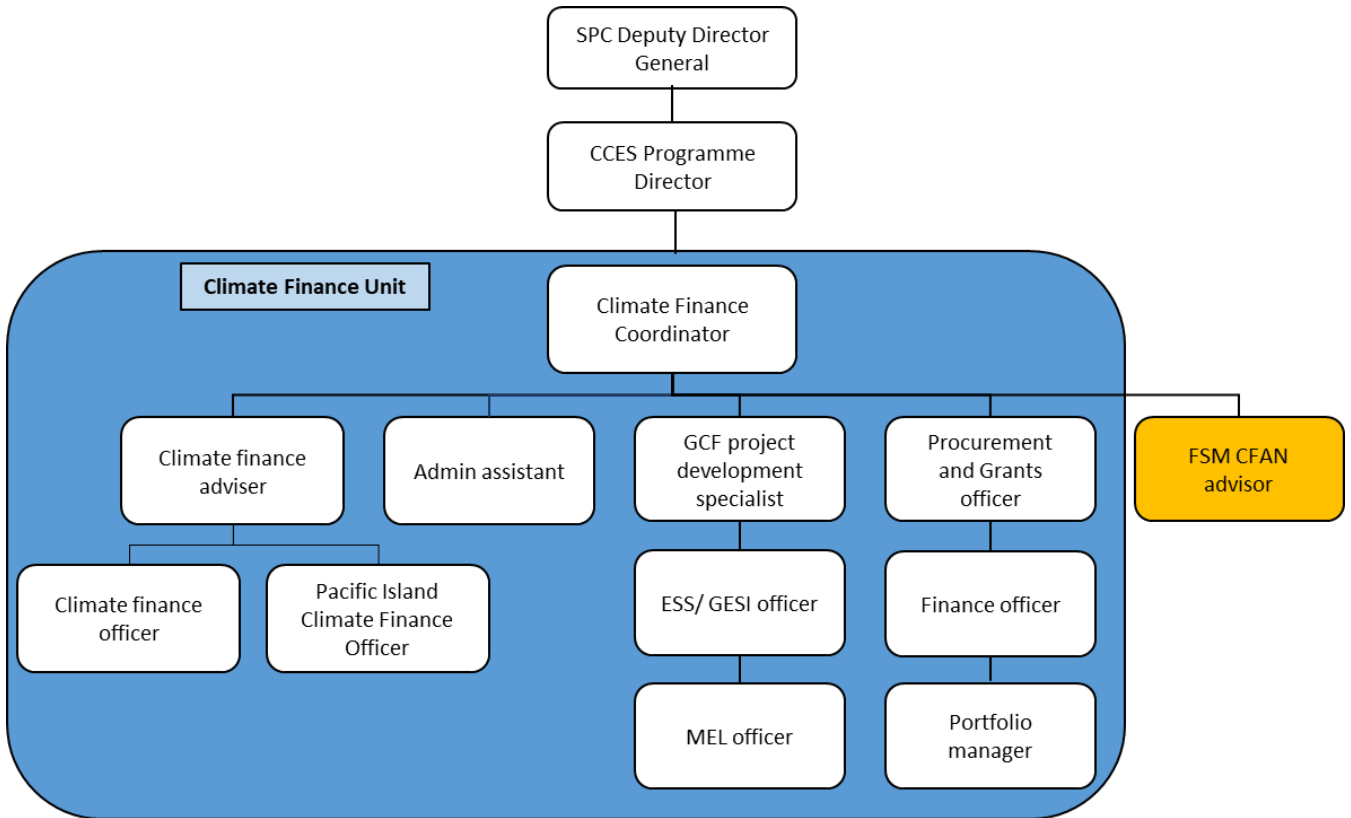
Within the CCES programme, the Climate Finance Unit (CFU) was established to develop and coordinate projects funded by the Green Climate Fund (GCF), Adaptation Fund (AF) and other climate change donors, in collaboration with eligible SPC member countries and territories and all of SPC's divisions.

Through this role, the CFU acts as a regional implementing partner for the Climate Finance Access Network (CFAN), which was established to support developing countries in accessing finance to achieve their climate objectives. Through a network of highly trained climate finance advisors, CFAN builds capacity to identify the sources of climate finance, establish relationships with climate finance providers, and structure financing for mitigation and adaptation investments. CFAN works across developing countries with a focus on Least Developed Countries and Small Island Developing States. The CFAN Advisor will therefore join a global cohort of climate finance advisors and will specifically support access to climate finance in the Federated States of Micronesia (FSM).

Under the supervision of SPC's Climate Finance Coordinator, the FSM CFAN Advisor will be hired by the SPC CFU and embedded in the FSM National Designated Authority (NDA) office within the Department of Finance for one year with possibility of extension based on performance. His/her mandate will be to access international and domestic sources of public and private climate finance, and to structure investments in FSM's priority mitigation and adaptation areas in alignment with strategic priorities under FSM's Nationally Determined Contributions (NDCs), National Adaptation Plan (NAP) and other national climate change policies, strategies and plans.

Once hired, the CFAN Advisor will attend a multi-month, cohort-based training programme, which includes technical climate finance training, as well as relationship-building with public and private finance institutions. Following this, the CFAN Advisor will continue to receive technical support from CFAN throughout their tenure, and benefit from CFAN’s peer-to-peer advisory support. The post holder will also conduct climate finance workshops for civil servants to pass on these skills, ensuring lasting capacity in-country through knowledge transfer to government officials.

The Diagram below indicates the organisational setting of the CFAN Advisor under SPC’s management structure.



Key Result Areas (KRAs):

Under the supervision of the Climate Finance Coordinator and in collaboration with the FSM NDA office (Team Leader, National Coordinator and GCF Climate Finance Advisor) and the FSM Department of Foreign Affairs (AF Designated Authority), the role of the FSM CFAN Advisor encompasses the following Key Result Areas:

- Support the FSM government in the identification, development, design and implementation of climate change projects from multilateral and/or bilateral funding sources;
- Provide technical guidance, awareness and training to the relevant FSM government officials concerning climate finance donors on operations, requirements and development processes of climate change projects;
- Support the FSM government in providing strategic advice on FSM’s work on climate change, and engagement with donors on climate change projects;
- Support the coordination, management and implementation of FSM-led climate change projects

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

<i>Jobholder is accountable for</i>	<i>Jobholder is successful when</i>
KRA1- Support the FSM government in the identification, development, design and implementation of climate finance projects under multilateral or bilateral funding sources (45%)	

<ul style="list-style-type: none"> • Provide strategic advice to the FSM government on climate change funding opportunities and how CFAN can support them in developing and implementing projects with a focus on priority pipeline projects identified by FSM for GCF-2; • Upon request, support the identification, development and submission of climate finance proposals, including by navigating the range of financing sources, engaging stakeholders to fulfil funding proposal requirements, and assessing financial instruments to structure investments; • Collaborate with the Readiness-supported Climate Finance Advisor on the development of project proposals targeting a range of donors, as requested; • Conduct (pre-)feasibility assessments of climate investment projects and programs engaging all relevant stakeholders; • Perform and/or facilitate financial, economic, social and regulatory analysis throughout project concept and design stages in collaboration with the country teams and government counterparts; • Support and maintain smooth and close collaboration between institutional and technical partners involved climate finance project development and implementation in the country; and • Coordinate inputs between/amongst government departments/agencies to accelerate projects through the investment pipeline. 	<ul style="list-style-type: none"> • FSM government (e.g. NDAs and other climate change focal points) as well as development partners are fully aware of CFAN's potential for support on climate change project development and implementation; • Government's requests for support on identification, development, design and implementation of AF and other climate change projects as well as other ad hoc requests are responded to in a professional and timely manner; and • Climate change projects are designed, developed and implemented in a smooth, professional and timely manner, according to donors' requirements, and in line with FSM priorities; • Collaborations with institutional and technical partners involved climate change project development and implementation in the country are professional and effective. • Coordination between /amongst government departments/agencies to accelerate the investment pipeline is smooth and diligent.
<p>KRA2- Provide technical guidance, awareness and training to the FSM government concerning climate finance donors on operations, requirements and development processes of climate change projects (25%)</p> <ul style="list-style-type: none"> • Participate and successfully complete CFAN's Advisor Training Program; • Support CFAN in designing and facilitating in-country capacity-building efforts to support transfer of skills and knowledge to local staff in relevant departments and government offices; • Serve as an active member of the CFAN community, including by representing CFAN at events and external meetings, as well as by advancing CFAN's value-add through peer-to-peer learning, knowledge exchange, and cohort activities; • Provide training, information, technical guidance and awareness to government departments/agencies regarding climate change donors on their policies, their modalities and the various project development and implementation requirements, in collaboration with the GCF Climate Finance Advisor; and • Provide government department/agencies with up-to-date information climate change project development and implementation as well as FSM and other countries' climate change priorities in the region. 	<ul style="list-style-type: none"> • Government entities are aware about and can access up-to-date information on climate finance donors' requirements (including opportunities) for climate change project development and implementation as well as FSM and other countries' climate change priorities in the region; and • Technical assistance is provided to government entities on how to develop a climate change rationale and associated theory of change and address donor investment criteria.
<p>KRA3- Support the FSM government in providing strategic advice on FSM's work on climate change, and engagement with donors on climate change projects (15%)</p>	

<ul style="list-style-type: none"> • Provide inputs into FSM’s national climate finance strategy, to improve access to climate and carbon finance, create a national financing vehicle for all climate change projects, coordinate recommendations in the public financial management systems to enable sharing of experiences across the nation and align bilateral, multi-lateral climate finance reporting at the national level, as needed; • Where possible, support the identification of opportunities to finance projects through domestic resources as a means of enhancing country ownership; • Provide strategic advice to the FSM government to support strong collaboration with multilateral and bilateral climate change donors; • Support the FSM government in providing strategic advice on resource mobilisation, in collaboration with the Readiness-supported Climate Finance Advisor; • As deemed appropriate by the FSM government, participate in global programming or regional events related to climate finance; and • Coordinate and collaborate with the CFU on the operations of the CFU and contributions to the CCES programme in FSM. 	<ul style="list-style-type: none"> • Inputs provided into FSM’s national climate finance strategy, as needed • Climate change-related events and meetings attended as appropriate; • Smooth ongoing relations and close collaboration with climate change donors; • Climate change donor enquiries and requests are answered in an appropriate and timely manner. • Sound and timely advice provided to the FSM government on resource mobilisation; • Upon request from the FSM government, high-quality reports, briefing notes and other documents submitted on time to inform key events and engagement opportunities on climate finance, as needed; • Assigned meetings are successfully planned, organised and conducted.
<p>KRA4- Support the coordination, management and implementation of FSM-led climate change projects (15%)</p> <ul style="list-style-type: none"> • Support the FSM government offices (including Official Development Assistance offices) at the national and state level in overseeing the flow of climate finance to the State and local levels, including ensuring that project funding is tracked at all levels and that initiatives are not duplicated; • Support the FSM government in coordinating the implementation of climate change projects, particularly the Enhancing Direct Access programme, to ensure that climate finance flows reach ultimate beneficiaries including: preparation of Terms of Reference, support for procurement processes, oversight and management of consultants and other personnel, review of deliverables and invoices, monitoring of budget and expenditures, preparation and review of technical, progress and financial reports, and project reporting to the donor, as needed and in coordination with the respective project management teams; and • Ad-hoc support to the FSM government in the management and implementation of climate change projects. 	<ul style="list-style-type: none"> • Support is provided to FSM government offices (including Official Development Assistance offices) at the national and state level in a timely and professional manner; • Project implementation processes, project cycle and consultants are successfully managed; and • Ad-hoc requests from the FSM government are responded to in a professional and timely manner.

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 (Complexity):

The major challenge of this position is to work closely with the different government Departments, external multilateral and bilateral donors, and other partner organisations (including PIFS, SPREP, FAO, UNICEF, WHO etc.), and identify and develop climate change adaptation and mitigation projects in a wide range of thematic areas. While mobilising 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 financial aspects thereof;
- Having a sound knowledge of the Pacific region’s development context (including environmental and social issues) and the science of climate change impacts;
- Managing the complexity climate change donors’ rules and procedures (project development, reporting and financial systems);
- Having the ability to deliver capacity-building activities on climate change project development requirements;
- Assisting in developing highly complex projects on a tight schedule with a potentially high number of partners, within a range of development sectors (agriculture, fisheries, health, transport, etc.);
- Working in a complex organisational setting;
- Coordinating a wide range of stakeholders towards effective project development, design and implementation;
- Providing high-quality and convincing briefings, corporate communications and donors reports;
- Managing a diverse range of tasks;
- Promptly responding to multiple, ad-hoc and often urgent requests for advice; and
- Understanding cultural, gender and other social issues within the Pacific region.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External Key external contacts are:</p> <ul style="list-style-type: none"> • NDA office team (Secretary of the Department of Finance, Team Leader, National Coordinator, Administrative Assistant, GCF Climate Finance advisor) • Multilateral and bilateral donors’ staff • Representatives of national and state departments from the FSM government (including the Designated Authority from the Department of Foreign Affairs) • The private sector, civil society, regional organisations, donor agencies and other development partners involved in climate change mitigation and adaptation in FSM and the Pacific region • Council of Regional Organisations in the Pacific (CROP) • RMI as the CFAN Network Coordinator (CFAN Director, CFAN Projects Manager, Pacific Regional Manager, Senior Associate) • Other CFAN Advisors 	<p>The CFAN Advisor will work closely with external contacts to ensure projects are identified, developed, designed and implemented within the specified timeframes. The Advisor will also provide briefing documents to all relevant parties when appropriate. They shall always find the best approach between:</p> <ul style="list-style-type: none"> • Emails: requests, submission of forms and document, daily collaboration • Telephone / Skype / MS Teams / Zoom / etc.: when no written record is needed and it is more efficient than email • Direct exchanges on site with staff based in Pohnpei and State offices and other partners • Participation in meeting and seminars
<p>Internal Key internal contacts are:</p>	<p>The CFAN Advisor will work closely with internal contacts to ensure projects are identified, developed, designed and implemented within the specified timeframes. The Advisor will also provide briefing</p>

<ul style="list-style-type: none"> • When appropriate, SPC’s DG, DDG: Science and Capability and DDG: Integration and Operations • All members of CCES including the CCES Director, Climate Finance Coordinator, Climate Finance Advisor (including CFAN/SPC advisor), Climate Finance Officer, CFU’s Administration Assistant, and others • All SPC divisions <ul style="list-style-type: none"> • All SPC Corporate Services 	documents to all relevant internal contacts when appropriate. The Adviser shall always find the best approach between: <ul style="list-style-type: none"> • Emails: requests, submission of forms and document, daily collaboration • Telephone / Skype / MS Teams / Zoom / etc.: when no written record is needed and it is more efficient than email • Direct exchanges on-site with staff based in Micronesia Regional Office and other partners • Participation in meetings and seminars
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Level of Delegation:

Routine Expenditure Budget: 0 EUR

Budget Sign off Authority without requiring approval from direct supervisor: 0 EUR

Personal 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: <ul style="list-style-type: none"> • Postgraduate degree in Economics, Climate Finance, Environmental Economics, Sustainable Development, or another related field. 	Desirable: <ul style="list-style-type: none"> • Project management and development certification. • Climate change science and/or governance certifications.
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Knowledge/Experience

Essential: <ul style="list-style-type: none"> • At least 7 years of experience working in climate finance, or relevant field preferably for a financial institution or development agency. • Experience accessing and structuring finance for climate investments. • Experience with international climate finance institutions (e.g. AF or GCF), particularly technical aspects of mitigation and adaptation activities • Demonstrated ability to formulate project proposals in compliance with requirements of various climate finance funds. • Demonstrated relationship-building and facilitation skills. • Fluency in written and spoken English. • Willingness and ability to commit to in-country work and travel as required and where possible. • Experience working in developing countries (preferably SIDS) on climate and development issues. 	Desirable: <ul style="list-style-type: none"> • Sound knowledge of the Pacific context including regional institutional landscape, climate change and sustainable development governance, and scientific issues relating to climate change adaptation. • Sound knowledge of the GCF and AF objectives, 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. • Financial budget preparation and reporting skills. • Experience with stakeholder participatory and consultation approaches. • Knowledge on climate change, climate finance, energy and infrastructure
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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 in the Pacific • 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"> • Leadership
Awareness	<ul style="list-style-type: none"> • Ability to deal with confidential information in a professional manner

Key Behaviours

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

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity
- Effective Communications & Relationships
- Commitment / Accountability

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanour
- 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.