



## JOB DESCRIPTION

<b>Job Title:</b>	Climate Finance Access Network (CFAN) Advisor - French Polynesia
<b>Division/Programme and Section/Project (if any):</b>	Climate Change and Environmental Sustainability Programme (CCES)
<b>Location:</b>	French Polynesia
<b>Reporting to:</b>	SPC Climate Finance Coordinator
<b>Number of Direct Reports:</b>	0
<b>Purpose of Role:</b>	This position supports the French Polynesian Government in accessing and structuring climate finance and investments to achieve French Polynesia's climate objectives
<b>Date:</b>	January 2024

### Organizational Context and Organization 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.

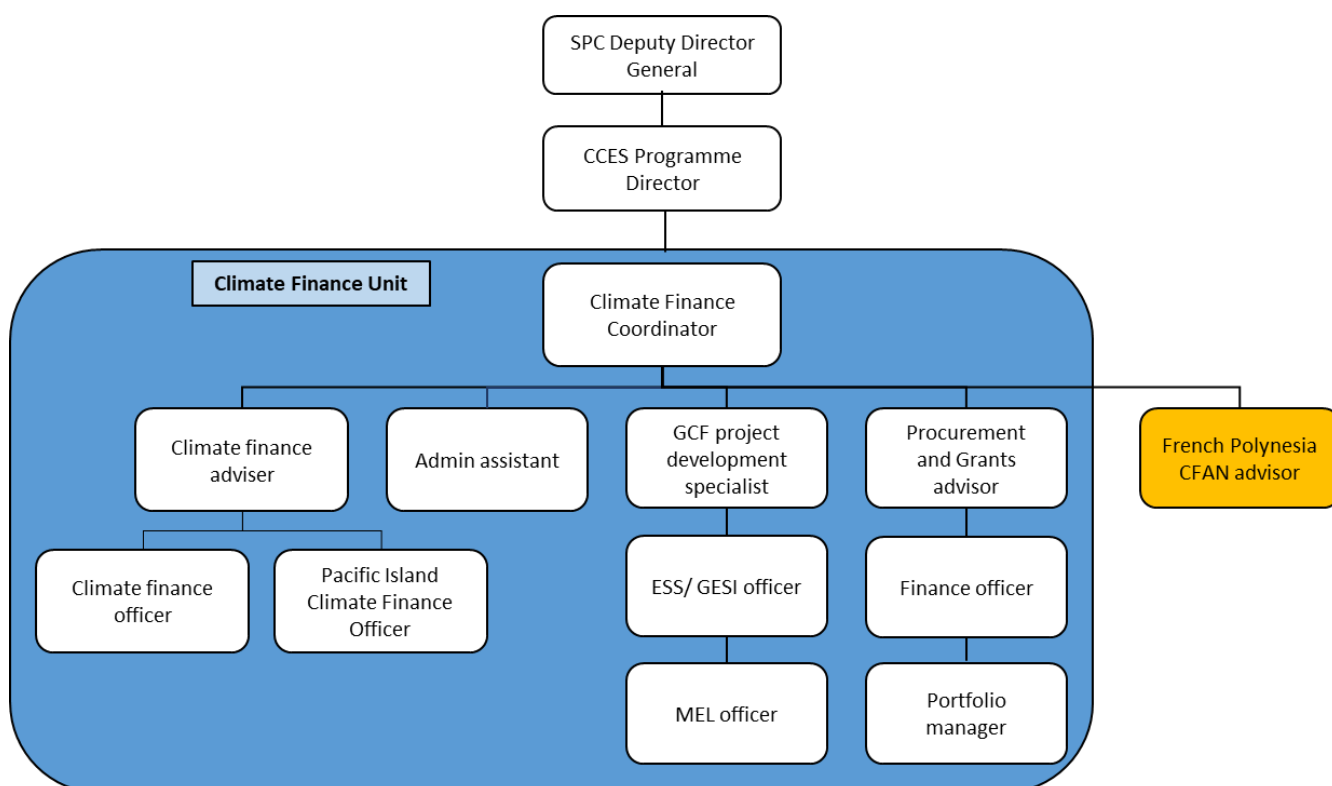
Within the CCES programme, the Climate Finance Unit (CFU) was established to develop and coordinate projects funded by the Green Climate Fund (GCF), Adaptation Fund (AF) and other climate change donors, in collaboration with eligible SPC member countries and territories and all of SPC's divisions.

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 French Polynesia.

Under the supervision of SPC's Climate Finance Coordinator, the French Polynesia CFAN Advisor will be hired by the SPC CFU and embedded in French Polynesia's *Ministère de l'Economie, du Budget et des Finances, en charge des énergies (MEF)* for one year with possibility of extension based on performance. His/her mandate will be to support French Polynesia to access (where relevant) international and domestic sources of public and private climate finance, and to structure investments in French Polynesia's priority mitigation and adaptation areas in alignment with key climate-related priorities under French Polynesia's strategic plans and policies.

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 MEF (through the conseiller technique énergie) the role of the French Polynesia CFAN Advisor encompasses the following Key Result Areas:

- KRA#1: Support the Government of French Polynesia in the identification, development, design and implementation of climate finance projects (30%)
- KRA#2: Provide capacity building, awareness and training to the Government of French Polynesia concerning climate finance projects including operations, requirements and development processes (20%)
- KRA#3: Develop tools for analysis, evaluation and decision-making on climate finance planning and programming (40%)
- KRA#4: Coordination, facilitation and outreach with climate finance partners (10%)

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

Jobholder is accountable for	Jobholder is successful when
<p><b>KRA#1: Support the Government of French Polynesia in the identification, development, design and implementation of climate finance projects (30%)</b></p> <ul style="list-style-type: none"> <li>• Provide strategic advice to the Government of French Polynesia 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 the government.</li> </ul>	<ul style="list-style-type: none"> <li>• French Polynesian government as well as development partners are fully aware of CFAN’s potential for support on climate change project development and implementation.</li> <li>• Government’s requests for support on identification, development, design and implementation climate change projects as well</li> </ul>

<ul style="list-style-type: none"> <li>• Develop and submit climate finance funding proposals, including by navigating the range of financing sources, engaging stakeholders to fulfil funding proposal requirements, and assessing financial instruments to structure investment in the energy, water, and waste management and other critical infrastructural sector.</li> <li>• Conduct (pre-)feasibility assessments of climate investment projects and programmes engaging all relevant stakeholders.</li> <li>• 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.</li> <li>• Support the design of project proposals through the analysis of financial data to recommend suitable structure of financing.</li> </ul>	<p>as other ad hoc requests are responded to in a professional and timely manner.</p> <ul style="list-style-type: none"> <li>• Climate change projects are designed, developed and implemented in a smooth, professional and timely manner.</li> <li>• Financial structuring of project proposals is sound and effective.</li> </ul>
<p><b>KRA#2: Provide capacity building, awareness and training to the Government of French Polynesia concerning climate finance projects including operations, requirements and development processes (20%)</b></p> <ul style="list-style-type: none"> <li>• Participate and successfully complete CFAN’s Advisor Training Programme;</li> <li>• Support CFAN in designing and facilitating in-country capacity building to support transfer of skills and knowledge to local staff in relevant departments and government offices;</li> <li>• Conduct at least one in-country capacity-building initiative and 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.</li> <li>• Provide training, information, technical guidance and awareness to government departments/agencies regarding climate finance on policies, modalities and the various project development and implementation requirements, in collaboration with the SPC Climate Finance Unit and CFAN.</li> <li>• Provide government departments/agencies with up-to-date information on climate change project development and implementation as well as climate change priorities and trends in the Pacific region.</li> </ul>	<ul style="list-style-type: none"> <li>• CFAN’s Advisor Training Programme is successfully completed.</li> <li>• Training and capacity building is provided to relevant staff in a professional and effective manner.</li> <li>• Government entities are aware about and can access up-to-date information on climate finance requirements and opportunities for climate change project development and implementation as well as French Polynesia’s climate change priorities.</li> <li>• Technical assistance is provided to relevant government entities on how to develop climate change-related proposals.</li> </ul>
<p><b>KRA#3: Develop tools for analysis, evaluation and decision-making on climate finance planning and programming (40%)</b></p> <ul style="list-style-type: none"> <li>• Development of an analysis/evaluation tool for functional/investment budget operations based on climate change and sustainable development criteria (e.g. SDGs).</li> <li>• Development of an analysis/evaluation tool for grant applications based on climate change and sustainable development criteria (e.g. SDGs).</li> <li>• Collaborate and consult with relevant government and other stakeholders particularly the Budget Department, Socredo Bank and the French Development Agency in the</li> </ul>	<ul style="list-style-type: none"> <li>• Finalised evaluation tool for operating/investment budget operations submitted for approval for implementation.</li> <li>• Finalized evaluation tool for grant applications submitted for approval for implementation.</li> <li>• Draft budget greening strategy submitted for approval.</li> <li>• Tools and strategy contribute to the improvement of the environmental component of the Government of French Polynesia’s budget.</li> </ul>

<p>collection/collation of data/information needed to develop these tools.</p> <ul style="list-style-type: none"> <li>• Write up and pilot testing of these tools.</li> <li>• Establishment of a budget greening strategy based on climate change and sustainable development criteria (e.g. SDGs).</li> <li>• Collaborate and consultation with relevant stakeholders in developing the budget greening strategy.</li> </ul>	
<p><b>KRA#4: Coordination, facilitation and outreach with climate finance partners (10%)</b></p> <ul style="list-style-type: none"> <li>• Facilitation of discussions with financial partners to support climate change programming.</li> <li>• Support and maintain smooth and close collaboration between institutional and technical partners involved climate finance project development and implementation.</li> <li>• Coordinate inputs between/amongst government departments/agencies to accelerate projects through the investment pipeline.</li> <li>• Coordination and consultations with financial institutions and the private sector on how investments in climate change-related work are strengthened.</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborations with financial institutions and partners involved in climate change project development and implementation in the country are professional and effective.</li> <li>• Collaborations with institutional and technical partners involved climate change project development and implementation in the country are professional and effective.</li> <li>• Coordination between/amongst government departments/agencies to accelerate the investment pipeline is smooth and diligent.</li> <li>• Coordination with financial institutions and the private sector on investments in climate change-related work is smooth and diligent.</li> </ul>

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 various government entities, local financial institutions to identify, develop and strengthen climate change investments across a wide range of thematic areas particularly energy, water, and waste management and other critical infrastructural sector. While mobilising strong technical expertise, this role will imply proactive engagement, as well as developing new and strengthening existing relationships.

Specific challenges include:

- Being familiar with the local climate governance context and special nature of relationship with France, including financial aspects thereof.
- Having a sound knowledge of the French Polynesia development context (including environmental and social issues) and the science of climate change impacts.
- 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 (energy, water, waste management and other critical infrastructure).
- Working in a complex organisational setting.
- Coordinating a wide range of stakeholders across a highly dispersed region and across a range of sectors 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.
- Understanding cultural, gender, environmental and other social issues within French Polynesia, particularly how they relate to climate change impacts and project design considerations.

## Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b> Key external contacts are:</p> <ul style="list-style-type: none"> <li>Local financial Institutions</li> <li>Other CFAN advisors, CFAN regional Manager and other members of the CFAN network</li> </ul>	<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"> <li>Emails: requests, submission of forms and document, daily collaboration</li> <li>Telephone / Skype / MS Teams / Zoom / etc.: when no written record is needed and it is more efficient</li> <li>Direct exchanges with staff based in government ministries and other partners when in country</li> <li>Participation in meetings, training and seminars whether remotely or in person</li> </ul>
<p><b>Internal</b> Key internal contacts are:</p> <ul style="list-style-type: none"> <li>Conseiller technique énergie</li> <li>Staff of MEF</li> <li>Budget and finance department</li> <li>Delegation for International, European and Pacific affairs</li> <li>Relevant Ministries/Department of the Government of French Polynesia</li> <li>French Development Agency</li> <li>SPC's Climate Finance Unit</li> <li>(Where relevant) SPC's CCES programme including the CCES Director and other departments</li> </ul>	<p>The CFAN Advisor will work closely with other staff in MEF in the carrying out priority tasks within the specified timeframe. Additionally, the Advisor will work closely with the SPC Climate Finance Unit Coordinator. The Advisor shall always find the best approach between:</p> <ul style="list-style-type: none"> <li>Emails: requests, submission of forms and document, daily collaboration</li> <li>Telephone / Skype / MS Teams / Zoom / etc.: when no written record is needed and it is more efficient</li> <li>Direct exchanges with SPC staff when in country</li> <li>Participation in meetings, training and seminars whether remotely or in person</li> </ul>

## 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:	Desirable:
<ul style="list-style-type: none"> <li>Postgraduate degree in Economics, Finance, Climate Change, Environment, Development, or another related field.</li> </ul>	<ul style="list-style-type: none"> <li>Project management and development certification.</li> <li>Climate change science and/or governance certifications.</li> </ul>

## Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• At least 7 years of experience in climate finance, infrastructure/related finance, accounting, public finance management or related subject areas.</li> <li>• Experience accessing and structuring finance for climate investments.</li> <li>• Experience with international climate finance institutions, particularly technical aspects of mitigation and adaptation activities.</li> <li>• Demonstrated ability to formulate project proposals in compliance with requirements of various climate finance funds.</li> <li>• Fluency in written and spoken French and English</li> <li>• Willingness and ability to commit to in-country work and travel as required.</li> </ul>	<ul style="list-style-type: none"> <li>• In-country experience and/or understanding of country political and government context in French Polynesia</li> <li>• Demonstrated ability to design financial instruments and develop climate finance projects.</li> <li>• Experience working in energy, water, waste management, or related essential infrastructure sector including buildings, roads etc is an advantage.</li> <li>• Experience in climate finance readiness, grant proposal writing and/or climate change capacity building or technology transfer.</li> <li>• Significant working experience in the Pacific region would be an asset.</li> </ul>

## 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"> <li>• Fluency in written and spoken French and English is essential to communicate with government agencies and relevant local stakeholders and external stakeholders</li> <li>• Solid knowledge of climate change adaptation and mitigation issues in the water, energy, waste management, and critical infrastructure sector</li> <li>• Aptitude for the provision of high-quality service</li> <li>• Ability to provide strategic advice and innovative thinking</li> <li>• Demonstrated skills in project development and management</li> <li>• Excellent analytical and writing skills</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Solid understanding of the development cooperation context and key stakeholders in French Polynesia</li> <li>• Gender equality and equity</li> <li>• Social and environmental safeguards</li> <li>• Demonstrated work in multicultural environments.</li> <li>• Demonstrated ability to take initiative and work without supervision.</li> <li>• Good communicating skills, and comfortable in the political world.</li> <li>• Ability to work as part of a small team, with a high level of interpersonal skills.</li> <li>• Coordination and liaison skills</li> <li>• Flexible approach and demonstrated ability to meet deadlines</li> <li>• Financial budgeting and reporting</li> <li>• Proficiency in common office software</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Leadership</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Ability to deal with confidential information in a professional manner</li> </ul>

## 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

#### **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.