



JOB DESCRIPTION

Job Title:	Project Development and Technical Lead – NDC Hub
Division/Programme:	Climate Change and Sustainability Programme (CCES)
Location:	SPC Suva (NDC Hub office)
Reporting to:	NDC Hub Manager
Number of Direct Reports:	3
Purpose of Role:	Working as part of the CCES Division the Project Development and Technical Lead will provide support for the development, management and implementation of climate change projects across the Pacific, including through “The Pacific Regional Nationally Determined Contributions Hub Project” referred to as “ The NDC Hub Project ”. The role will provide key project development, management, implementation and coordination for above project and provide advice, guidance and support in the areas of climate change project development with a particular focus on NDCs implementation priorities of the region. The role will work in close collaboration with the Senior Advisor Climate Change Multilateral Agreements and section heads and CCES broader team, including climate finance unit, as well as with key staff in other SPC divisions such as PHD, FAME, GEM, HRSD, LRD and coordinate with relevant CROP and regional stakeholders in undertaking this work.
Date:	July 2024

Organisation Context:

SPC is committed to bringing together our deep sectoral expertise, research, relationships, and implementation experience into Flagship Programmes. These programmes accelerate our efforts to address the challenges and opportunities facing the Blue Pacific in the 21st century and work together with our members to achieve impact for Pacific people. They support a transformation in our institutional effectiveness as part of SPC’s Strategic Plan 2022-2031 and the 2050 Strategy for a Blue Pacific Continent.

The threat of climate change demands SPC to take a whole of organisation response to this critical regional challenge. SPC is in the process of developing and strengthening a more strategic and integrated approach of climate change, through a Climate Change Flagship Programme (CCFP). This flagship seeks to enhance climate change services and capability in a more holistic, strategic, and cohesive way.

The CCFP aims to bring greater visibility to the breath of SPC’s climate change action and related resilience work, progress this in a manner consistent with the demand for ambition and support from members and leverage the commensurate resources to support this. This aligns directly to the implementation of KFA 1: “Resilience and Climate Action” which is at the centre of the new SPC Strategic Plan and should also help to more clearly define SPC’s value add to the region in the climate change space and its complementarity with the capability and services of other regional architecture supporting our members. CCES is charged with facilitating its development and implementation, however all divisions, teams and programmes of SPC key contributors.

The CCFP will be informed by SPC’s Strategic Plan, the FRDP, climate change priorities espoused by the Heads of sector meetings convened by SPC, its Governing Council, the 2050 Strategy and Implementation Plan, CROP engagement, Pacific priorities in climate change negotiations and national policies. The CCFP is coordinated by CCES. The role of the NDC Hub, is espoused in the Implementation Plan of the 2050 Strategy under the Climate Change and Disaster thematic area, Regional Collective Action 18. “Strengthen the Pacific NDC Hub to provide key climate finance readiness clearing house support for scaling up bankable climate financing pipelines for PICs.”

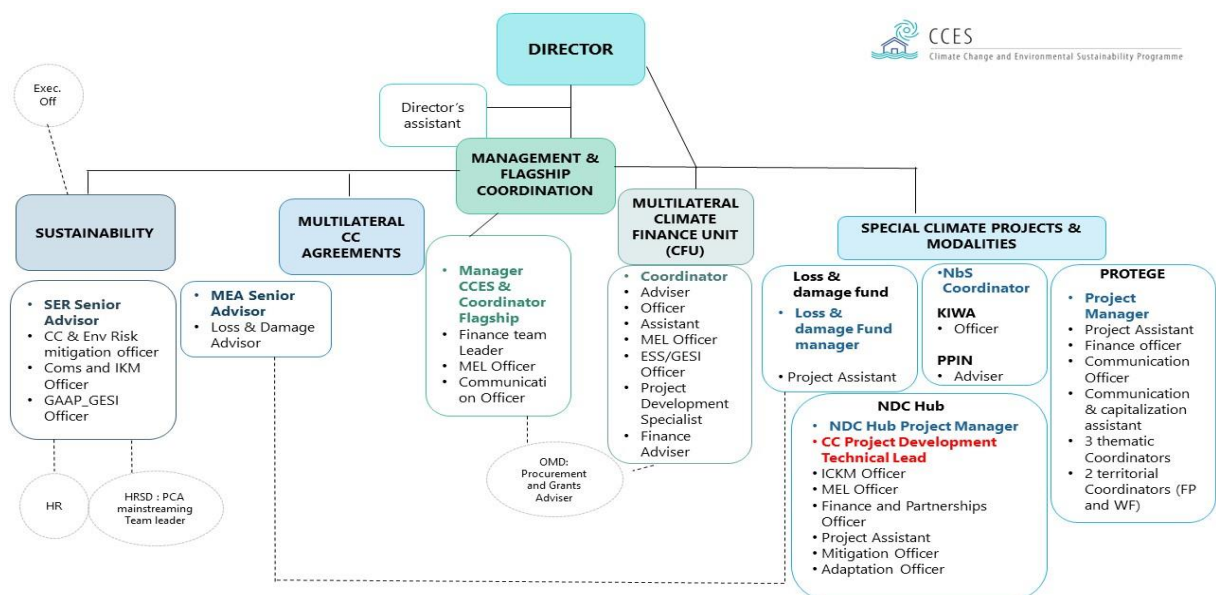
Established in 2016, the **Pacific Regional Nationally Determined Contributions Hub** (in the following referred to as “the NDC Hub”) aims to address identified needs and priorities of Pacific Island Countries (PICs) to enhance and successfully implement their NDCs.

The 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

Until August 2024 GIZ manages the NDC Hub. After August 2024, SPC and more specifically the CCES Division will take over the coordination and management of the NDC hub, anchoring it into the Pacific regional architecture more broadly. This supports an early win for the 2050 Strategy implementation Plan, Regional Collective Action 18. “Strengthen the Pacific NDC Hub to provide key climate finance readiness clearing house support for scaling up bankable climate financing pipelines for PICs” as outlined under the Climate Change and Disaster thematic area.

The NDC Hub provides a strong ‘Readiness’ function in so far as it helps countries create the right enabling environments to support effective implementation of their NDCs. This is complimented significantly by SPCs growing capability in access to climate finance both as an accredited entity and through its bilateral partnerships enhanced by the Climate Change Flagship as a programmatic approach to SPC wide climate action. The NDC Hub will work closely with SPC’s climate finance architecture which is also strengthening its networking of climate finance support with other key partners in the region and internationally including for example with, COMSEC, CFAN, and other direct access entities like SPREP, FDB, MFEM, MCT and so forth. This end-to-end prioritization, readiness, access and delivery of climate action and finance is envisaged a significant advantage of the migration of the NDC Hub into SPC in August 2024.



Key Result Areas:

The Project development and technical Lead will be part of the NDC Hub core team of staff, led by the Hub Management. The Specialist will report to the NDC hub manager and work in close collaboration with the Hub Management and team of the Implementation Unit. This role will work closely with the Senior Advisor Climate Change Multilateral Agreements and Unit, SPC's Climate Finance Unit and senior managers in the CCES program.

The position of Climate Change Project Development Specialist encompasses the following major functions or Key Result Areas:

KRA #1: Project development, Implementation, coordination, and reporting.

KRA #2: Technical coordination and supervision

KRA #3: Relationship management, representation, and sustainability

KRA #4: Capacity development

KRA #5: Support leveraging of climate finance to address climate change priorities in relevant sectors and multidisciplinary areas.

In carrying out their work, the specialist should ensure all activities are carried out in a culturally and gender-sensitive manner, with 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: Project development, Implementation, coordination, and reporting (35%)</p> <ul style="list-style-type: none"> • In the context of NDC Hub, lead identification, development and design of climate change project concepts, as per identified NDC-related priorities with the Pacific Island Countries. • Act as a first point of technical contact for queries related to NDC Hub. Provide strategic advice to PICTs on how they can be supported in developing and implementing NDC-identified projects. • Coordinate active synergies and collaboration with SPC technical divisions (including GEM, SDD, LRD, FAME, PHD, HRSD and CCES team leads) and other regional partners in supporting the identification and development of project concepts and their implementation. • Lead project activities including field missions, consultative workshops with key stakeholders, and validation meetings. • Advise on options and avenues for financing project ideas/concepts, in close consultation with the NDC Hub's management. • Submit projects reports in a timely basis to NDC Hub and to SPC accounting for work undertaken and contribute to the NDC Hub in Pacific SIDS project overall reporting and monitoring. • Contribute lessons learned, stories and communication materials to the communication media of the NDC Hub 	<ul style="list-style-type: none"> • Technical, procurement and administrative requirements of projects are delivered as agreed and within time to a standard which meets expectations of SPC, and project partners. • SPC teams contribute to the substantive content of project ideas (energy, transportation, food security and agriculture, fisheries, gender mainstreaming, health, etc.) • Follow and accompany the implementation of projects in a smooth, professional and timely manner, according to requirements by donors • Regular meetings with SPC technical teams are organized • NDC Hub website reflects information and stories on climate change project development work • Quality reports are provided in a timely manner • Ad hoc queries on project development are addressed • Climate Finance agencies are aware of needs of countries and receive the appropriate documentation • Project's data are gathered, and adequacy stored • contribute to NDC Hub working groups

<ul style="list-style-type: none"> • Ensure that NDC project development is captured into the data & information portal of the NDC Hub • Contribute the implementation of the NDC Hub 2030 strategy Support alignment of projects to NDC Hub 2030 strategy. 	<p>related to the implementation of the 2030 strategy</p>
<p>KRA#2: Technical Coordination & supervision (30%)</p> <ul style="list-style-type: none"> • Provide leadership, technical guidance, overall coordination on NDC Hub project implementation. • Manage the overall coordination of the technical aspects of the NDC Hub project, including country requests, call for request methodology and technical review procedures, NDC planning, implementation and monitoring. • Oversee and coordination of the technical inputs from implementing partners and PMU. • Design and lead call for country request cycles and technical review of the country requests. • Provide technical advice and other inputs to assist in the implementation of NDC Hub projects in the relevant sector, coordinating with other SPC Divisions and implementing partners. • Provide timely technical advice and guidance on international funding opportunities from which NDC relevant projects may benefit and facilitate exchange between national contacts and various sources of funding. • Undertake periodic reviewing of the structuring and technical project delivery at NDC Hub. • Support the strengthening of technical coordination among different implementing agencies. 	<ul style="list-style-type: none"> • Successful implementation of all technical projects at the NDC Hub • Successful launch of call for request and successful technical review of the country requests. • Technical inputs into in the relevant sector result in successful implementation and achievement of project outcomes and objectives. • Regular meetings with NDC Hub implementing partners. • Contribute to the substantive content of project ideas developed in relevant sectors with other SPC Divisions • Ensure integration of other sectors in regional NDCs updates • NDC Hub internal mechanisms are efficient and transparent.
<p>KRA#3: Relationship Management, Representation and Sustainability (10%)</p> <ul style="list-style-type: none"> • Ensure coherence and coordination on climate change activities internally, and with external partners. • Develop and maintain strategic partnerships with projects donors • Promote NDC Hub’s dialogue with countries, partners and financing institutions • Support SPC under the Climate Change Flagship in leading, developing and implementing inter-divisional programmes that mainstream climate change across the whole organization, including supporting implementation of the Paris Agreement’s objectives by SPC’s programmes and operations. • Develop and maintain smooth and close collaboration with institutional and technical partners involved with climate change project development in the Pacific region. 	<ul style="list-style-type: none"> • Maintain strong working relationships across SPC with key divisions and other CROP agencies in the area of climate change. • Relationships are cultivated resulting in long term effective communications with country focal points and other stakeholders to the mutual benefit of all. • Active participation in useful international and/or regional coordinating arrangements and multi-donor/partners programmes. • Effective contribution to SPC’s strategy and policy papers, business plans, programmes etc. on issues arising from international climate change negotiations. • Attend and contribute to relevant conferences, panels, workshops, and regional or international meetings under NDC Hub. Share lessons-learned and

<ul style="list-style-type: none"> • Represent the SPC/NDC Hub in international or regional meetings, panels or conference. • Support UNFCCC and climate change related conferences as appropriate. 	<p>findings afterward.</p> <ul style="list-style-type: none"> • As required, effective representation of SPC and regional members at national, regional and international fora.
<p>KRA#4: Capacity Development (10%)</p> <ul style="list-style-type: none"> • Undertake annual TNA survey to assess capacity development and training needs requirements for project beneficiaries • Actively support and encourage the development of capacity building to strengthen the long-term capacity of country counterparts in implementation of Paris Agreement and NDCs through on the job training and specially designed training. • Coordinate and organise appropriate training exercises for the benefit of PICTs. • Actively develop capacity building across SPC and with counterparts including design and delivery of specific training on NDCs. • provide technical guidance, awareness, and training to the NDC Hub partners and beneficiary countries in the area of project development tapping climate finance. • Train new technical staff and SPC interns who join NDC Hub. 	<ul style="list-style-type: none"> • Annual updated TNA requirement identified and • Loss and damage and NDC implementation technical skills including data management, analysis, and reporting skills are demonstrably improved within SPC and country counterparts. • Capacity building training conducted on climate change project development. • Improved technical capacity developed within SPC and country beneficiaries for effective implementation of Paris agreement. • One or two interns are hired and trained
<p>KRA#5: Support leveraging of climate finance to address climate change priorities in NDC (15%).</p> <ul style="list-style-type: none"> • Identify sector-specific climate change needs drawing from relevant national and regional documents (e.g. Country Programmes; NDCs; National Communications; NAPAs, NAPs, sectoral policies, regional frameworks) in coordination with SPC’s climate finance capabilities and services, and the CCFP coordination arrangement. • Engage with line ministries, sector specialists and government focal points on climate change and climate finance (e.g. NDAs) to identify national priorities for accessing climate finance, in consultation with leads on climate finance including, CFU, Special Modalities, and the CCFP coordination arrangement. • Map climate change priorities in the sector against funding sources to identify opportunities for accessing climate finance in collaboration with other stakeholders internally. • Provide sector-specific inputs and support in the development and progression of concept notes and funding proposals, collaborating with CF stakeholders internally and CFU. 	<ul style="list-style-type: none"> • Country priorities in the sector clearly identified and actionable strategic advice provided to Divisional Director, CFU and CCFP coordinators on progressing climate financing opportunities. • Government focal points, line ministries and sector specialists appropriately identified and engaged on climate finance initiatives. • Strong coordination with CFU results in alignment of regional climate finance programming with country needs as well as SPC’s wider climate finance portfolio. • Technical inputs for project/programme designs provided in a consultative and timely manner to ensure that concept notes and funding proposals meet donor deadlines in accordance with national timeframes and priorities. • Technical inputs into climate finance projects in the relevant sector result in successful implementation and achievement of project outcomes and objectives.

<ul style="list-style-type: none"> • Provide technical advice and other inputs to assist in the implementation of climate finance projects in the relevant sector, coordinating with individual PMUs and CFU. 	
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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 (Complexity):

<p>The major challenge of this position is to work closely and in a coordinated way with the 3 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.</p> <p>Specific challenges include:</p> <ul style="list-style-type: none"> • Multi-tasking in a complex multi stakeholder environment • High workloads requiring prioritization in an often-intense environment for time and attention. • Ensuring technical advice is relevant and appropriate to diverse needs of donor, SPC and country requirements. • Meeting project timelines • Being familiar with the international climate governance context, including the loss and damage and financial aspect; • Being familiar with providers of climate finance • Having a sound knowledge of the Pacific region development context (incl. environmental & social issues) and the science of climate change impacts; • 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, 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, • 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 	<p>The Senior 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 Senior 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.

<ul style="list-style-type: none"> • 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 and universities 	<ul style="list-style-type: none"> - 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. in particular Multilateral Agreements Unit, Climate Finance Unit, Kiwa team & the Environmental Sustainability Coordinator • All SPC divisions and units particularly under the relevant dimension of the CC Flagship. • 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 project Manager 	<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:

Routine Expenditure Budget: *nil*

Budget Sign off Authority without requiring approval from direct supervisor: 50 €.

Person Specification:

Qualifications

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

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • About 10 years of practical experience in the Development and climate change areas. • Around 5 years of experience in large (over 5 million Euros) climate change project 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 	<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, 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 • Management and training of staff • Excellent analytical and writing skills
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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
- Strategic Perspective

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.