



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Climate Change Adaptation Specialist</b>
<b>Division/Programme and Section/Project (if any):</b>	Climate Change and Environmental Sustainability Division (CCES)
<b>Location:</b>	SPC Suva, NDC Hub Office
<b>Reporting to:</b>	NDC Hub Manager
<b>Number of Direct Reports:</b>	Nil
<b>Purpose of Role:</b>	The role of the Climate Change Adaptation Specialist is to assist in the screening, assessment and development of country requests pertaining to climate change Adaptation issues, in particular NDC enhancement and implementation. The specialist will lead and coordinate the implementation of country requests in the area of Adaptation, as appropriate; collaborate with SPC divisions, programme and flagships and other relevant partners; provide its Adaptation expertise to the Regional Pacific Nationally Determined Contributions Hub “the NDC Hub”) partners-led activities and NDC Hub regional activities; and, support the NDC Hub Implementation Unit in all issues pertaining to climate Adaptation.
<b>Date:</b>	August 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 21<sup>st</sup> 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 wholistic, 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 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 **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 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:

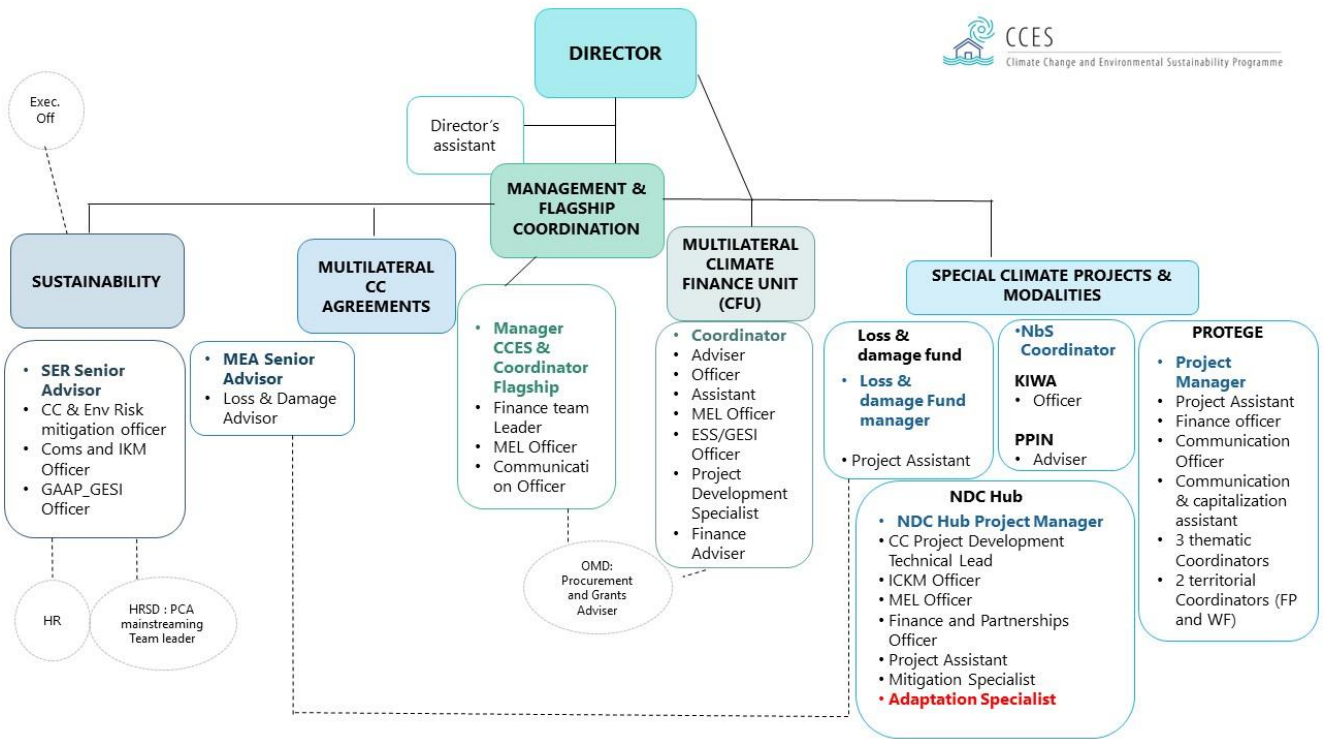
- **Output 1:** NDCs reviewed and enhanced.
- **Output 2:** Roadmaps and investment plans developed to support NDC implementation at the national level informed by lessons and exchanges within the Pacific.
- **Output 3:** Finance leveraged to support NDC implementation through improved regional coordination.
- **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 in itself 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.

The Climate Change Adaptation 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. The Climate Change Adaptation Specialist will report to the NDC Hub Manager.

**Under the contractual responsibility of the CCES Division Director and in liaison with the NDC Hub Management, the Climate Change Adaptation Specialist supports the work of the NDC Hub in the area of climate change Adaptation, with special expertise in NDC enhancement and implementation.**



**Key Result Areas:**

The Climate Change Adaptation Specialist is in charge of developing substantive inputs and analyses to the development and delivery of technical assistance and capacity-building in the area of climate change Adaptation, including activities at both regional and at country level and as per the needs of the participating countries expressed to the NDC Hub.

Key responsibilities of the role include:

1. Climate change Adaptation project development and screening
2. Lead projects implementation and reporting.
3. Capacity development
4. Support the Pacific NDC Hub Implementation Unit in all issues pertaining to climate change Adaptation

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, in line with SPC SER Policy.

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

Jobholder is accountable for	Jobholder is successful when
<p><b>KRA 1: Climate Adaptation project development and screening (20%)</b></p> <ul style="list-style-type: none"> <li>• In context of the NDC Hub, lead the identification, review, and development of climate change Adaptation related activities at the NDC hub.</li> <li>• Compile available information on climate change impacts, vulnerability and adaptation initiatives, including the assessment of qualitative and quantitative information gaps and needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Needs and gaps of countries are identified in this area.</li> <li>• Quality and relevant climate change Adaptation related projects are identified</li> <li>• climate change Adaptation baselines are defined, as per available data and information.</li> <li>• Country requests in area of climate change Adaptation are translated into workable TORs.</li> </ul>

<ul style="list-style-type: none"> <li>• Identify potential climate change Adaptation projects in alignment with national and regional NDC priorities.</li> <li>• Provide recommendations and advisory services to countries and the NDC Hub implementation unit in the field of climate change Adaptation.</li> <li>• Coordinate active synergies and collaboration with SPC technical divisions (including GEM, SDD, LRD, FAME, PHD, HRSD and CCES team leads), on climate change Adaptation priorities and activities.</li> <li>• Assist countries in identifying relevant areas of gaps and needs to enhance climate change Adaptation targets and delivery.</li> <li>• Coordinate with NDC Hub focal points, implementing partners and relevant stakeholders to gather necessary data and insights for project development.</li> </ul>	<ul style="list-style-type: none"> <li>• Country projects informed by available data and science.</li> </ul>
<p><b>KRA 2: Lead the project implementation and reporting (40%)</b></p> <ul style="list-style-type: none"> <li>• Lead technical advisory and project implementation including consultation of focal points, procurement, technical backstopping and implementation, on streams of work under climate change Adaptation, including; <ul style="list-style-type: none"> <li>• Development of ToRs, in consultation with country's focal point, to better define and articulate country requests</li> <li>• Develop workplans, budgets, procurement plans to implement the TORs as validated by the country focal point</li> <li>• Identify options for delivery of those country requests</li> </ul> </li> <li>• Advise on avenues for project delivery and secure the relevant expertise: external (through procurement of consultancies) or internal (SPC experts through time sheets) and organize their support to the delivery of the country requests and monitor the performance / deliverables of these expertise.</li> <li>• Organise and coordinate the implementation of the activities, including field missions, workshops and training.</li> <li>• Document the process of implementation and lessons learned in the delivery of the country activities, for the purpose of dissemination of learnings.</li> <li>• Ensure the monitoring &amp; evaluation of the country request.</li> <li>• Ensure the implementation of all activities are inclusive of gender, human rights and environmental considerations.</li> </ul>	<ul style="list-style-type: none"> <li>• Country Request activities are planned and implemented as agreed and within time to a standard which meets expectations of SPC, and project partners.</li> <li>• Lead the implementation of projects in a smooth, professional and timely manner, according to requirements by donors SPC teams contribute to the substantive content of project ideas (energy, transportation, food security and agriculture, fisheries, gender mainstreaming, health, etc.)</li> <li>• Processes and outputs are documented and shared across the NDC Hub network</li> <li>• Activities have been conducted as per the agreed work plan.</li> <li>• Reporting of activities and achievements is as per the agreed work plan.</li> <li>• Quality reports are provided in a timely manner.</li> <li>• Project's data are gathered, and adequacy stored.</li> <li>• Contribute to NDC Hub working groups related to the implementation of the NDC hub 2030 strategy.</li> </ul>

<ul style="list-style-type: none"> <li>• Seek active synergies and collaboration opportunities with SPC teams in the area of water, agriculture, fisheries, health, maritime transport and climate change to support country and regional activities.</li> </ul>	
<p><b>KRA 3: Capacity Building (20%)</b></p> <ul style="list-style-type: none"> <li>• Identify, assess and lead support capacity development and training needs requirements under climate change Adaptation for project beneficiaries.</li> <li>• Identify opportunities for regional activities to support needs expressed by one or more Pacific countries.</li> <li>• Provide strategic advice and expertise to the NDC Hub partners in supporting their implementation of country requests.</li> <li>• Organize and carry out activities responding to regional and country specific and expressed needs in the areas of climate change Adaptation.</li> <li>• Support the organization of regional dialogues to share experience in enhancing NDCs.</li> <li>• Promote NDC Hub’s dialogue with countries, partners and financing institutions.</li> <li>• Coordinate and organise appropriate training exercises for the benefit of PICTs.</li> <li>• Provide technical guidance, awareness and training to the NDC Hub partners and beneficiary countries in the area of climate change Adaptation.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Adaptation related TNA requirement identified.</li> <li>• Training requirements prescribed, substantial portion of training material created and documented.</li> <li>• Training exercises are conducted on climate change adaptation.</li> <li>• NDC Hub regional activities identified and delivered in the area of climate change Adaptation.</li> <li>• NDC Hub partners receive significant technical expertise to enhance delivery of country requests.</li> <li>• Revised NDCs have benefitted from shared knowledge and a regional dialogue.</li> <li>• Capacity building training conducted on climate change adaptation.</li> <li>• Improved technical capacity developed within SPC and country beneficiaries for effective implementation of Paris agreement.</li> </ul>
<p><b>KRA 4: Support the Pacific NDC Hub Implementation Unit in all issues pertaining to climate change Adaptation (20%)</b></p> <ul style="list-style-type: none"> <li>• Act as a first point of contact for climate change Adaptation related queries at the NDC Hub.</li> <li>• Support SPC engagement in UNFCCC and CROP activities to promote and support Pacific interests arising from the work of the NDC Hub, as well as emerging issues.</li> <li>• Serve as a technical contributor for project development activities through contributing to proposal development, conceptualizing technical approaches.</li> <li>• Contribute lessons learned, stories and communication materials to the communication media of the NDC Hub.</li> <li>• Ensure that climate change Adaptation data and information is captured into the data &amp; information portal of the NDC Hub.</li> <li>• Respond to queries on project progress, impacts and lessons.</li> </ul>	<ul style="list-style-type: none"> <li>• NDC Hub website reflects information and stories on NDC Adaptation targets and delivery.</li> <li>• Support to UNFCCC events and OneCROP coordinated and supported in timely manner.</li> <li>• A portfolio of project ideas or concepts is made available at appropriate investment forum organized by the NDC Hub</li> <li>• Quality reports are provided in a timely manner.</li> <li>• Ad hoc queries on climate change Adaptation are addressed.</li> <li>• Adaptation project results are well communicated.</li> <li>• Adaptation project data is quality checked and archived.</li> <li>• High quality reports are submitted on timely basis.</li> </ul>

<ul style="list-style-type: none"> <li>• As appropriate, contribute to the NDC Hub-led meetings and conferences.</li> <li>• Maintain timely, high quality of the project implementation delivery, monitoring of results, and reporting requirements to the donors on climate change adaptation and contribute to the NDC Hub overall reporting and monitoring.</li> <li>• Contribute the implementation of the NDC Hub 2030 strategy, and SPC strategic plan.</li> <li>• Support SPC under the Climate Change Flagship in leading, developing and implementing inter-divisional programmes that mainstream climate change across the whole organisation, including supporting implementation of the Paris Agreement’s objectives by SPC’s programmes and operations.</li> </ul>	
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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 four NDC Hub partners, the 14 eligible Pacific Island Countries and Territories, 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"> <li>• Maintaining high level knowledge of the UNFCCC Adaptation terminology, challenges and requirements</li> <li>• Having a sound knowledge of the Pacific region development context (incl. environmental &amp; social issues)</li> <li>• Having excellent capacities in the technical field of climate change Adaptation, in particular in the area of energy and transportation</li> <li>• Working within a small team and reporting administratively and operationally to two supervisors</li> <li>• Frequency and complexity of travel in the Pacific: time, logistical and personal constraints</li> <li>• Providing high quality and convincing briefing, technical advice and reports</li> <li>• Understanding the cultures within the Pacific region</li> </ul>
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**Functional Relationships & Relationship Skills:**

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
<p><b>External</b></p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> <li>• NDC Hub partners: GGGI, SPREP, GIZ</li> <li>• Collaborating partners of the NDC Hub, including the UNDP, IRENA, and NDC Partnership.</li> <li>• Representatives of the 14 Pacific Countries, mainly NDC Hub focal points and their</li> </ul>	<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"> <li>- Emails: requests / sending in forms – daily collaboration</li> </ul>

designated counterparts in terms of data, information and knowledge management <ul style="list-style-type: none"> <li>• Other external partners managing data sets and information systems</li> </ul>	<ul style="list-style-type: none"> <li>- Telephone / Skype: when no written record is needed and it is more efficient than email</li> <li>- Direct exchanges on site with staff based in Noumea and other partners</li> <li>- Participation in meeting and seminars</li> </ul>
<b>Internal</b> Key internal contacts are: <ul style="list-style-type: none"> <li>• When appropriate, Director of CCES and all members of CCES incl. the Climate Finance Unit team &amp; the CCFP Coordinator</li> <li>• Relevant SPC divisions, programme, flagships and units,</li> <li>• All SPC Corporate Services</li>   <li>• Other staff of the NDC Hub</li> </ul>	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. The Specialist shall always find the best approach between: <ul style="list-style-type: none"> <li>- Emailing requests / sending in forms – daily collaboration</li> <li>- Telephone / Skype: when no written record is needed and it is more efficient than email</li> <li>- Direct exchanges on site with staff based in Noumea and other partners</li> <li>- Participation in meeting and seminars</li> </ul>

**Level of Delegation:**

Routine Expenditure Budget: *Nil*

Budget Sign off Authority without requiring approval from direct supervisor: *Nil*

**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"> <li>• A postgraduate degree qualification in a relevant subject relating to climate change, environment, project development, science.</li> </ul>	<ul style="list-style-type: none"> <li>• Climate change sectorial Adaptation (agriculture, fisheries, social, energy, transport, waste)</li> </ul>

**Knowledge/Experience**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• At least 5 years relevant climate change experience in NDC Adaptation related areas, preferably within the Pacific region</li> <li>• Practical experience in technical advisory, oversight and implementation of PIC's NDC projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Sound knowledge of the Pacific context including the regional institutional landscape, climate change and sustainable development governance, and scientific issues relating to climate change Adaptation.</li> <li>• Experience in all phases of the project cycle</li> </ul>

<ul style="list-style-type: none"> <li>• Practical experience in climate change Adaptation project development and/or design, particularly those related to country NDC's</li> <li>• Experience in day-to-day engagement with Government ministries and agencies</li> <li>• Experience in engaging with other stakeholders (private sector, NGOs, development partners, etc.)</li> <li>• Demonstrated ability to build and strengthen partnerships</li> <li>• Demonstrated ability to provide guidance on climate change Adaptation aspects</li> <li>• Strong technical advisory, analytical and problem-solving skills relating to climate change Adaptation sectors (energy, transport, others)</li> <li>• Experience in organizing consultations, validation meetings, workshops and capacity building events at the national and regional level</li> <li>• Demonstrated excellent oral and written communications skills in English are essential as well as excellent team building and interpersonal skills</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in assisting in policy development and strategic planning, evidence-based decision-making, research and analysis and project design</li> <li>• Overall understanding of the concept of climate change Adaptation (ideally in areas of energy and transport) and vulnerability in the context of small island developing countries</li> <li>• 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 NDC Hub team in achieving their goals.</li> <li>• Sound knowledge of the Pacific context incl. regional institutional landscape, climate change and sustainable development governance.</li> <li>• Sound knowledge of UNFCCC processes and data, information and knowledge management issues. Overall understanding of Climate Change Adaptation, including energy, transport, agriculture, waste and the AFOLU sector</li> <li>• Experience in delivering national-level technical assistance on climate change Adaptation.</li> </ul>
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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"> <li>• Fluency in written and spoken English is essential to communicate with member country government and development partners</li> <li>• Solid knowledge of NDCs and climate change Adaptation issues as well as transparency and reporting under Paris Agreement</li> <li>• Aptitude for the provision of high-quality service</li> <li>• Skills in energy and/or transportation issues within the context of climate change Adaptation</li> <li>• Excellent analytical skills</li> </ul>
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Advanced level	<ul style="list-style-type: none"> <li>• Knowledge of Climate change Adaptation in the context of UNFCCC</li> <li>• Good understanding of the development cooperation context and key stakeholders in the Pacific</li> <li>• Demonstrated work in multicultural environments.</li> <li>• Demonstrated ability to take initiative and work without supervision.</li> <li>• Ability to work as part of a small team, with a high level of interpersonal skills.</li> <li>• Flexible approach and demonstrated ability to meet deadlines</li> <li>• Proficiency in common office software and in data systems</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Gender equality and equity</li> <li>• Social and environmental safeguards</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Ability to deal with confidential information in a professional manner</li> <li>• Pacific NDCs and overall UNFCCC processes</li> </ul>

## 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.