



JOB DESCRIPTION

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| Job Title: | NDC Hub Manager |
| Division/Programme: | Climate Change and Sustainability Programme - CCES |
| Location: | Suva, Fiji |
| Reporting to: | Climate Change Flagship Coordinator CCES |
| Number of Direct Reports: | from 6 to up to 12 |
| Purpose of Role: | <p>Working as part of the CCES Division the NDC Hub Manager will coordinate and manage “The Pacific Regional Nationally Determined Contributions Hub” referred to as “The NDC Hub” and more specifically the handover process of the NDC hub coordination from GIZ to SPC and the subsequent shaping of the Project Management Unit from 09/2024 onwards being an integral part of the SPC organizational structure, based on the experiences of Implementation Unit under previous GIZ management of the Secretariat.</p> <p>The role will provide leadership, technical guidance, overall management and implementation, including the supervision and oversight of the administration, financial management and contracts related to the NDC Hub. The contracts include consulting contracts as well as grant and financing agreements to be concluded with implementing partners.</p> <p>The role will also provide information and support as requested on NDC priorities for effective engagement of Pacific SIDS in the UNFCCC COP and PA process. This will be coordinated as part of SPCs support through OneCROP.</p> <p>The incumbent will work under direct supervision of the Climate Change Flagship Coordinator CCES and in close collaboration Multilateral Agreements team, Climate Finance Unit and CCES broader team, as well as with key staff in other SPC divisions and coordinate with relevant CROP and regional stakeholders in undertaking this work.</p> |
| Date: | January 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 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. The Climate Change and Environmental Sustainability Programme (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.

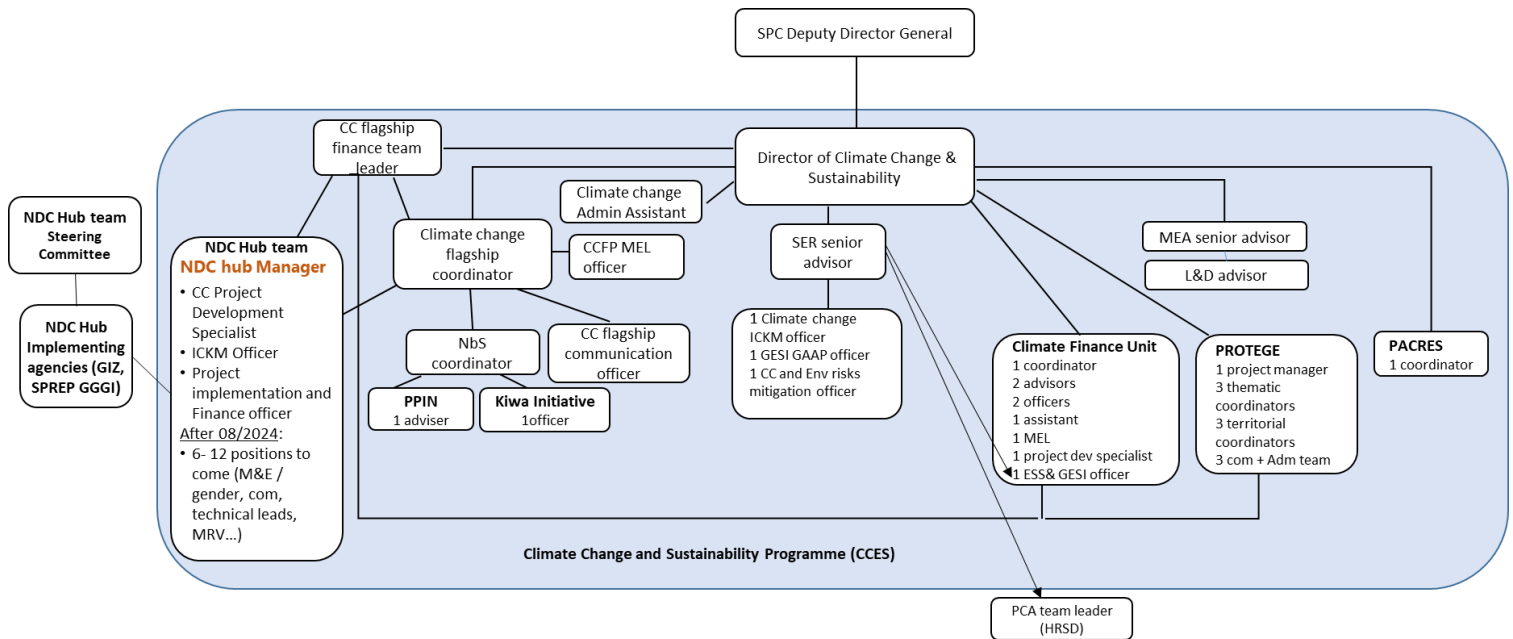
The **Pacific Regional Nationally Determined Contributions Hub** (in the following referred to as "the NDC Hub") aims to address identified needs and priorities of Pacific Island Countries (PICs) to enhance and successfully implement their NDCs.

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. Key stakeholders are the 14 Pacific Island Focal Points from each one of the partner countries as outlined in the governance structure of the NDC Hub. The NDC Hub will also promote partnerships with the private sector and funding entities for financing and implementation of NDCs in the Pacific Island region. Specific outputs of the NDC Hub include:

- **Output 1.** The NDC Hub Implementation Unit within SPC is established, financed and operational.
- **Output 2:** In alignment with the Strategic Outcomes of the NDC Hub's Long-Term Strategy, PICs are supported in financing and implementing their NDCs, while considering Gender Equality and Social Inclusion (GESI) values.
- **Output 3.** PICs are strengthened in realising their commitments towards the UNFCCC and COP 21 Paris Agreement based on coordination supported by the NDC Hub and regional and international actors.
- **Output 4:** Knowledge, peer-to-peer exchange, and best practises for NDC implementation and financing are disseminated among Pacific Island Countries and with other regions, through collaboration with the NDC Partnership Support Unit and other relevant actors.
- **Output 5:** PIC's progress towards realizing their NDC targets and addressing climate change is communicated at the national, regional, and international level.

Until August 2024 CCES will carry the oversight and management of the SPC-led component of the NDC Hub, as GIZ manages the NDC Hub. After August 2024, SPC and more specifically CCES will take over the coordination and management of the NDC hub.

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 NDC Hub Manager will be embedded within the NDC Hub hosted by SPC Suva, Fiji and will be part of the NDC Hub core team of staff.

Until August 2024 the NDC hub manager will work hand in hand with the GIZ NDC hub manager to organise a smooth handover of the NDC Hub from GIZ to SPC. After August 2024, The NDC hub manager thematic will be fully responsible of the coordination and management of the NDC hub.

The NDC Hub Manager will report to the Climate change flagship coordinator CCES and will work in close collaboration with the current GIZ NDC Hub Manager (until August 2024) and the NDC hub 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, CCES senior managers and other divisions of SPC.

The position of NDC Hub Manager encompasses the following key responsibilities:

1. Coordination, implementation, and reporting of:
 - o the handover process from GIZ to SPC,
 - o the operational setup of the NDC hub within SPC
2. Support leveraging of climate finance for the sustainability of the NDC hub.
3. Strengthen partnership arrangement with key stakeholders, relationship management and representation.
4. support informed Pacific engagement in the relevant multilateral processes as they relate to climate change, particularly in the NDCs and climate finance space.

In carrying out their work, the manager 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 |
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| <p>KRA 1: Implementation, Coordination and Reporting of the NDC hub (60%)</p> <p><u>Until 08/2024:</u></p> <ul style="list-style-type: none"> • Provide leadership, technical guidance, overall management and implementation of the handover process of the NDC hub in strong | <ul style="list-style-type: none"> • The handover process of the NDC hub is successful. • NDC hub positions are recruited. |

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| <p>collaboration with the current NDC hub manager.</p> <p><u>After 08/2024</u></p> <ul style="list-style-type: none"> • Provide leadership, technical guidance, overall management and implementation of the operational setup of the NDC hub within SPC. • Day to day management implementation budgeting monitoring and reporting in the NDC hub coordination group (which includes all implementing partners), including supervision of staff. • Ensure that the NDC hub team follow agreed workplans, timelines monitoring and documenting efforts to successfully implement activities and deliver technical support to the PICs. • Design and oversee technical and financial agreement with implementing partners and co-financing agreements from donors. • Ensure timely submission of technical and financial annual reports to donors. • Supervise financial and administrative processes. • Supervise NDC hub communication. • Coordinate the implementation of the 2030 strategy | <ul style="list-style-type: none"> • The NDC hub is well on its way towards being sustainably financed for at least 3 years • Effective project management leadership and support is provided across the NDC hub. • Coordination of project activities with stakeholders, including PICTs, regional and international development partners, and other relevant organizations, leads to increased engagement, trust, and confidence in the NDC hub. • Project budget, scope and schedule are managed and communicated effectively. • Project issues and risks are managed and communicated effectively. • Monitoring of progress against indicators provides regular reporting for project donors and project governance groups (in collaboration with the MEL Adviser). • Project achievements, lessons learned, and best practices are identified, documented, and shared with relevant stakeholders. • the NDC Hub working groups related to the implementation of the 2030 strategy are coordinated. |
| <p>KRA 2: Support leveraging of climate finance for the sustainability of the NDC hub (20%).</p> <p><u>After 08/2024</u></p> <ul style="list-style-type: none"> • Until 08/2024 in close coordination with the GIZ Project Manager Develop and maintain strategic partnerships with projects donors. • Identify funding and scaling sources and opportunities as well as new and cutting-edge partnerships. • Identify sector-specific climate change needs drawing from relevant national and regional documents 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 against funding sources to identify opportunities for accessing | <ul style="list-style-type: none"> • concept notes and funding proposals are designed and developed in a smooth, professional and timely manner, according to requirements by donors and in accordance with national timeframes and priorities. • Climate Finance agencies and donors are aware of the NDC hub needs and receive the appropriate documentation. • Attendance of meetings with projects donors. • 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 into climate finance projects |

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| <p>climate finance in collaboration with other stakeholders internally.</p> <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. | <p>in the relevant sector result in successful implementation and achievement of project outcomes and objectives.</p> |
| <p>KRA 3: Relationship Management & Representation (15%) <u>After 08/2024</u> Until 08/2024 in close coordination with the GIZ Project Manager</p> <ul style="list-style-type: none"> • Ensure coherence and coordination on climate change activities internally, and with external partners. • Support SPC under the CCFP 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 as they relate to the NDCs by SPC’s programmes and operations. • Organise and coordinate the preparation and organization of roundtables, through provision of a portfolio of project ideas associated with country requests to the NDC Hub. • Develop and maintain smooth and close collaboration with institutional and technical partners involved with climate change project development in the Pacific region. • Represent the SPC/NDC Hub in international or regional events, to strategically and technically contribute to the long-term development of the NDC hub. | <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. • 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. • Information sheets are developed and shared with countries and partners on options for NDC implementation. • Smooth ongoing relations and close collaboration with institutional and technical partners involved in climate change project development in the Pacific region. • Attend and contribute to relevant conferences, panels, workshops, and regional or international meetings under NDC Hub. |
| <p>KRA 4: support informed Pacific engagement in the relevant multilateral processes (5%)</p> <ul style="list-style-type: none"> • Support UNFCCC negotiations and COP on topics of NDC as appropriate, in close coordination with the Senior Advisor Climate Change Multilateral Agreements. | <ul style="list-style-type: none"> • Relevant information provided |

Note:

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

Most challenging duties typically undertaken:

The major challenge of this position is to work closely and in a coordinated way with the four NDC Hub partners, and keeping the 14 eligible Pacific Countries in the ensuring Pacific Countries' ownership to enable a smooth transition and a successful handover between GIZ to SPC of the management of the NDC hub. This will imply proactive engagement, diplomatic skills as well as developing new and strengthening existing relationships.

Specific challenges include:

- Multi-tasking in a complex multi stakeholder environment.
- Manage 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 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.
- 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.
- 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.

Functional Relationships & Relationship Skills:

| Key internal and/or external contacts | Nature of the contact most typical |
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| <p>External - Key external contacts are:</p> <ul style="list-style-type: none"> • NDC Hub partners: GGGI, SPREP, GIZ. • Collaborating partners of the NDC Hub, including the UNDP, IRENA, and NDC Partnership. • Representatives of the 14 Pacific Countries, mainly NDC Hub focal points and their designated counterparts in terms of climate finance (incl. NDA) • Representatives of climate finance agencies. • The private sector, civil society, regional organizations, donor agencies and other development partners involved in climate change mitigation and adaptation in the region. • Partner CROP agencies and universities. | <p>The NDC hub manager will work closely with all the external contacts to ensure activities are identified, developed, designed and implemented within the specified timeframes.</p> <p>The NDC hub manager shall always find the best approach between available tools and make use of existing knowledge.</p> |
| <p>Internal - Key internal contacts are:</p> <ul style="list-style-type: none"> • When appropriate, Director of CCES and all members of CCES incl. in particular CC flagship, Multilateral Agreements Unit, Climate Finance Unit, Kiwa team. • All SPC divisions and units particularly under the relevant dimension of the CC Flagship. • All SPC Corporate Services <p>Key internal contacts also are other staff of the NDC Hub</p> | <p>The NDC hub manager will work closely with all the internal contacts to ensure activities are identified, developed, designed and implemented within the specified timeframes. The NDC hub manager will also provide briefing notes and responses to all relevant internal contacts when appropriate.</p> <p>The NDC hub manager shall always strive to find the best approach.</p> |

Level of Delegation:

Routine Expenditure Budget: *To be finalised. Circa €9 million EUR over 3 years.*

Budget Sign off Authority without requiring approval from direct supervisor: *2,000 EUR.*

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: |
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| <ul style="list-style-type: none"> • Master’s degree in project management, public sector or business administration; or equivalent combination of degree and work experience. | <ul style="list-style-type: none"> • Climate change science and/or governance certifications. |

Knowledge/Experience

| Essential: | Desirable: |
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| <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 management and/or development. • Proven experience in grants writing & mobilization of funds. • Sound knowledge of issues related to climate change adaptation, mitigation and loss and damage 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) • Excellent English communication skills (oral and written). • Proven track record in organizing consultations, validation meetings, workshops at the national and regional level. • A proactive and positive team player able to work effectively in a multicultural environment, with great initiative, willing to lend a hand in a broad range of tasks to support the CCES team in achieving their goals. • Demonstrated competence in being well organized, works effectively under minimal supervision, able to multi-task, and effectively meet deadlines on multiple, and sometimes urgent requests for support. | <ul style="list-style-type: none"> • Sound knowledge of the Pacific context incl. regional institutional landscape, climate change and sustainable development governance, and scientific issues relating to climate change. • 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. • Experience in interacting with decision-makers. • Experience in staff management. • 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:

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| 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, mitigation and loss and damage 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. |
| Advanced level | <ul style="list-style-type: none"> • Solid understanding of the development cooperation context and key stakeholders in the Pacific • Gender equality and equity • Social and environmental safeguards • Demonstrated work in multicultural environments. • Demonstrated ability to take initiative and work without supervision. • Good communicating skills, and comfortable in the political world. • Ability to work as part of a small team, with a high level of interpersonal skills. • Coordination and liaison skills • Flexible approach and demonstrated ability to meet deadlines. • Financial budgeting and reporting • Proficiency in common office software |
| Working knowledge | <ul style="list-style-type: none"> • Gender equality and equity • Social and environmental safeguards |
| Awareness | <ul style="list-style-type: none"> • Ability to deal with confidential information in a professional manner. • Pacific NDCs and overall UNFCCC processes |

Key Behaviours

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

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

Personal Attributes

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

Change to Job Description:

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