Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

CLIMATE FINANCE ADVISER (CFA)

CONTENTS

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

A. BACKGROUND INFORMATION ON SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. It is based in Apia, Samoa, with about 95 staff and an annual budget of USD $20 million in 2015.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations to better management of the environment as a key element of sustainable development.

The future directions for SPREP are clearly set out in the 2011-2015 SPREP Strategic Plan. This Plan outlines the mandate, vision and programmes for the organisation. The Strategic Plan places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future:** "The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

Members

SPREP has 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

Divisions

The SPREP Strategic priorities are delivered through four divisions:

- **Climate Change:** has lead responsibility for Adaptation, Science & Policy and Mitigation.
- **Biodiversity & Ecosystem Management:** has lead responsibility for Coastal & Marine, Threatened & Migratory Species, Invasive Species and Biodiversity.
- **Waste Management & Pollution Control:** has lead responsibility for Hazardous Waste Management, Pollution and Solid Waste Management.
- **Environmental Monitoring & Governance:** has lead responsibility for Environmental Monitoring & Planning and Governance.

The divisions work in an integrated way on project development and implementation.

Corporate Services & Internal Audit

Corporate Services provide corporate support to the delivery of the Secretariat's strategic priorities and include Finance & Administration, Human Resources Management, Information Technology, Information Resources & Archives, Communications & Outreach and Monitoring & Evaluation. The Internal Audit Unit provides independent monitoring of the organisation's operations and governance procedures including risk management and internal controls.

BACKGROUND INFORMATION ON THE CLIMATE CHANGE FINANCING IN THE PACIFIC

The Pacific Island Countries and Territories (PICTs), acknowledged as the most vulnerable to climate change, face great challenges to adapt and to reduce the impacts of climate change such as sea-level

rise, tropical cyclones, heavy rain, floods and droughts. Their capacity to access technical and financial resources to implement climate change action is still limited. Challenges include: access to information, personnel to develop and implement proposals as well as the necessary project management capacity for audits, monitoring & evaluation (M&E) and reporting.

The Secretariat of the Pacific Regional Environment Programme (SPREP) was accredited as a Regional Implementing Entity (RIE) under the Kyoto Protocol Adaptation Fund (AF) in November 2013 and accredited as a RIE with the Green Climate Fund (GCF) in March 2015.

The AF and GCF provide countries with the option of accessing funding directly through a National Implementing Entity (NIE), RIE or Multilateral Implementing Entity (MIE) that meets the international fiduciary standards set up by their Boards. The Implementing Entity is accountable directly to the Board for the overall management of projects, as well as for the financial, monitoring and reporting aspects of project activities.

In order to be accredited as an NIE, RIE or MIE, prospective institutions must demonstrate that they have the requisite staffing, expertise, experience, internal controls and capacity to manage grant amounts of up to US$10 million for the AF and up to US$50 million for the GCF. This means that organisations are obliged to demonstrate that they have both judicial capacity and a "track record" of financial governance, risk framework, mechanisms to deal with corruption, transparency and accountability over a number of years. The accreditation process is defined and organised around a set of fiduciary standards which prescribe the level of capacity organisations must have across a range of categories. In order to gain accreditation, organisations must satisfy the Accreditation Panel, the independent body set up to recommend institutions to the Board.

With this accreditation, SPREP can assist countries in developing and submitting climate change adaptation proposals to the Adaptation Fund Board and Green Climate Fund Boards for financing, and in the case of the GCF, mitigation projects, as well as other supporting projects such as capacity building, systematic observation and technology needs. This is particularly important for countries in the region with limited national capacity. At the same time, SPREP plans to continue to support efforts in the region that would allow countries to attain NIE status, allowing them direct access. To this effect, SPREP has produced a report on its experience in gaining RIE accreditation to the AF. To date, there are no NIEs in the Pacific, although some countries have successfully developed AF projects with MIEs such as the United Nations Development Programme (UNDP).

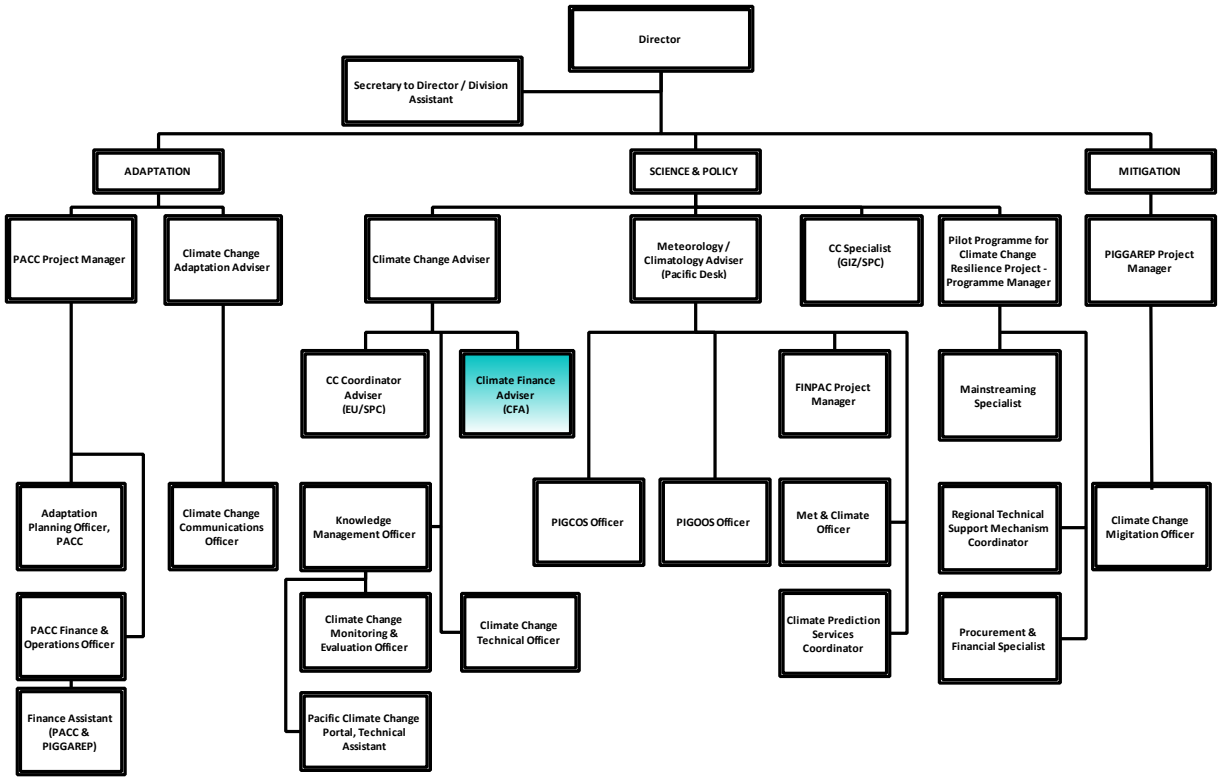
As an RIE under the AF and GCF, SPREP will need to continue to demonstrate a track record in project delivery backed up by sound financial management. This involves ensuring that policies and procedures are reviewed systematically, ensuring that outcomes and follow-up actions based on these reviews are recorded adequately.

In order to fully implement SPREP's RIE role for the benefits of SPREP Members, the position of Climate Finance Adviser was created to ensure there is full time capacity within the SPREP Secretariat to ensure that Members are informed and appropriate projects are developed and executed in an effective and timely manner. This position will be the Focal Point for Pacific island countries in accessing AF and GCF resources and the role will include coordination, responding to requests for information and supporting the development of project proposals.

B. JOB DESCRIPTION

Job Title:	Climate Finance Adviser (CFA)
Division:	Climate Change
Team:	Science & Policy
Responsible To:	Climate Change Adviser (CCA)
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	**This job exists to**: • Provide SPREP and Pacific island countries with strategic and technical advice and support to access and manage climate finance and to build the resilience of Pacific island countries • Coordinate work with the Adaptation Fund and Green Climate Fund.
Date:	May 2015

Organisation Context



Key Result Areas

The position of **Climate Finance Adviser (CFA)** addresses the following Key Result Areas:

1. Leading and coordinating SPREP's role as the Regional Implementing Entity (RIE) for the Adaptation Fund (AF) and Green Climate Fund (GCF);
2. Technical advice and support to Pacific Island Country (PIC) Members of SPREP on the AF and GCF;
3. Representation and capacity building; and
4. Planning and implementation support for the Pacific Climate Change Centre (PCCC)

The requirements in the above Key Result Areas are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
1. Leading and coordinating SPREP's role as the Regional Implementing Entity (RIE) for the Adaptation Fund (AF) and Green Climate Fund (GCF); a) Provide advice to members on the Green Climate Fund (GCF) and Adaptation Fund (AF) processes and procedures b) Assist members with national arrangements to allow for accessing AF and GCF funds c) Provide information and advice to SPREP staff on GCF and AF funding opportunities	• Advice and support is provided to member countries on accessing funds under GCF and AF • Advice and support is provided to member countries in their application for NIE status. • National coordination is strengthened for accessing and using climate change funds under GCF and AF • PIC's climate projects are funded and implemented • Support is provided through the Regional Technical Support Mechanism (RTSM) to develop full proposals • Support and advice on climate finance is provided to the CROP Executive Sub-Committee on Climate Change (CES-CCC) and its Working Arm of the CEO Sub-Committee on Climate Change and Disaster Resilient Development (WARD). • Information on climate finance is provided to the WARD and Forum Economic Ministers Meeting (FEMM) • CROP agencies collaborate on relevant work activities pertaining to climate finance
2. Technical advice and support to PIC Members on the GCF and AF a) Provide high level strategic and policy advice on accessing climate change finance, project development, proposal writing and monitoring and evaluation. b) Assist in developing project proposals	• High quality analysis and reports are provided to member countries and partners on climate change financing matters • Technical and high level strategic input is provided to the development of major project concepts and proposals is provided

and facilitating discussions between PICs and GCF and AF Secretariats c) Provide advice on policy coherence for optimal usage of climate change financing	• Policy coherence and effective development cooperation are promoted • Climate Finance proposals are developed and submitted • M&E of SPREP climate projects is effectively undertaken • Submissions to CROP heads, the SPREP meeting, and the Forum Economic Ministers' Meeting (FEMM) are developed and submitted as required • Clear guidelines are developed for SPREP's function as an RIE versus the role in providing technical assistance and project implementation. • Effective collaboration is undertaken with RTSM experts to assist in concept/full proposal development for the AF and GCF.
3. Representation and capacity building a) Facilitate liaison, partnership and networking with current and potential partners and donors, as well as member countries, on GCF and AF projects b) Provide capacity building for PICs on applications for NIE status under the AF and GCF c) Develop and implement relevant capacity building programmes within SPREP and for members to ensure priority climate finance issues are understood.	• Appropriate mechanisms are established for consultative work with members • Improved networking and positive cooperation is undertaken with partners and donors • Capacity building is provided and facilitated for member countries to access and manage resources under GCF and AF • Capacity building programmes are developed and implemented at SPREP and within member countries • Capacity building programmes are relevant and useful for the work of member countries in accessing climate change funding • SPREP staff are trained on accessing GCF and AF resources • Representation of SPREP occurs at appropriate meetings of GCF, AF and other climate change finance meetings
4. Planning and implementation support for the Pacific Climate Change Centre (PCCC) a) Support the SPREP team on developing the PCCC concept, programme and building plans b) Act as the SPREP focal point for all interactions with the Japanese government	• The PCCC concept is developed, widely consulted and approved • PCCC programme and building plans are approved • Full cooperation and interactions are undertaken with representatives of Japanese government.

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Director/Supervisor as part of the Performance Development System.

This section may be copied directly into the Performance Development Plans.

Work Complexity

Most challenging duties typically undertaken:
• Complex discussions and negotiations regarding accessing climate change finance • Meeting PICs demand and managing expectations • High turnover of national experts and lack of national guidelines • Lack of coordination at national level • Ability to work with a multi-disciplinary team and with multi-sectors and ensuring that members/countries are driving regional and national climate change and environment projects • Responding quickly and accurately to Senior Management needs for high-quality briefing, analysis and support

Functional Relationships & Related Skills

Key internal and/or external contacts	**Nature of the contact most typical**
External • SPREP focal points • CROP and regional agencies • Climate change experts, finance and planning officials throughout region (and others as appropriate) • Various project partners (donors or recipient governments) • Consultants • Japanese Government representatives	• Information sharing, promotion of SPREP/regional issues • Discussions/development of joint proposals • Provision of technical expertise/input to the design or execution of regional activities • Review of key documents • Coordination and facilitation
Internal • Executive & Management • GEF Support Adviser • Other Programme Staff • Corporate Services	• Involvement in strategic planning, proposal/project development • Management/co-ordination of economics work as needed • Report Writing • Verbal Discussions

Level of Delegation

The position holder:
▪ Manages an operational budget ▪ Can authorise costs in own budget with consultation with the donor and implementing partners ▪ Can negotiate on behalf of SPREP with prior approval by managing supervisor ▪ Can seek funding opportunities for the work programmes

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 jobholder 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
1) A Master degree in macro-economics, resource economics or relevant field or a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience

Knowledge / Experience

Essential
2) At least 7 years experience in climate change finance, preferably within the Pacific islands region, with demonstrated knowledge of implementation and management of climate change projects in the Pacific
3) Demonstrated knowledge and understanding of emerging environmental issues and challenges including climate change issues relevant to the Pacific islands region, as well as demonstrated experience on working with climate change donors, multilateral donors and those funding climate change programmes preferably in the Pacific region
4) Demonstrated experience in programme and project planning and management, and monitoring and evaluation including multi-project coordination, project financial management, proposal and report writing and resource mobilization
5) Demonstrated experience in working within a multi-disciplinary and multi-cultural team environment with ability to motivate teams, establish and implement work plan objectives as well as having good coordination, advisory services and facilitation skills
6) Excellent written and verbal communication skills including high level of presentation and

inter-personal skills with sound experience in establishing and maintaining effective relationships with a diverse group of people
7) Demonstrated experience in cost benefit analysis and non-market valuation, as well as understanding of database principles with strong PC based computer skills, preferably with Microsoft programmes.

Key Skills /Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	• Climate change funding modalities and requirements for access • Proposal writing and development • Macro and micro economic planning • Experience in the area of accessing Climate change finance • Project management • Capacity building (training development) • Experience in dealing with senior officials • Ability to work and deal successfully with stakeholder groups from a wide variety of technical and cultural backgrounds • Experience in managing and designing projects and programmes and in developing grant proposals • Statistics • Oral and written communication skills and ability to think innovatively and laterally to solve problems
Advanced level	• Environmental issues in the Pacific islands region • Emerging environmental issues and challenges
Working Knowledge	• General management principles
Awareness	• SPREP Strategic Plan • SPREP Work Programmes • GCF • Adaptation Fund Guidelines

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

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 our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of 3 years initially, with possible renewal up to a maximum of 6 years subject to performance during the initial term, continuity of related programme activities and availability of funds.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 11 of SPREP's salary scale and will be in the range of SDR35,440 to SDR53,160. Currently, the equivalent base salary in Samoan Tala is SAT$135,250 (USD$53,671) to SAT$202,875 (USD$80,506) per annum.

Salary on Appointment: Starting salary will be made in the lower end of the salary scale based on the Secretariat's established remuneration guidelines. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance within the range of SDR4,695 to SDR 6,189 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$17,917 (USD$7,110) to SAT$23,618 (USD$9,372). Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

Adjustments: Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT$2.52

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, as well as a 6-month probationary period.
An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

Performance Reviews: Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES*:*

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en-route for the appointee and accompanying dependant(s) between point of recruitment and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares;