



TERMS OF REFERENCE

Name of the project	"Strengthening the Tuvalu Survival Fund Project"
Job Title:	Communications Officer
Duty station	Funafuti, Tuvalu
Duration:	24 months
Annual salary	AUD\$29,287.00

I. Background

Climate impacts are increasingly leading to loss and damage, particularly in small island developing states (SIDS) such as Tuvalu, as confirmed in the Intergovernmental Panel on Climate Change's 6th Assessment Report¹. Consequently, global attention on addressing loss and damage has been increasing, with agreement reached last year at the United Nations Framework Convention on Climate Change (UNFCCC) 28th Conference of the Parties (COP28) to operationalise an international Loss and Damage Fund (LDF). The modalities, access and allocations of the Fund are all still under consideration. Pacific SIDS have been advocating strongly for the fund to be directly accessible by countries and organisations within the countries, to ensure the maximum amount of loss and damage finance can reach people who need it most. Innovative approaches to disbursing loss and damage finance are also being considered, including through sovereign wealth funds.

Thus, the Strengthening the Tuvalu Survival Fund Project (S-TSF) has been developed in response to the need for innovative and country-driven approaches to address loss and damage in the Pacific. The S-TSF project aims to strengthen the existing Tuvalu Survival Fund to create and test a window for loss and damage funds under the TSF.

II. Functions / Key Results Expected

The Communications Officer will work on a full-time basis and report to the TSF Coordinator and the Climate Change Director. The Communications Officer will play a vital role in enhancing the visibility and understanding of the TSF, increasing international interest in supporting loss and damage in the Pacific, communicating Pacific loss and damage priorities, and ensuring effective communication throughout the project.

The Communications Officer has the following key responsibilities:

- Create and distribute informational materials about the TSF, its objectives, functions, and processes to the public, ensuring clarity and accessibility;
- Assist in organizing and facilitating stakeholder sessions, workshops, and community meetings to enhance public understanding and involvement in the TSF;

- Oversee the TSF's communication channels, including social media, website, newsletters, and press releases, to ensure timely and accurate dissemination of information;
- Work closely with the Loss and Damage Technical Expert and other team members to develop communication materials, including the national interpretation of loss and damage and the checklist for eligible activities;
- Develop a communications strategy to promote the TSF, ensuring coverage of its activities and achievements, to inspire interest in other donors to support addressing loss and damage in the Pacific. This may include an engagement strategy for ministers and high-level officials to promote the TSF at COP30;
- Assist in the preparation of communication-related sections of TSF progress reports, highlighting outreach efforts, public feedback, and engagement metrics;
- Participate in and support the delivery of training sessions for TSF staff and stakeholders on effective communication practices and strategies;
- Collect and analyse feedback from the public and stakeholders to inform the continuous improvement of TSF communication efforts;
- Regularly review and update communication materials to ensure they remain current, relevant, and impactful;
- Ensure all communication materials and activities align with the TSF's mission, vision, and goals, and highlighting Pacific loss and damage priorities.

III. Recruitment Qualifications

Education: Bachelor's degree in Information Technology, Journalism, Public Administration or any other relevant field;

Experience:

- A minimum of two (2) years of experience in a Communications role or position.
- Experience in working and collaborating within governments is an asset as well as experience in climate change projects;

Other Skills and Requirements:

- Demonstrated solid knowledge of climate change issues in Tuvalu and relevant projects' efforts;

Languages: fluency in English and Tuvaluan, including writing and communication skills.

IV. Organisational Setting and Reporting

The Communications Officer will be required to attend the office on a daily basis as per government official timing.

V. Duration of the assignment

The incumbent will start from the date of signing of the contract till the closure of the project.

VI. Assessment

Evaluation of qualified candidates may include an interview.