



## **TERMS OF REFERENCE**

### **Tuvalu Third National Communication Project Coordinator Long Term**

#### **Purpose of assignment:**

To provide technical support to the Climate Change Department in the implementation of the Tuvalu Third National Communication Project - TNC.

#### **The overall objectives of the assignment is to:**

The National project Coordinator will be responsible for the day- to-day management, co-ordination and supervision of the implementation of the project. The coordinator duties will include among others:

- Co-ordinate all project activities with heads of technical expert groups, and a range of institutions and agencies, including UNEP, IPCC, UNFCCC secretariat, GEF, and national institutions to ensure smooth and appropriate execution of project activities
- Prepare a detailed project work plan and terms of reference for the project consultants
- Liaise with the relevant ministries, national and international research institutes, NGOs, and other relevant institutions in order to involve their staff in the project activities, and to gather and disseminate information relevant to the project.
- Identify, interview and recruit national and international consultants to work for the project.
- Promote and establish links with related national and regional projects, and other international programmes.
- Prepare the periodic progress reports on project implementation and ensure that all national project outputs are sent to UNEP.
- Manage the project expenditures according to the project budget.
- Identify training needs of the contracted national consultants and other project stakeholders and identify appropriate courses and trainings for national capacity building.
- Organize national workshops and trainings according to the project workplan. Attend, whenever possible, the relevant regional and international workshops, trainings and conferences.
- Review all materials generated during the project
- Ensure the publication and dissemination of the reports identified as project outputs.
- Coordinate negotiations on co-operation with Government and financing institutions in order to identify and mobilize sources for the follow-up activities.

**Duration: 3 years**

**Start Date: September, 2020**

**End Date: October, 2023**

## **Background**

In relation to many SIDS, Tuvalu is extremely vulnerable to climate change and its impacts. Given that communities are very much aware of global warming and its damaging effects, they still continue to fight for their survival and future better livelihood. In every Conference of the Parties (COPs) and other Climate Change dialogues, Tuvalu continuously expressed a common phrase that “if you save Tuvalu, you save the world”. This is the Prime Minister’s impassioned phrasing challenging the parties to meet their obligations under the UNFCCC and its protocols. Ratifying the UNFCCC and its protocols including the Paris Agreement was part of Tuvalu obligation towards addressing climate change impacts.

Generally, Tuvalu signed and ratified the United Nation Framework Convention on Climate Change (UNFCCC) on 8th June, 1992 and has also ratified the Kyoto Protocol and the Paris Agreement. Having identifying detrimental environmental concerns such as coastal erosion, salt water intrusion and drought, it built efforts to develop its National Environmental Management Strategy (NEMS) in 1997, the National Adaptation Program of Action (NAPA) in 2007 and other new climate policies and strategies to ensure policy actions are effectively in place as well environmental and socioeconomic safeguards including gender are respectfully realized and implemented.

The main focus for the stocktaking assessment of the 3NC include the following activities and outputs:

- National circumstances.
- National GHG inventories.
- Measures to facilitate adequate adaptation.
- Measures to mitigate climate change.
- Other information:
  - Integration of CC into national development priorities.
  - Development and transfer of Environmental Sound Technologies (ESTs).
  - CC research and systematic observation.
  - Information on research programmes.
  - Education training and public awareness.
  - Capacity building,
  - Information and networking.
  - Gender and CC.
- Constraints and gaps; related financial, technical and capacity needs
- Technical assistance.
- Compilation, production of communications including the executive summary and its translation.
- Stocktaking assessment and institutional arrangement for subsequent NC preparation.
- Project Management.
- Monitoring and evaluation.

## **Scope of Work**

A National Project Coordinator (NPC) will be recruited by the Executing Agency (EA) – Climate Change Department (CCD) to oversee project implementation, under the Government of Tuvalu and the UNEP supervision. He/she will be responsible for the overall management

of all aspects of the project and will provide technical assistance to the national technical expert groups.

The candidate should be highly motivated, enthusiastic, and capable of working independently. He/she should have a strong scientific/technical and policy background. The TNC Coordinator should have experience in preparation of National Communication on Climate Change and/or in other climate change enabling activities. The ability to work with a wide variety of people from governments, agencies, non-governmental organizations, and research institutions is essential.

## **Reporting**

The TNC Coordinator will report to the Director of Climate Change Department and UNEP. The TNC Project Coordinator will work alongside with a designated national counterpart (TNC Project Assistant) for the implementation phase of the project.

All outputs are to be produced in Microsoft Word and Excel, using standard templates, typefaces or any other suitable forms. Any essential photos of graphics required for inclusion in the report(s) should be kept to low resolution to keep the file size down.

The TNC Project Coordinator will maintain confidentiality and use Confidential Information for the purpose of performing their obligation under the Assignment. The Consultant must take all reasonable care to ensure that third parties do not use or disclose the Confidential Information. The Consultant acknowledges that the Government of Tuvalu own and will own all Intellectual Property associated with this Assignment, including all outputs created or contributed by the Consultant.

## **Qualification Requirements**

The Coordinator will have:

- A degree in environmental science or another related field
- Relevant experience in the field of climate change
- Familiarity with national communications, and with international negotiations and processes under the UNFCCC
- Substantial experience in government and in interdepartmental procedures
- Familiarity with computers and word processing
- Good command of national and UN and UN official language

<b>Title</b>	<b>Tuvalu TNC Project Coordinator</b>
<b>Level and Salary – Level 4</b>	Government Salary Structure
<b>Employer</b>	Climate Change Department
<b>Duration</b>	3 years
<b>Location</b>	Climate Change Department, Ministry of Finance. Tuvalu
<b>Reports to:</b>	Director. Climate Change Department