



# **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:**

#### Administrative management

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results
- Maintain project correspondence and communication with the CCD and UNEP
- Contribute to the preparation and implementation of progress reports
- Prepare agendas for meetings and workshops, and arrange logistics for these events
- Maintain records on all project matters, including preparing and assisting with the Administrative Finance Assistance on financial acquittals for the project.

#### Knowledge management and learning

- Share knowledge and experiences
- Actively works towards continuing personal learnings and apply new acquired skills

**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**

The Project Assistant (PA) will be locally recruited based on the government selection process. He/ She will be responsible for the overall administration and/or additional support of the project (organizational and logistical). The PA will report to the Director of Climate Change. Generally, the PA will be stationed at the Climate Change Department at the Partnership House, Vaiaku.

### **Reporting**

The TNC Project Assistant will report to the TNC Project Coordinator and Climate Change Department Director. The Project Assistant (PA) will be locally recruited based on the government selection process. He/ She will be responsible for the overall administration and/or additional support of the project (organizational and logistical).

## Qualification Requirements

The PA will have:

- At least a Bachelors' degree in environmental science, environmental engineering, resource management and/or another relevant field;
- At least 2 years of administrative experience
- Excellent computer skills, with good written communication skills
- Fluent in English and Tuvaluan.

<b>Title</b>	<b>Tuvalu TNC Project Assistant</b>
<b>Level and Salary – Level 5</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