

Terms of Reference

Pacific Regional Senior Adaptation Advisor

(Water)

April 2025

ABOUT THE NDC PARTNERSHIP

The NDC Partnership is a global coalition of countries and institutions working to mobilize support and achieve ambitious climate goals while enhancing sustainable development. Through the Partnership, country members leverage their resources and expertise to provide countries with the tools they need to implement their NDCs and combat climate change to build a better future. Hosted by WRI, the UNFCCC Secretariat, and the UN Office for Project Services, the NDC Partnership has members in all regions of the world, with staff in Washington DC and Bonn, Germany as well as a representative based in Suva, Fiji. The NDC Partnership works in close collaboration with the Regional Pacific NDC Hub in Suva, Fiji.

ABOUT THE REGIONAL PACIFIC NDC HUB

The Regional Pacific NDC Hub is a Pacific-led and Pacific-governed initiative for mobilizing technical assistance relating to NDCs in the Pacific Region. The Regional Pacific NDC Hub is managed by the Pacific Community (SPC) and supported by implementing partners including the Secretariat of the Pacific Regional Environment Programme (SPREP), the Global Green Growth Institute and the German Agency for International Cooperation (GIZ). These partners are institutional members of the global NDC Partnership. The Regional Pacific NDC Hub has five key output areas 1) NDCs reviewed and enhanced, 2) roadmaps and investment plans developed to support NDC implementation at the national level informed by lessons and exchanges within the Pacific, 3) Finance leveraged to support NDC implementation through improved regional coordination, 4) Guidance and technical assistance provided and tools produced to streamline and integrate NDCs in to national and regional plans and processes as well as legislation and standards, and 5) NDC related information, best practices and learning mechanisms easily accessible to national, regional and global audiences.

BACKGROUND

The NDC Partnership works closely with country members to surface requests for assistance and then circulates these to our global membership to matchmake requests with offers of support. In 2023, Papua New Guinea (in their capacity as Chair of the Steering Committee of the Regional Pacific NDC Hub) submitted a request for regional technical assistance relating to adaptation and water. This request was co-signed by several Pacific Island Countries. In recognition of the unique challenges faced by the Pacific Region, the request sought this assistance to be delivered by a regional adviser

based at the Regional Pacific NDC Hub, with regular in-country travel (rather than full-time embedded advisory support focused on only one country).

The Senior Adaptation Adviser (Pacific) will be home-based, and embedded within the Regional Pacific NDC Hub hosted by SPC Suva, Fiji and will be part of the NDC Hub team. The Senior Adaptation Adviser (Pacific) will report to the Hub Manager, with regular hot desking at the Hub Office in Suva, and coordinate its work with the NDC Partnership. While the role is home-based in Suva, Fiji, the appointee should be willing and able to work from the Regional Pacific NDC Hub on average one day a week, and attend key coordination meetings in person.

The Senior Adaptation Adviser (Pacific) will have a strong focus on adaptation and water, including technical support for the inclusion of adaptation and water targets in NDCs and subsequent technical support for implementation and mobilization. The Senior Adaptation Adviser (Pacific) will provide technical expertise for the drafting and updating of national and regional policies, strategies and guidance for water and broader adaptation areas, ensuring alignment with NDC priorities and international best practices. The Senior Adaptation Adviser (Pacific) will have a strong focus on capacity building including at national and regional levels. The Senior Adaptation Adviser (Pacific) will also carry responsibilities for coordination and advocacy including engaging in regional convenings and consultation, and liaison with key partners working on adaptation.

SCOPE OF WORK AND ACTIVITIES

Objectives

- To better understand the technical assistance and capacity development needs of Pacific Island Countries in relation to adaptation and water, and to make recommendations for how the Regional Pacific NDC Hub and NDC Partnership can best support this.
 - To provide technical assistance to Pacific Island Countries (including, but not limited to, Fiji, Kiribati, Marshall Islands and Cook Islands) for the inclusion of adaptation and water in national policies and supporting implementation and resource mobilization.
 - To improve the capacity of Government Officials in the Pacific Region with regards to the inclusion of adaptation and water in NDCs, adaptation policies and related frameworks.
- To support improved coordination and advocacy relating to adaptation and water in NDCs, including by contributing to regional convenings and coordination with key stakeholders.

Activities

Technical Advisory Support for Adaptation and Water (40%)

- Act as a first point of technical contact for water sector queries at the NDC Hub.
- Consult with the NDC Partnership Support Unit, Hub Technical Team and Country Focal Points to identify priority support areas
- Contribute to the inclusion and target setting of adaptation and water targets of NDC3.0 in the Pacific Region, through the provision of technical input, peer reviews and making recommendations.
- Provide technical input to NDC implementation plans, strategies, and project concepts in regards to the water sector.

<ul style="list-style-type: none"> • In collaboration with the NDC Hub's Technical Team and the NDC Partnership's Knowledge & Learning Team, develop a Guideline for the Inclusion of Water in NDCs in the Pacific Region. • Provide on-call technical advisory, peer review and mentoring support as required.
<p>Capacity Development (20%)</p> <ul style="list-style-type: none"> • In country capacity building support delivered to at least three Pacific Island Countries (scope to be defined). • Technical support for the delivery of at least three regional convenings, in collaboration with the Regional Pacific NDC Hub and NDC Partnership. • Design and deliver an online webinar on adaptation and water, Paris Agreement, and NDCs. Provide the training package materials for future delivery by the Hub. • Actively support and encourage the development of capacity building to strengthen the long-term capacity through on the job training and specially designed training. • Support peer-to-peer learning, sharing examples from across SIDS contexts.
<p>Project Development (20%)</p> <ul style="list-style-type: none"> • Lead and manage the water sector adaptation project development work with support from partners at NDC Hub (project development team) in line with modalities of NDC Hub and the NDC Partnership (including current project pipeline work supported by the Partnership Action Fund), including advising on options and avenues for financing water sector project ideas/concepts, in close consultation with the NDC Hub's management. • Upon countries' requests, advice and lead support on the development and design of climate change project concepts, in particular on adaptation, in collaboration with relevant Hub implementing partners; • Develop and maintain strategic partnerships with projects donors relating to adaptation.
<p>Implementation, Coordination and Reporting (20%)</p> <ul style="list-style-type: none"> • Undertake consultations with the NDC Partnership Support Unit, the Hub and Country Focal Points to inform the development of a Work Plan (due within first month). • Submit monthly projects reports in a timely basis to NDC Hub and NDC Partnership accounting for work undertaken and contribute to the NDC Hub overall reporting and monitoring. • Lead project activities including field missions, consultative workshops with key stakeholders, and validation meetings. • Contribute to lessons learned, stories and communication materials of the NDC Hub • Ensure that NDC adaptation project development is captured into the data & information portal of the NDC Hub and NDC Partnership where appropriate. • Coordinate active synergies and collaboration with other stakeholder and SPC technical divisions, CFAN and other implementing partners. • Support the NDC Hub in the preparation and delivery of roundtables, trainings or forum.

QUALIFICATIONS

Education / Academic Requirements

Required: Bachelor's degree in science, climate change, environment, water resources management, water engineering or related field. Preferred: Master's Degree in Related field.

Professional Experience

- At least 8 years of relevant experience in adaptation, environmental or climate change policy or Pacific issues; of which at least 3 years should be related to water accessibility and availability, water infrastructure engineering.
- Demonstrated experience in capacity building including needs assessments and facilitating trainings and workshops.
- Demonstrable experience working in the field of climate change, information management, vulnerability assessments and risk profiling and climate change instruments (both mitigation and adaptation) in the Pacific
- Demonstrated skills in managing and aligning diverse stakeholder groups, including development agencies, non-state actors / civil society, the private sector, and others, particularly in the Pacific Region.
- Desirable experience in NDCs, national adaptation frameworks and UNFCCC processes.
- Excellent writing, editing, digital and oral communication skills.
- Excellent verbal and written communication in English

CONTRACT TERMS

- Estimated start date: 02 June 2025
- Estimated end date: 29 May 2026
- **The position is home-based in Suva Fiji, with regular use of hot desks and attendance of in person meetings at the Regional Pacific NDC Hub. The consultant must be a national or have a pre-existing work authorization in Fiji.** The NDC Partnership cannot facilitate visas or relocation benefits. Any logistics and costs associated with relocation or obtaining a visa are the candidate's responsibility.

EVALUATION AND SELECTION

Evaluation Criteria

The following elements will be the primary considerations in evaluating all proposals submitted in response to this RFP

- Completion of all required elements;
- The extent to which the consultant's proposal fulfills World Resource Institute (WRI) stated requirements as set out in the TOR;
- Experience with similar projects especially in the Pacific;
- Overall cost of the consultant's proposal;
- Debarment and sanctions – WRI will not consider proposals from consultants that are presently debarred by the U.S. government or named on any restricted parties lists;
- Sustainability – WRI values sustainability and all other factors being equal, will favor a proposal to more sustainably perform the work.
- The bidder offering the best overall value will be selected. For this procurement, price and non-price aspects are considered to be of approximately equal importance.

Selection Process

No proposal development costs shall be charged to WRI / all expenses are to be borne by the bidders. WRI may award the bidder offering best value without discussion. However, WRI reserves the right to seek bidder clarifications and to negotiate with those bidders deemed to be within a competitive range.

WRI may, at its discretion and without explanation to the prospective vendors/consultants, choose to discontinue this TOR without obligation to such prospective vendors/organizations/consultants or make multiple awards under this TOR. Contracts will not be awarded to vendors//consultants debarred by the US government or named on restricted parties lists.

PROPOSAL SUBMISSION

Interested applicants must send the following documents:

- A brief proposal of your understanding of adaptation and water in NDCs in the Pacific region, and an outline of your proposed approach/methodology (maximum 2 pages).
- Fully updated Curriculum Vitae (CV)
- Cover Letter
- Academic degree certificate or diploma(s),
- Expected daily remuneration in USD (This position is full-time, 40 hours/week)

Please send your proposal documents to:

- Ms. Christine Conway, Country Engagement Specialist Christine.Conway@ndcpartnership.org
- Mr. Deo Gabinete, Regional Manager Deo.Gabinete@ndcpartnership.org
- Mr. Putera Zenata, Regional Programme Officer Putera.Zenata@ndcpartnership.org
- Ms. Christine Luttmer, Project Manager Christine.Luttmer@ndcpartnership.org

All applications must be received **by 5:00pm FJT on Tuesday, 13 May 2025** in electronic format to the contacts listed above.