

TERMS OF REFERENCE FOR CLIMATE CHANGE PROJECT DEVELOPMENT OFFICER

ROLES AND RESPONSIBILITIES

- Develop a workplan to guide the key project activities required of this position
- Conduct a mapping of all the vulnerable groups and put into a database for easy reference
- Conduct a review of the projects implemented to strengthen resilience of vulnerable groups
- Launch a Request Call for Project Ideas from CSOs and DPOs and align with concepts already developed by the NDA (Department of Climate Change) targeting the GCF's investment criteria under its 'Enhancing Direct Access' (EDA) and Simplified Approval Process windows
- Assist in formulating priority project ideas to tap into other funding sources for CSOs and DPOs in collaboration with Climate Finance Advisors and/or development partners
- Deliver training to assist shortlisted project proponents in transforming project ideas to GCF project concept notes in liaison with relevant accredited entities and the NDA and the Delivery Partner (Ministry of Finance)
- Provide guidance in meeting requirements of other donors/funding sources to crowd-in investment for building resilience of most vulnerable groups including women, children, the disabled, low-income families, and people living in disaster-prone areas as well as environmental management and ecosystem conservation at the sub-sectoral and community levels
- Develop a directory of donor/funding sources available for CSOs and DPOs in Tonga & disseminate this information to all relevant groups
- Any other duties as requested by the PMC and/or Executive Director of the Civil Society Forum of Tonga

SALARY AND ALLOWANCE

Salary range will be between TOP\$20,000 to TOP\$30,000 per annum

QUALIFICATIONS

- Bachelor's Degree in relevant field with at least 3 years' working experience or Postgraduate Diploma in Climate Change, Sustainability, International Development, etc.

SKILLS & WORK EXPERIENCE

- Must have at least over 2 years of experience in Project work related to Climate change
- Must have at least some experience working in the Civil Society Sector (CSO) at National, Regional and International Level including working with donor partners, development partners and Tonga Government and other key stakeholders
- Has a very good understanding of Climate Change in the Pacific Region & Tonga
- Has a very good understanding of Climate Change and its impact on Tonga's most vulnerable groups including People with Disabilities (DPOs), Women and Children, Elderly and minority groups
- Has an excellent understanding of the Civil Society Forum of Tonga (CSFT) and Lavame'ata'eiloa People with Disabilities Association (LATA) and their respective work in relation to Climate Change Issues in Tonga.
- Personal organization and ability to manage workload
- Has strong communication and interpersonal skills with the ability to address a broad range of audiences and is fluent in both English and Tongan speaking and writing.
- An excellent team leader and player

- Is a people's person and has a good sense of humor
- Can work well with the project Target audience and direct beneficiaries who are CSOs and Community Based Organisations

DURATION

This Project will run for a period of two year (2 years).

PERFORMANCE MONITORING

The Climate Change Project Development Officer reports directly to the PMU and or Executive Director of the Civil Society Forum of Tonga.

For further enquiries, please contact the Ministry of Finance (Saane Lolo – Deputy CEO of the AID Management and Resilience Development Division) at slolo@finance.gov.to

Endorse by,

Salesi Pongi

Acting Deputy CEO

Aid Management and Resilient Development Division