

TERMS OF REFERENCE

SHORT TITLE OF ASSIGNMENT

National Project Coordinator for Fiji

BACKGROUND

UNICEF East Asia Pacific Regional Office (EAPRO), in partnership with the Australian Committee for UNICEF, is developing a Regional Programme “Mainstreaming Climate-Smart Social Services in the East Asia Pacific Region” for 14 countries in the East Asia and the Pacific region. The fourteen selected countries (East Asia: Mongolia; Southeast Asia: Cambodia, Indonesia, Lao PDR, Malaysia, Philippines, Timor-Leste, Thailand, Viet Nam; Pacific: Papua New Guinea, Fiji, Kiribati, Solomon Islands, Vanuatu) are subject to climate change impacts, as documented by the Intergovernmental Panel on Climate Change (IPCC) in the Sixth Assessment Report (AR6). The majority of the selected countries are GCF priorities being Least Developed Countries (LDC) and Small Islands Developing States (SDID). The AR6 confirms for the EAP region with high confidence; (i) Precipitation will increase in frequency and intensity; (ii) Observed mean surface temperature out of the range of internal variability; (iii) Increase of heat extremes and decrease in cold extremes will continue; (iv) Marine heatwaves have become more frequent and increase; (v) SIDS warming will continue in the 21st century for all global warming levels and future emissions scenarios, further increasing heat extremes and stress; and (vi) Relative sea level has increased faster than the global average with coastal area loss.

The IPCC concludes in the AR6 that effective and equitable climate policies support climate resilience, sustainable development, and poverty eradication, essentially linking the Sustainable Development Goals agenda with Climate Change. The AR6 also introduces Shared Socioeconomic Pathways (SSPs), based on socioeconomic models of population, urban density, land use, education, health, and wealth. The SSPs promote a paradigm shift by governments and communities for more sustainable practices promoting social services, health and wellbeing, and education over economic growth.

The Programme aims to finance climate-smart social services (health, nutrition, education, water, sanitation and hygiene (WASH), child protection and social protection) as a new asset class in climate finance in line with the Intergovernmental Panel on Climate Change’s Shared Socio-Economic Pathways. A Concept Note is being elaborated and programme preparation expected to start in November 2023. UNICEF EAPRO is recruiting an international consulting firm to develop the Programme Proposal at regional level.

At the same time, UNICEF Pacific is recruiting a consultant “National Project Coordinator for Fiji” to ensure an effective liaison and coordination between the National Designated Authority (NDA, the Climate Change Division under the Office of the Prime Ministry), the designated line ministries and government agencies, UNICEF Pacific, and the international consulting firm.

OBJECTIVE / SCOPE OF WORK

This is a national consultancy for a National Project Coordinator for Fiji. The purpose of the consultancy is to facilitate efficient coordination of the programme preparation phase in Fiji to contribute to the elaboration of the Climate-Smart Social Services Regional Programme (the Programme). The ideal candidate will possess extensive experience and knowledge in project coordination and climate-related initiatives, ensuring the achievement of project preparation objectives within the stipulated timeframe.

ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS PAYMENT SCHEDULE PER DELIVERABLE

The Consultant will be responsible for the following tasks around Project Management:

- Act as the primary point of contact between the NDA, the government agencies, key sector stakeholders, UNICEF Pacific and the international consulting firm. This requires attending in-person and virtual meetings.
- Coordinate and facilitate meetings, discussions, and workshops among all parties, ensuring that programme preparation objectives are met, and consensus is reached.

- Maintain continuous communication with all stakeholders -including youth and children at critical steps, representatives from communities, women's groups and organizations of persons with disabilities - to ensure coherence and avoid discrepancies. Address queries, concerns, and feedback from stakeholders promptly and effectively.
- Facilitate the organization of in-country workshops (at least one) and virtual meetings.
- Monitor the progress of the Programme preparation against the planned milestones and deliverables. (The Climate-Smart Social Services Regional Programme preparation will be lead by UNICEF EAPRO and the consulting firm).
- Prepare monthly reports on the Programme's preparation progress, challenges, and proposed solutions to UNICEF Pacific and the NDA.
- Prepare a back-to-office report (2 pages) after any field missions (if any).
- Manage the collection, analysis, and sharing of relevant data, information, and documents among stakeholders.
- Ensure the confidentiality and security of all project-related information.
- Develop and maintain a database on a spreadsheet of project documents, reports, and correspondences.
- Facilitate knowledge transfer and skill development among the NDA's staff involved in the Programme.
- Ensure that all outputs and deliverables meet the quality standards and requirements set by UNICEF Pacific.
- Facilitate the resolution of any issues related to the quality and relevance of the Programme outputs.
- Review and verify the international consulting firm's submissions for accuracy, completeness, and compliance with the terms of reference and the requirements of the NDA and UNICEF Pacific, as agreed.
- Any other tasks as instructed by UNICEF Pacific.

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT (%)
<ul style="list-style-type: none"> • Produce a monthly report with Programme Status. • Report on workshops, key meetings and field missions (if applicable). • Elaborate a work plan for the next month. 	<ul style="list-style-type: none"> • Monthly report (Month 1), including Appendix 1 - Database or spreadsheet of information and documents and Appendix 2 - Stakeholders Engagement Plan Status. 	End of month 1 of contract	
<ul style="list-style-type: none"> • Produce a monthly report with Programme Status. • Report on workshops, key meetings and field missions (if applicable). • Elaborate a work plan for the next month. 	<ul style="list-style-type: none"> • Monthly report (Month 2), including Appendix 1 - Database or spreadsheet of information and documents and Appendix 2 - Stakeholders Engagement Plan Status. 	End of month 2 of contract	
<ul style="list-style-type: none"> • Produce a monthly report with Programme Status. • Report on workshops, key meetings and field missions (if applicable). • Elaborate a work plan for the next month. 	<ul style="list-style-type: none"> • Monthly report (Month 3), including Appendix 1 - Database or spreadsheet of information and documents and Appendix 2 - Stakeholders Engagement Plan Status. 	End of month 3 of contract	
<ul style="list-style-type: none"> • Produce a monthly report with Programme Status. • Report on workshops, key meetings and field missions (if applicable). • Elaborate a work plan for the next month. 	<ul style="list-style-type: none"> • Monthly report (Month 4), including Appendix 1 - Database or spreadsheet of information and documents and Appendix 2 - Stakeholders Engagement Plan Status. 	End of month 4 of contract	
<ul style="list-style-type: none"> • Produce a monthly report with Programme Status. • Report on workshops, key meetings and field missions (if applicable). • Elaborate a work plan for the next month. 	<ul style="list-style-type: none"> • Monthly report (Month 5), including Appendix 1 - Database or spreadsheet of information and documents and Appendix 2 - Stakeholders Engagement Plan Status. 	End of month 5 of contract	
<ul style="list-style-type: none"> • Produce a monthly report with Programme Status. • Report on workshops, key meetings and field missions (if applicable). • Elaborate a work plan for the next month. 	<ul style="list-style-type: none"> • Monthly report (Month 6), including Appendix 1 - Database or spreadsheet of information and documents and Appendix 2 - 	End of month 6 of contract	

	Stakeholders Engagement Plan Status.		
			TOTAL 100%

QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

Bachelors Masters PhD Other

- An advanced degree in Climate Studies, Environmental Science, Social Sciences, Project Management, or related fields is required.
- A minimum of 5 years of experience in project coordination or management, preferably in climate-related projects with international financing institutions.
- Proven experience in liaising with government bodies, financiers, and consulting firms.
- Proven experience working in (one or more) social sectors (WASH, Education, Nutrition, Health, etc.).
- Strong knowledge of project management tools.
- Excellent communication, negotiation, and stakeholder management skills.
- Proficient in Microsoft Office Suite and project management software.

CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

The Consultant will be based at the Climate Change Division office with field missions and virtual meetings as needed. All costs related to the work will be included in the financial proposal and subsequent contract. Daily monitoring and supervision will be provided by the Chief of WASH, with support from the Climate and Environmental Specialist.

GUIDANCE FOR APPLICANTS

- Please submit a **separate financial offer** along with your application. The financial proposal should be a **lump sum amount for all the deliverables** and should show a break down for the following:
 - Monthly / Daily fees– based on the deliverables in the Terms of Reference above
 - Travel (economy air ticket where applicable to take up assignment and field mission travel
 - Living allowance where travel is required
 - Miscellaneous- to cover visa, health insurance (including medical evacuation for international consultants), communications, and other costs.