



SPREP
Secretariat of the Pacific Regional
Environment Programme

PO Box 240, Apia, Samoa
E: sprep@sprep.org
T: +685 21929
F: +685 20231
W: www.sprep.org



The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

APPLICANT INFORMATION PACKAGE

CLIMATE CHANGE FINANCE READINESS ADVISER

CONTENTS

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. The head office is based in Apia, Samoa with over 100 staff. There is also a SPREP office in Fiji with four staff as well as SPREP Officers stationed in the Federated States of Micronesia, Republic of the Marshall Islands, Solomon Islands and Vanuatu. SPREP has an annual budget of USD \$33 million in 2019.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future**: "A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

Members

SPREP has 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

Four regional goals to achieving resilience and sustainable Pacific communities:

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance

These define the core priorities and focus of SPREP in the areas on:

1. Climate change resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work.

- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**

- We value **Integrity**

The SPREP Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

Organisation Goal 1: SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.

Organisation Goal 2: SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.

Organisation Goal 3: SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.

Organisation Goal 4: SPREP is leading and engaged in productive partnerships and collaboration.

Organisation Goal 5: SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

CLIMATE CHANGE FINANCING IN THE PACIFIC

The Secretariat of the Pacific Regional Environment Programme (SPREP) was accredited as a Regional Implementing Entity (RIE) under the Kyoto Protocol Adaptation Fund (AF) in November 2013 and accredited as a RIE with the Green Climate Fund (GCF) in March 2015.

The AF and GCF provide countries with the option of accessing funding directly through a National Implementing Entity (NIE), RIE or Multilateral Implementing Entity (MIE) that meets the international fiduciary standards set up by their Boards. The Implementing Entity is accountable directly to the Board for the overall management of projects, as well as for the financial, monitoring and reporting aspects of project activities.

In order to be accredited as an NIE, RIE or MIE, prospective institutions must demonstrate that they have the requisite staffing, expertise, experience, internal controls and capacity to manage grant amounts of up to US\$10 million for the AF and up to US\$50 million for the GCF. This means that organisations are obliged to demonstrate that they have both judicial capacity and a “track record” of financial governance, risk framework, mechanisms to deal with corruption, transparency and accountability over a number of years. The accreditation process is defined and organised around a set of fiduciary standards which prescribe the level of capacity organisations must have across a range of categories. In order to gain accreditation, organisations must satisfy the Accreditation Panel, the independent body set up to recommend institutions to the Board.

With this accreditation, SPREP can assist countries in developing and submitting climate change adaptation proposals to the Adaptation Fund Board and Green Climate Fund Board for financing, and in the case of the GCF, mitigation projects, as well as other supporting projects such as capacity building, systematic observation and technology needs. This is particularly important for countries in the region with limited national capacity. At the same time, SPREP plans to continue to support efforts in the region that would allow countries to attain NIE status, allowing them direct access.

As an RIE under the AF and GCF, SPREP will need to continue to demonstrate a track record in project delivery backed up by sound financial management. This involves ensuring that policies and procedures

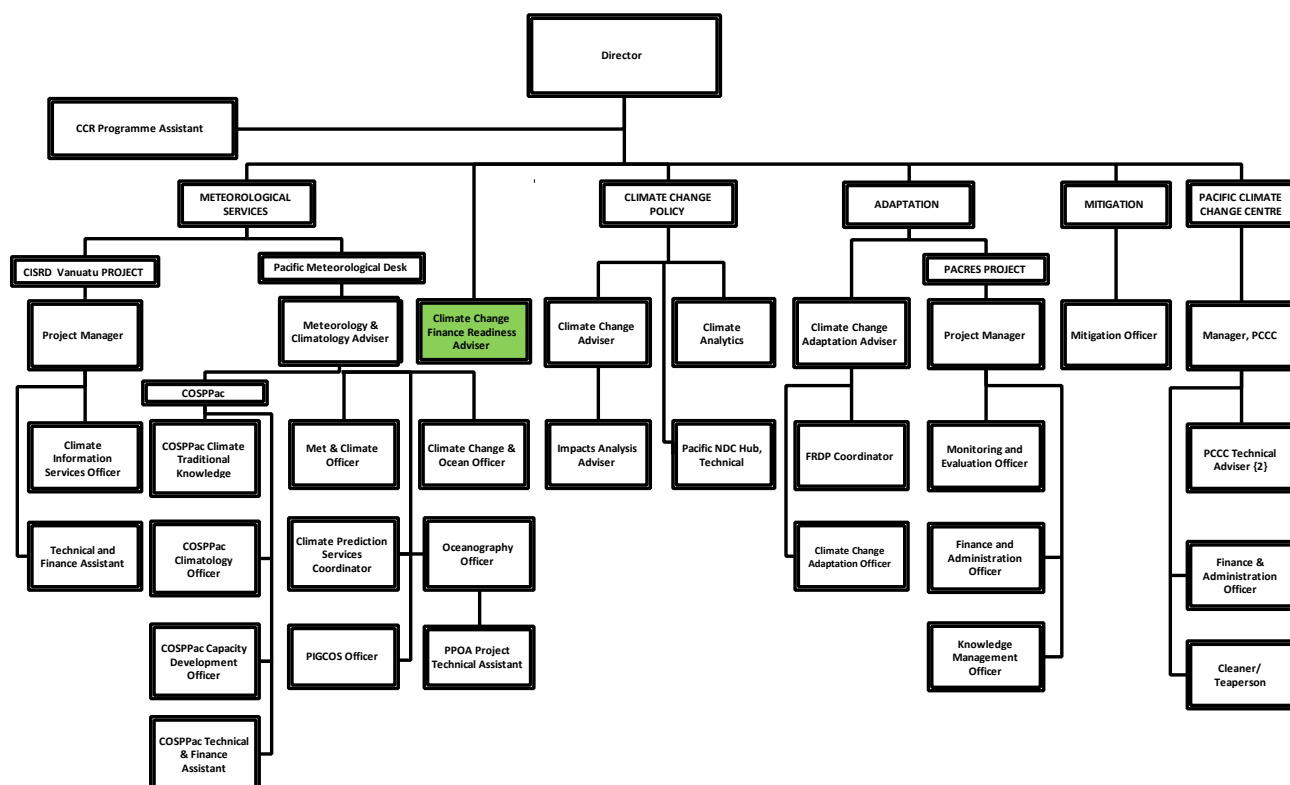
are reviewed systematically, ensuring that outcomes and follow-up actions based on these reviews are recorded adequately.

In order to fully implement SPREP's RIE role for the benefit of SPREP Members, the position of Climate Change Finance Readiness Adviser has been established to ensure there is full time capacity within the SPREP Secretariat to keep Members informed and that appropriate projects are developed and executed in an effective and timely manner.

B. JOB DESCRIPTION

Job Title:	Climate Change Finance Readiness Adviser
Programme:	Climate Change Resilience
Team:	Climate Change Resilience
Responsible To:	Director CCR
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Lead in providing strategic technical and policy advice and support to Member States in accessing climate finance and technical delivery of readiness programmes
Date:	October 2019

Organisation Context



Key Result Areas

The position of **Climate Change Finance Readiness Adviser** addresses the following Key Result Areas:

1. Strategic policy and technical advice
2. Technical and financial support for delivery of projects
3. Communications and capacity building
4. UNFCCC negotiations
5. Networking, partnerships and collaboration

The requirements in the above Key Result Areas are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
1. Strategic policy and technical <ol style="list-style-type: none"> a) Provide strategic policy and technical advice to Member Countries on access to climate financing including required national arrangements b) Facilitate discussions between countries and climate finance donors on access and national arrangements c) Assess the capacity of Member Countries to deliver relevant projects funded by climate financial resources in collaboration with SPREP's Project Coordination Unit (PCU) d) Provide information and advice to SPREP on climate financing opportunities 	<ul style="list-style-type: none"> • Advice and support is provided to member countries on accessing climate financing under Green Climate Fund (GCF), Adaptation Fund (AF), and other climate funding donors • Advice and support is provided to member countries in their application for NIE status. • National coordination is strengthened for accessing and using climate change funds under GCF, AF and other donors • Member Countries climate change projects are funded and implemented • Assessment reports prepared and provided on the capacity of Member Countries to deliver climate change projects • Advice and support is provided to SPREP on climate financing opportunities
2. Technical and financial support <ol style="list-style-type: none"> a) Work in collaboration with the PCU and Member countries to explore and secure additional financial and technical resources to support implementation of new and additional readiness projects b) Develop a Climate Finance Readiness package/ guideline that is specific for the region c) Provide technical advice and in-country technical support to the Member Countries in delivering their Readiness Programmes d) Collaborate with the PCU in monitoring and evaluating the delivery of national Readiness projects as well as the required reports to the GCF, AF, and other climate finance donors 	<ul style="list-style-type: none"> • New funding opportunities for new and additional readiness projects are identified and secured • Advice and in-country support is provided to Member Countries on funding and the technical delivery of Readiness programmes • Issues and barriers that are affecting implementation of Readiness programmes are immediately identified, addressed and resolved • Monitoring and evaluation reports on the performance of Member Countries in delivering their Readiness programmes are prepared and submitted in a timely manner in collaboration with the PCU • Progress reports to the GCF, AF and other climate change donors are prepared and submitted in a timely manner in collaboration with the PCU

<p>3. Communications and capacity building</p> <ul style="list-style-type: none"> a) Communicate regularly to Member Countries regarding opportunities to access climate finance and technical assistance b) Identify capacity gaps and ways to strengthen institutional, policy and legislative and fiduciary systems in Member Countries to enable access to climate finance c) Coordinate implementation of relevant capacity building programmes including securing financial resources to fund these programmes in countries d) Coordinate south-south learning platform and identification of opportunities for Member Countries' National Designated Authorities (NDAs) and Executing Agencies on Readiness programmes, country programmes and strategic frameworks e) Provide capacity building for SPREP and Members on Climate Finance Readiness requirements and processes 	<ul style="list-style-type: none"> • Regular communication including circulars and information exchanges on readiness funding opportunities and technical assistance to support countries in their readiness proposals is provided • Report on capacity building needs of Member Countries are provided in a timely manner • Relevant capacity building programmes are developed, funded and implemented • Report on capacity building delivered capturing lessons learnt and best practices to be promoted and shared with other countries are prepared in a timely manner
<p>4. United Nations Framework Convention on Climate Change (UNFCCC) negotiations</p> <ul style="list-style-type: none"> a) Provide technical briefings and advice on climate finance to Member Countries before, during and after UNFCCC COP and subsidiary bodies' meetings as well as Pacific regional meetings b) Coordinate communication of issues pertaining to climate finance including emergency issues on Climate Finance (CF) at the UNFCCC and subsidiary bodies' meetings to Member Countries and SPREP staff c) Consult countries on key climate finance issues that needs to be addressed with climate finance mechanisms 	<ul style="list-style-type: none"> • Technical advice and briefings are developed and communicated to the Member Countries in a timely manner • Essential and emerging issues on CF are communicated regularly to all member countries and relevant stakeholders • Significant issues relating to UNFCCC negotiations are identified and strategised with countries at all levels to prepare and address them where necessary
<p>5. Networking, partnerships and collaboration</p> <ul style="list-style-type: none"> a) Establish new and foster existing partnerships with climate finance donors and partners b) Advocate for more climate finance support from the GCF and AF and other key partners and donors 	<ul style="list-style-type: none"> • Partnership agreements are approved and progressed • New opportunities are identified and explored with positive outcomes • Positive relations and networks in place with all relevant stakeholders and partners

c) Facilitate liaison, partnership and networking with current and potential partners and donors, as well as Members on readiness projects.	<ul style="list-style-type: none"> • Collaboration with all other programmes in SPREP is well established with positive outcomes
---	---

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Director/Supervisor as part of the Performance Development System.

This section may be copied directly into the Performance Development Plans.

Work Complexity

Most challenging duties typically undertaken:
<ul style="list-style-type: none"> • Policy and technical advice to Member Countries on climate finance access and national arrangements • Technical delivery of national Readiness programmes • Technical advice on climate finance negotiating issues • Building the capacity of countries to enable access to climate finance • Managing relationships with the partners and donors in the climate finance space as well as collaboration across SPREP programmes

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • SPREP focal points • CROP and regional agencies • UNFCCC focal points and NDAs (and others as appropriate) • Various project partners (donors or recipient governments) • Consultants 	<ul style="list-style-type: none"> • Advice and assistance • Access to data and information • Consultations and collaboration • Negotiations, communications and reporting • Capacity building • Discussions/development of joint proposals • Provision of technical expertise/input to the design or execution of climate finance readiness projects/programmes • Review of key documents • Coordination and facilitation

Internal <ul style="list-style-type: none"> • Senior Management Team • Climate Change Resilience Programme • Other SPREP Programmes • Finance and Administration Department • Human Resources Department • Project Coordination Unit • All staff 	<ul style="list-style-type: none"> • Access to data and information • Advice and support • Collaboration and coordination
--	--

Level of Delegation

The position holder:
<ul style="list-style-type: none"> • Manages an operational budget • Can authorise costs in own budget • Can carry out relevant negotiations on behalf of SPREP • Can seek funding opportunities for the work programmes

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential
1. A Master degree in macro-economics, resource economics or relevant field or a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience

Knowledge / Experience

Essential
2. At least 10 years experience in strategic climate financing, preferably within the Pacific islands region, with at least 7 of those years at the senior leadership and advisory level implementing and managing climate change projects in the Pacific

3. Extensive knowledge and understanding of emerging climate change, climate finance and environmental issues and challenges relevant to the Pacific islands region, as well as excellent relationship management and coordination experience working with climate change donors such as the GCF and Adaptation Fund, multilateral donors and those funding climate change programmes preferably in the Pacific region
4. Extensive experience in programme and project planning and management, and monitoring and evaluation including multi-project coordination, project financial management, proposal and report writing and resource mobilisation with a strong appreciation of environmental values and ethics
5. Strong leadership and management experience including high level advisory and analytical skills as well as leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments with ability to motivate teams, establish and implement work plan objectives
6. Excellent experience at strategic and high level communication, negotiation, professional and constructive engagement and reporting across a diverse range of stakeholder, as well as extensive experience in capacity building, particularly in the Pacific setting
7. Excellent experience in cost benefit analysis and non-market valuation, as well as understanding of database principles with strong computer skills, preferably with Microsoft programmes.

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> • Climate change funding modalities and requirements for access • UNFCCC, Paris Agreement and Climate Change funding mechanisms and processes • Climate, climate change and disaster resilience issues in the Pacific islands region • Macro and micro economic planning • Experience in the area of accessing Climate change finance • Project management and execution • Capacity building (training development) • Experience in dealing with senior officials • Ability to work and deal successfully with stakeholder groups from a wide variety of technical and cultural backgrounds • Statistics • Oral and written communication skills and ability to think innovatively and laterally to solve problems
Advanced level	<ul style="list-style-type: none"> • Emerging environmental and climate change issues and challenges in the Pacific and at the global level • Data and information management

Working Knowledge	<ul style="list-style-type: none"> • General management principles
Awareness	<ul style="list-style-type: none"> • Sustainable Development Goals, SAMOA Pathway • Framework for Resilient Development in the Pacific • SPREP Strategic Plan • SPREP Work Programmes

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development Plan:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

Change to job description

From time to time it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of 3 years initially with possible renewal up to a maximum of 6 years subject to availability of funds, continuity of related programme activities and work performance during the initial term.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 12 of SPREP's salary scale. Starting salary will be SDR40,801 per annum. This is currently equivalent to Samoan Tala \$155,710 (USD\$59,888) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR5,147 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$19,642 (USD\$7,555) per annum. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

Adjustments: Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT\$2.60

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, as well as a 6-month probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

Performance Reviews: Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en-route for the appointee and accompanying dependant(s) between point of recruitment and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT\$4,198 (USD\$1,615).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependent(s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Samoa, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed.

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of Samoan Tala \$15,600 (USD\$6,000) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$18,000) per annum per family of 3 or more eligible children.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Apia by (i) each dependent child being educated outside Samoa or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

Family Leave Travel: Return economy class airfares between Apia and the recognised home for the staff member and dependants after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,850 (USD\$1,096) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to SAT\$2,400 (USD\$923) per annum as stipulated under SPREP's Security Assistance policy.

Annual Leave: 25 working days a year (up to a maximum accumulation of 50 days).

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions also exist for maternity, compassionate, paternity, examination and special leave (without pay).

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

Life and Accidental Death and Disability Insurance: All employees are covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

Superannuation: SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund.

Learning and Development

Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

Definitions:

'Dependant' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and who resides in Samoa only by virtue of employment with SPREP.

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

General: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (*you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered*);
2. A detailed Curriculum Vitae.

Applications that do not complete the correct SPREP Application Form and submit all the requirements stated above will not be considered.

SUBMITTING APPLICATIONS:

- a) **BY EMAIL (MOST PREFERRED OPTION)**: Subject matter to be clearly marked “**Application for the Climate Change Finance Readiness Adviser**” and send to recruitment@sprep.org OR
- b) **BY POST OR FAX**: Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “**Application for the Climate Change Finance Readiness Adviser**”

More Information on SPREP and its work in the region can be found on the SPREP website
www.sprep.org

For further enquiries, contact Ms Marion Tuipulotu-Chan Chui on telephones (685) 21929 ext 328 or
Email: marionc@sprep.org

CLOSING DATE: Friday, 8th November 2019: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
