

Terms of Reference

POST TITLE:	Commonwealth Regional Climate Finance Adviser - Caribbean
PROJECT TITLE:	Commonwealth Climate Finance Access Hub (CCFAH)
LOCATION:	The Caribbean Community (CARICOM) Secretariat
DURATION:	One year with the potential for extension
RESPONSIBLE TO:	Supervisor in the CARICOM Secretariat (Day-to-Day) and the CCFAH Manager and Adviser (Technical Oversight)

I. Project Background

Numerous studies have indicated that Small States, Least Developed Countries (LDCs) and other vulnerable countries are already suffering the impacts of climate change in a disproportional way. Their vulnerability is further exacerbated by the lack of critical capacity to address those impacts. Although climate finance is being made available to developing countries through several international initiatives, these countries do not usually have the requisite capacity to access these funds. This was the finding of the 2013 Commonwealth Expert Group on Climate Finance. In response, the Commonwealth Heads of Government Meeting, held in Malta on 29 November 2015, approved the establishment of the Commonwealth Climate Finance Access Hub (CCFAH). The CCFAH is hosted by the Government of Mauritius, with regional and national nodes across the developing regions of the Commonwealth. The specific objectives of the CCFAH are to help unlock climate finance for adaptation and mitigation actions in the most vulnerable states; enhance the capacity of Small Island Developing States (SIDS), LDCs and other vulnerable states to access and manage public and private climate finance flows; and facilitate inter- and intra-regional sharing of skills, knowledge and expertise.

Caribbean countries and economies are highly vulnerable to the impacts of climate change. Specific climate impacts include sea level rise, increasing intensity and frequency of hurricanes, longer dry seasons, and shorter wet seasons. Repeated and prolonged droughts, increasing number of very hot days as well as intense rainfall events that lead to local flooding are becoming more frequent. Several Caribbean countries, especially the low-lying islands, are also facing the problem of salt-water infiltration into their freshwater reserves. Furthermore, the intensity of recent extreme weather events is pushing beyond the upper bounds of historical events to which designs of newer infrastructure had been built to withstand. This was the case during hurricanes Irma and Maria in 2017, where the strongest evacuation shelters were colossally destroyed.

Coasts are very important for the region's economy and population. Most countries depend on the coast for a large percentage of economic activity and about seventy percent of the population lives along the coast with essential infrastructure just less than a mile away from

it¹. In the Caribbean ports are the economic heart of a country, and are usually the capital and the centre of commerce. Furthermore, the main industries and sectors on which the Caribbean economies are built on include tourism and agriculture and these are quite sensitive to a changing climate. Therefore, climate change is expected to lead to changes in the economy, environment and the distribution of the overall population of the Caribbean.

In light of these adverse impacts and high vulnerability to climate-related risks and hazards, concerted action is being undertaken by the countries in the region to enhance their climate resilience and adapt to the increasing impacts of climate change. Similarly, mitigation interventions are also being embarked upon. This inevitably calls for the mobilisation of adequate climate finance resource flows. Limited technical capacity, a low presence of international funding agencies, and the categorisation of many countries in the region as middle income are key contributing factors for limiting ease of access to climate finance sources and funds for climate action.

Nevertheless, actors such as the Caribbean Development Bank, the Caribbean Community Climate Change Centre (CCCC) amongst others, are working to improve access to climate finance and spur on climate change adaptation and mitigation initiatives in the region. Most SIDs have a large portion of their approved climate finance from multilateral climate funds, with the approved mitigation finance almost similar for approved adaptation finance in the Caribbean. As at early 2021, the Caribbean had around 37 percent of approved climate finance for SIDs from multilateral funds totalling around USD 785 million².

With CCFAH's strong footprint in the region, having deployed advisers thus far in five member countries, and supporting the mobilisation of approximately US\$37.2 million of climate finance in four Caribbean member countries (Antigua and Barbuda, Barbados, Jamaica and St. Lucia) as of March 2021, this Commonwealth-CARICOM partnership is an ideal platform to further scale-up such delivery of technical assistance towards enhancing climate finance access in the region.

II. Duties and Responsibilities

The Commonwealth Regional Climate Finance Adviser (CRCFA) for the Caribbean region will be positioned in the CARICOM Secretariat and will work on regional climate finance issues including the provision of support to the Commonwealth National Climate Finance Advisers (CNCFAs) in the region, facilitate knowledge sharing within and across regions, as well as promote the CCFAH and its work in the Caribbean.

The CRCFA must be familiar with the Caribbean context and have in-depth understanding of climate finance readiness, accreditation, proposal development and capacity building aspects. Furthermore, through his/her knowledge and expertise of the three Rio Conventions on climate change, biodiversity, and desertification the CRCFA will lead on how synergies can be made across these for maximising benefits, including enhancing access to climate finance for the region.

Amongst others, the CRCFA will assume the following main responsibilities and activities:

¹ Measuring the Blue Economy: The System of National Accounts and use of Blue Economy Satellite Accounts (2019), Caribbean Development Bank. <https://www.caribank.org/sites/default/files/publication-resources/Measuring%20the%20Blue%20Economy.pdf>

² Climate Finance Regional Briefing: Small Island Developing States (2021), Heinrich Boll Stiftung, Washington DC. <https://us.boell.org/sites/default/files/2021-03/CFF12%20-%20ENG%202020%20-%20Digital.pdf>

1. Climate Finance Capacity Building & Project/Programme Development Support

- Support Commonwealth member countries and regional institutions in coordination with the CARICOM Secretariat to build human and institutional capacities, support the establishment of partnerships, project preparation and mobilising climate finance in line with the CCFAH mandate.
- Support eligible Caribbean regional institutions in expediting their applications for accreditation to relevant climate finance sources such as the Green Climate Fund (GCF).
- Assist in preparing, finalising and accessing climate financing mechanisms/facilities for project and programme implementation in Commonwealth member countries and regional or multi-country projects which include Commonwealth member countries.
- Undertake a comprehensive assessment of regional climate finance opportunities and identify priority areas of access to climate finance at regional scale stemming out of national priorities of the member states.
- Develop and implement a plan of action for enhancing skills and expertise of staff in relevant regional organisations including the host organisation along with relevant line ministries within the region, with the aim of institutional strengthening of relevant systems and processes required for the formulation, application and submission of climate finance projects to climate focused funding agencies and other donors.
- Identify the potential sectors and coordinate the development of programme and project proposal pipelines that align with the regional priorities and investment framework as well as regulatory requirements of regional and international funding institutions such as the Green Climate Fund (GCF) and the Adaptation Fund and support their submission to such potential funders; as well as support in the identification of diverse and new funding sources including the mobilisation of private sector financing.
- Support the CCFAH Manager and Adviser in mobilising extra budgetary resources for CCFAH operations.
- Provide managerial and technical support to the Caribbean CNCFAs in specific technical aspects of their national climate action priorities and guide in preparation and implementation of regional initiatives through effective national level participation with the goal to streamlining the submission and approval of projects and programmes.
- Collaborate with national, regional, and international organisations to facilitate and leverage the capacity building activities in the region through establishing partnerships and knowledge transfer.
- Establish and/or strengthen regional institutional mechanisms for disseminating knowledge to counterparts within the region and across regions amongst relevant stakeholders.
- Contribute to, track and ensure effective mainstreaming of gender and youth considerations in the CCFAH support provided regionally and by CNCFAs across the region.

2. Knowledge Management

- In line with the CCFAH knowledge management strategy promote and facilitate replication of successful projects, programmes and capacity building activities from

one country to other countries of the region through collaboration and active engagement of the wider CNCFAs and other counterpart CRCFAs.

- Develop mechanisms for facilitating the sharing of knowledge, experiences and lessons between the CCFAH central Hub in Mauritius, member countries and regional institutions such as the CARICOM Secretariat, the CCCCC and the Caribbean Development Bank amongst others, for enhancing the replication and upscaling of regional good practice.
- Collect information and develop knowledge and best practice products (handbook, guidelines, manual) for use by counterparts and for dissemination to the CCFAH partners.
- Support information sharing and knowledge exchange with regional and national government, civil society, and private sector stakeholders.
- Establish, strengthen, and maintain strong feedback loops and links for sharing knowledge and experience including at regional level, including being the focal point for the Hub in the region and feeding lessons learned back into the central Hub's knowledge management function.

3. Stakeholder Engagement and Communication

- Develop and refresh, on a periodic basis, a stakeholder map of key regional organisations actively working on climate change.
- Provide technical support and coordinate CNCFAs to engage with regional, national and sub-national government, civil society and private sector stakeholders to support national engagement with international and bilateral climate finance agencies.
- Contribute to the governance of the Hub programme and its strategic development.
- Proactively identify and contribute to communication activities, promotion and visibility of CCFAH support and success stories arising from the region.

4. Other

- Manage planning and reporting functions in support of the broader programme, with ownership of the results-based management in the region.
- Work with national government bodies to identify and develop suitable opportunities to deploy CNCFAs, and collaboratively produce results-oriented work plans including delivery support and monitoring.
- Perform timely administrative functions such as completing various activity reports such as monthly/quarterly reports, expense reports, and mission reports.
- Keep abreast and proactively highlight new developments in climate change and climate finance especially those pertinent for CCFAH and host institution.
- Undertake any other duties and activities as may be mutually agreed from time to time among the host institution and the CCFAH Manager and Adviser.

III. Competencies

- Demonstrated integrity, accountability and respect for diversity.
- Understanding of the circumstances of developing countries on climate change.
- Ability to document success case studies and package knowledge.
- Knowledge of platforms for facilitating exchange of knowledge and experiences.
- Technical skills for assessing climate change impacts along with the identification of requisite adaptation measures.

- Ability to formulate climate change adaptation and mitigation project proposals and budgets in compliance with climate finance principles, regulatory requirements and project financial analysis.
- Developing and implementing resource mobilisation plans and strategies.
- Managing high performing teams of technical experts.
- Computer literacy in Microsoft packages (MS Word, MS PowerPoint, MS Excel, and Outlook).
- Demonstrate strong interpersonal and motivational skills and the ability to work effectively within and across teams and.
- Able to work independently with minimal supervision and under pressure.

IV Required Skills and Experience

Academic qualifications:

- A post graduate qualification (master's degree essential) in any of the following: Climate Change, Environmental Studies, Environmental Engineering, Natural Sciences; Energy; Environmental Economics; Project Management; Business Studies or any other related subject.

Experience:

- At least 10 years of work experience in the development and management of projects in the area of climate change, energy, forestry, biodiversity, agriculture and technical assistance initiatives.
- Previous experience in resource mobilisation, stakeholder relationship building and collaborating with government agencies, donors and/international development partners, and non-government organisation.
- Demonstrated experience in climate finance readiness, grant proposal writing and/or climate change capacity building or technology transfer and knowledge of capital markets.
- Experience managing technical assistance and teams of experts.
- Experience in developing countries, in general, and demonstrated experience in the Caribbean region.

Language

- Fluency in both written and spoken English is essential.
- Knowledge of a relevant additional language is desirable.

V NOTE:

- The compensation benefits for positions will be internationally competitive and reflect the importance of the role.
- Please indicate your earliest availability to take up assignment, and required notice-period, if employed.
- Only shortlisted or selected candidates will be contacted.