



TERMS OF REFERENCE

Short-term Consultancy:

Development and piloting of a methodology for costing adaptation actions in Fiji's National Adaptation Plan (NAP) document

March-May 2020

Background

The Republic of Fiji is transitioning to the implementation phase of its National Adaptation Plan (NAP) process. The NAP process aims to integrate climate adaptation into development planning and budgeting at national, sectoral and sub-national levels with the ultimate objective to reduce the country's vulnerability to climate change impacts in the medium- and long-term. In 2018, a NAP Steering Committee comprised of relevant Ministries was created to provide oversight to the development of the NAP process and a [NAP document](#) was launched at COP24. The document identifies 160 prioritized adaptation actions, which are to be delivered over a five-year timeframe.

In 2020, with technical support from the [NAP Global Network](#), one of the priorities of the Fijian government is to develop and disseminate a financing strategy for the NAP process. As highlighted in Fiji's NAP document, the aim of the strategy is to "estimate the total cost of actions in the NAP process to an acceptable level, recognizing that this process supports the implementation process and does not have to be exact. It should provide insight into how these costs will be borne cross time and which are likely to be on-going costs." (p.90, Republic of Fiji, 2018).

However, at this time, a standard approach or methodology for costing adaptation actions identified in Fiji's NAP does not exist. As a result, past costing estimates have varied greatly in depth, accuracy and transparency depending on the methodology used. The government has therefore identified the development of a costing methodology as a priority to move forward with the financing and implementation of priority adaptation actions.

Overview of the assignment

The purpose of this assignment is to **develop and pilot a methodology for costing individual adaptation actions** prioritized in Fiji's NAP document. The methodology will be primarily used by the Climate Change and International Cooperation Division (CCICD) and Sectoral Ministries but will also be relevant for

development partners working with the Government of Fiji. As such, the document must be concise, practical, written in plain English and easy to understand.

The resulting methodology should also be mindful of the specific national context and support the overall objectives of Fiji’s financing strategy for the NAP. For instance, one key objective of the overall strategy is for Fiji’s government to identify existing sources of finance (public, private, and international) as well as fiscal tools and financial instruments that can meet the estimated costs over the long term. Developing a sound methodology is an important step in this process, as it helps capturing more accurately the costs of implementing adaptation actions. Drawing from more accurate estimates will enable the Fijian government to identify the most appropriate sources of finance and financial instruments for implementing adaptation actions, while strengthening its negotiating power. The approach developed should be piloted **for a selected sector component prioritized in Fiji’s NAP document** (e.g. Infrastructure, Biodiversity and the Natural Environment).

The contractor will work in close collaboration with a local consultant, the Climate Change and International Cooperation Division (CCICD) of Fiji’s Ministry of Economy (MoE), as well as the embedded finance advisor in the same Ministry who is working on mapping current investments in Fiji related to climate change. The contractor will be based in Fiji or work from home (with trips to the country for data collection).

Deliverables

The following are the anticipated deliverables for the assignment:

#	Deliverables	Estimated number of days	Due Date
1	<p><i>Concept note describing:</i></p> <ul style="list-style-type: none"> - <i>the proposed approach based on review of best practices at the national, regional and international level (including best practices in International Climate Funds, such as the Green Climate Fund)</i> - <i>a detailed draft outline of the methodology document</i> - <i>a detailed workplan</i> <p><i>based on a review of the literature and interviews with relevant experts</i></p>	8	31 st March
2	<i>1st draft methodology (maximum 25 pages without annexes)</i>	15	15 th April
3	<p><i>2nd draft methodology including the result of a pilot</i></p> <ul style="list-style-type: none"> • <i>The document should be no longer than 25 pages and include guidance notes to ensure it can be used by the CCICD and sectoral ministries to cost other adaptation actions.</i> • <i>The pilot should use the methodology to cost adaptation actions within a selected sector component identified in Fiji’s NAP document (e.g. Infrastructure,</i> 	8	1 st May

	<i>Biodiversity and the Natural Environment).</i>		
4	<i>Presentation of the method to the National Climate Change Coordination Committee</i>	2	15 th May
5	<i>Final methodology document including comments from IISD, MoE and the NCCCC</i>	5	31 st May
	TOTAL	38	

The total level of effort to complete these deliverables is estimated at 38 days. The deliverables' estimated level of effort and due dates are presented above. Payment will be made on submission of each deliverable. The final payment will be made when the report has been approved by both IISD and the government of Fiji.

The specific deliverable schedule and associated outputs will be determined/reviewed on a monthly basis, based on agreement between the Fijian Government and IISD.

The estimated time requirement is 38 days over 3 months.

Reporting

For contractual matter, the consultant will report to IISD (David Hoffmann).

For technical matter, the consultant will report to Fiji's Ministry of Economy (Shivanal Kumar) and IISD (Julie Dekens).

The required qualifications are

- Master's degree in a relevant field
- Demonstrated expertise in climate finance in developing countries
- Knowledge of the climate adaptation context in Fiji would be an asset
- Strong research, analysis and writing skills
- Fluency in English (spoken and written)

Application Process

To apply for this consultancy, please submit a cover letter, CV, your daily rate and a proof of your daily rate (e.g., copy of a contract of at least 20 days that states a daily rate) to: info@napglobalnetwork.org, specifically mentioning in the subject "Short-term mission: development and piloting of a methodology for costing adaptation actions in Fiji's NAP".

In your application, please clearly demonstrate how you meet the criteria outlined above.

Application deadline: Monday, March 3rd (at midnight Fiji time)

Start date: March 16, 2020