



TERMS OF REFERENCE

National Climate Adaptation Advisor for Fiji's National Adaptation Plan (NAP) Process

April–December 2022

Background

The Fijian government launched its National Adaptation Plan (NAP) document in December 2018 at COP 24. Other milestones include the development of a monitoring, evaluation, and learning (MEL) framework for the NAP (April 2020) and the [Climate Change Bill](#) enacted in December 2021. The Bill establishes a legal mandate to review the NAP at least every 5 years. The current priorities of the government as it relates to the NAP process is to start implementing the Climate Change Bill. A revision of the NAP document is planned this year that will inform the development of a new NAP document in 2023. It is expected that the lessons learned from the review of the NAP implementation will generate lessons to accelerate the scaled implementation of climate adaptation actions in Fiji.

The Network has provided support to the NAP process in the Republic of Fiji since April 2017. Between 2017 and 2019, a NAP catalogue was developed, among other activities. The NAP catalogue is a repository of climate adaptation actions prioritized at the national level by the Fijian government. It includes: (i) a list of adaptation actions prioritized in the NAP document, (ii) a list of adaptation actions prioritized in other selected national strategic documents, and (iii) a cross-referencing system of how the adaptation actions in the NAP document are linked to other relevant national strategic documents (and vice versa). As such, the NAP catalogue could possibly be used to support the review of the NAP document in Fiji.

In 2022, the NAP Global Network will support a new in-country program with financial support from the German Federal Ministry for Economic Cooperation and Development (BMZ).

Purpose and Objectives of the Consultancy

The purpose of the consultancy is to support the Fijian Climate Change and International Cooperation Division within the Ministry of Economy to conduct a 5-year review of the NAP document and to establish the Fiji National Adaptation Registry (an electronic registry of adaptation projects, which should be publicly accessible online).

Specifically, the objectives are to:

- Establish and mobilize the NAP Steering Committee as per the requirements of the Climate Change Bill.
- Support the development of an approach for conducting the review of the NAP document including by exploring the potential role of the NAP catalogue. The review of the NAP document

will include a stocktake of the NAP actions prioritized in the NAP using the traffic light system proposed in the MEL framework for the NAP document.

- Coordinate the piloting—and then lead the full application—of the approach for reviewing the NAP document (data and information collection).
- Support data and information analysis and the documentation of the results and lessons learned.
- Coordinate stakeholder participation in the review process including through the involvement of the NAP Steering Committee.
- Support the dissemination of the results and lessons learned from the review of the NAP document as appropriate and needed.
- Update the NAP catalogue with new national policies and strategies to assess the level of policy alignment and to derive lessons on climate adaptation mainstreaming (horizontal and vertical integration).
- Develop implementation guidelines for establishing the Fiji National Adaptation Registry (e.g., to help determine such things as what the content of the registry will be, who will publish the data and information, and who will maintain the registry) based on a review of best practices associated with national (adaptation) project registries at the regional and global levels and stakeholder consultations.

The activities should support the following key principles:

- Develop a simple and practical approach for the National Adaptation Registry aligned with best practices and based on resources and capacities available.
- Build on the existing registries in place as relevant.
- Ensure that gender equality and social inclusion inform the development of the implementation guidelines for the national adaptation registry and all other activities.
- Engage and build the capacity of the Climate Change and International Cooperation Division on an ongoing basis to build strong ownership.

Key Outputs

- High-level government endorsement letter of the NAP Steering Committee (including ToRs and members list)
- Pilot report of the approach for reviewing the NAP document
- Filled data and information templates for the review of the NAP document
- Updated NAP catalogue (guidance document and two Excel spreadsheets)
- Implementation guidelines for establishing the Fiji National Adaptation Registry
- Two–three communications products (e.g., infographic, news article, poster, PowerPoint presentation)
- Monthly progress memo and meeting minutes

Deliverables

The consultancy is expected to start in April 2022 and to be completed no later than December 15, 2022.

The following table describes the anticipated key deliverables for the assignment. It is expected that specific dates for the delivery of these key deliverables will be discussed with the successful consultant.

Deliverables

1. High-level government endorsement letter of the NAP Steering Committee (including ToRs and members list).
2. Inputs to the initial drafts of the NAP progress report, including the data and information collection templates.
3. Six-page pilot report documenting the approach used, results, lessons learned, and proposed modifications/recommendations for full application based on stakeholder feedback.
4. Data and information collection plan including detailed timeline and stakeholder consultations list for rolling out the approach.
5. Filled data and information templates on the review of the NAP document.
6. Two-page on lessons learned from the process and results and recommendations for next steps based on stakeholder feedback and own analysis.
7. Inputs to the communications plan for the dissemination of the NAP review report.
8. Inputs to the final draft of the NAP progress report.
9. Two-page document on the objectives and approach for updating the NAP catalogue based on stakeholder consultations and a review of key documents.
10. Updated NAP catalogue (guidance document and two Excel spreadsheets).
11. Inputs to the implementation guidelines for establishing the Fiji National Adaptation Registry based on a review of best practices and stakeholder feedback.
12. Develop two–three communications products.
13. Meeting minutes of the NAP steering committee.
14. Monthly progress memo to the Climate Change Department.
15. Support the Climate Change Division in other tasks related to the MEL of the NAP process as needed/relevant and appropriate.

In achieving these tasks, the contractor will work with the support of an international technical advisor on MEL of national climate adaptation based remotely.

The contractor is expected to work full time over 8 months and to be based in the Climate Change and International Cooperation Division within the Ministry of Economy. Depending on the candidate’s experience and preferences, there is scope to adjust to a part-time consultancy over 8 months.

Reporting

For contractual matters, the consultant will report to IISD.

For technical matters, the consultant will work closely under the supervision of Fiji’s Climate Change Adaptation specialist at the Climate Change and International Cooperation Division and the IISD senior researcher.

The required qualifications are

- Master's degree in a relevant field.
- Minimum 5 years of relevant work experience in climate change adaptation in Fiji or the Pacific region.
- Prior experience working with national governments in Fiji or the Pacific region.
- Specific knowledge of adaptation governance, policy, and planning.
- Experience working on NAP processes and/or Nationally Determined Contributions an asset.
- Strong research, analysis, and writing skills.
- Fluency in English (spoken and written).

Salary

- Salary will be commensurate with experience and qualification.

Application Process

To apply for this consultancy, please submit the following to info@napglobalnetwork.org :

- A cover letter (one page maximum)
- A CV (two pages maximum)
- Your availability to work part-time or full-time for the 8-month period

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

Application deadline: Thursday, March 31, 2022 (at midnight Fiji time)

Star date: April 6, 2022