



TERMS OF REFERENCE

Short-Term Contract:

Internship to the Secretariat of the Joint National Action Plan 2 on Climate Change and Disaster Risk Management (JNAP Secretariat)

October 2026 - June 2027

The International Institute for Sustainable Development (IISD) is one of the world's leading independent research centers, working to promote sustainable solutions to the challenges of the 21st century. IISD has more than 30 years of experience in the field of climate change, supporting governments, development partners, civil society organizations, and businesses. IISD hosts the secretariat of the NAP Global Network, which was established in 2014 and has provided support to more than 90 developing countries on NAP processes through technical assistance and peer learning.

Background information

Through the Department of Climate Change within the Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications (MEIDECC), the Government of Tonga is advancing the national adaptation planning process to prepare the country's people and ecosystems for the impacts of climate change.

The Government of Tonga launched its second Joint National Action Plan on Climate Change Adaptation and Disaster Risk Management (JNAP 2, 2018-2028) in August 2018, with the definition of a National Adaptation Plan (NAP) and an update of the JNAP 1 (2010-2015).

The JNAP 2's vision is for "A Tonga that is resilient to the impacts of climate change and disaster risks, and is able to protect and safeguard its present and future citizens."

The **JNAP Secretariat** was established in 2011 and plays a key role in coordinating and ensuring the effective implementation of the Tonga's National Adaptation Plan (NAP), the JNAP 2, 2018-2028.

Assignment

The intern will provide on-going support to the JNAP Secretariat to coordinate the implementation of activities in Tonga's JNAP 2, including integrating gender and social inclusion considerations.

Outputs

- Monthly activity reports using a template provided by the NAP Global Network Secretariat

Anticipated timeline

Task	Output/Deliverable	Timeline
1. Monthly activity report summarizing JNAP Secretariat support for October 2026	First monthly report	October 2026
2. Monthly activity report for November 2026	Second monthly report	November 2026
3. Monthly activity report for December 2026	Third monthly report	December 2026
4. Monthly activity report for January 2027	Fourth monthly report	January 2027
5. Monthly activity report for February 2027	Fifth monthly report	February 2027
6. Monthly activity report for March 2027	Sixth monthly report	March 2027
7. Monthly activity report for April 2027	Seventh monthly report	April 2027
8. Monthly activity report for May 2027	Eighth monthly report	May 2027
9. Monthly activity report for June 2027	Ninth monthly report	June 2027

Required qualifications

- High school degree in a relevant field.
- Understanding and demonstrated interest in climate change in Tonga.
- Excellent research, analysis and writing skills.
- Strong workshop organization and facilitation skills.
- Fluency in English and Tongan (spoken and written).

Reporting and work arrangement

- The intern will work closely under the supervision of MEIDECC, Tonga
- The intern will work closely on a virtual basis with a representative of the NAP Global Network (IISD), who will provide technical guidance for the project.

Application process

To apply for this internship, please submit a statement of interest, CV (3 pages max) to info@napglobalnetwork.org, specifically mentioning in the subject "Short-term Contract: Support to the JNAP Secretariat, Tonga."

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

Application deadline: October 7, 2026

Start date: October 16, 2026

This project is undertaken with the financial support of:
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