

TERMS OF REFERENCE

Full-Time Senior Climate Change Adaptation Advisor, embedded in the Department of Climate Change, Ministry of Environment and Climate Change (MECC) in Fiji

January 2027- June 2028 (with possibility of extension)

Description of the role

Under the leadership of the NAP focal point, the senior Climate Change Adaptation (CCA) Advisor is responsible for advancing adaptation action in Fiji, within the framework of the National Adaptation Plan (NAP).

The CCA Advisor will work with actors in key line ministries as well as other development partners at the subnational, national and regional levels to advance the implementation of the NAP process.

The Advisor's work will be driven by the needs of the Adaptation Unit. They may lead and coordinate specific activities and support MECC colleagues in undertaking particular tasks. The Advisor will work closely with other units within the Department of Climate Change and mentor junior staff as relevant.

This position is funded by the NAP Global Network, which is hosted by the International Institute for Sustainable Development.

Key areas of responsibility

The support provided will be determined on a need basis. The following are the broad key areas of responsibility for the Advisor.

1. Key sector engagement and coordination

A core goal of the NAP process is to enhance coordination on adaptation and embed it at the heart of decision-making, within government systems, budgets, and routines. This effort involves building synergies with other related processes, such as the NDCs, and with themes such as loss and damage, climate-ocean nexus and health-climate nexus, to avoid duplication and ensure that these efforts reinforce each other rather than compete for attention and investment.

The Advisor will coordinate, or provide support and technical inputs for, the organization of stakeholder consultations, workshops, and technical expert meetings. Specifically, the Advisor will:

- Coordinate bimonthly meetings of the NAP Steering Committee, including by working with MECC to identify participants and develop workshop agendas, organizing logistics, and contributing to the documentation and dissemination of the meeting process and results.

- Support the establishment of Technical Working Groups, which aim to provide technical guidance and coordination support to the NAP Steering Committee on adaptation priorities in key sectors and themes.

2. **Implementation and monitoring, evaluation, and learning in the NAP process**

The CCA Advisor will work closely with MECC colleagues to support the implementation of the adaptation priorities identified in the NAP 2.0 and ongoing monitoring, evaluation, and learning in the NAP process. This may involve supporting the development of detailed costing of the adaptation priorities to advance resource mobilization. It will also involve efforts to secure and coordinate resources for implementation of the NAP from domestic and international sources as well as supporting the development and application of a MEL system.

3. **Knowledge management and communication**

The Advisor will support the Department of Climate Change in increasing the visibility of Fiji's NAP process at the subnational, national, and regional levels. They will serve as a key resource person on adaptation in Fiji, and may be called on by the Fijian government as its representative and spokesperson at national, regional, and international events. In particular, the Advisor is also expected to:

- Support the development of analysis and knowledge products as needed.
- Facilitate communication and outreach activities related to the NAP process, including by contributing to sharing up-to-date information on the Ministry's website and social media platforms.
- Prepare regular progress reports on NAP process and share with government agencies and other actors such as donors as needed and required.
- Support or develop knowledge products and information materials related to the NAP process.
- Stay up to date and keep the Department of Climate Change informed on new development related to the NAP process at the regional and international level

The Advisor is expected to integrate gender equality and social inclusion considerations throughout the above activities.

Deliverables

The Advisor will submit monthly reports to the NAP focal point of MECC and the NAP Global Network Secretariat by the last day of each calendar month that included the following:

- Work activities and deliverables completed during the reporting period.
- Observations of emerging lessons from the NAP process during the reporting period.
- Work plan for the upcoming reporting period, including expected timelines and deliverables based on agreement with the NAP focal point of MECC.

In addition to monthly reports, the Advisor will draft, or support the drafting of, success stories of change that document the results of advancing Fiji's NAP process.



Timeline

Subject to continued funding, this position is envisioned as a 1.5-year assignment, with the possibility of a one-year extension (2.5 years in total). An initial one-year contract will be offered.

Qualifications

The applicant is expected to fulfill the following requirements:

- At least ten years of work experience in a field related to sustainable development, environmental management or climate change
- At least 5 years of experience working on climate change adaptation in the context of development policies and programs in Fiji
- Master's degree or higher in a relevant field
- Familiarity with the climate and development policy context in Fiji
- Understanding of the NAP process and related international commitments
- Solid technical knowledge on climate change adaptation and links to poverty reduction and sustainable development
- Experience in policy formulation and facilitation is considered a strong asset

Duty Station

Department of Climate Change, Ministry of Environment and Climate Change, Suva, Fiji

The applicant is expected to be based in Fiji.

Expected Start Date

January 18th, 2027

How To Apply

The application must consist of a **CV and a cover letter**. The cover letter should be maximum one page in length and include your proposed monthly rate in USD, as well as the names, phone numbers and email addresses of three referees. Referees will not be contacted unless the application is shortlisted.

Submissions should be made **by email** to info@napglobalnetwork.org with the following in the subject line: **Fiji CCA Advisor: NAME OF APPLICANT**. Applications are due by **midnight FJT on December 1st, 2026**.