



Terms of Reference: National Oceans Expert (NOE)

About this document

This document specifies the terms of reference for the UNEP Climate Services and Knowledge Management Programme for the Cook Islands.

Purpose

The Green Climate Fund (GCF) approved Programme “Enhancing Climate Information and Knowledge Services for resilience in 5 island countries¹ of the Pacific Ocean” paves the way for critical climate information and data gathering, and dissemination for the benefit of communities and individuals in remote and isolated islands of the Cook Islands.

Under this approved proposal, the United Nations Environment Programme (UNEP) is the Accredited Entity (AE) to the Green Climate Fund (GCF), and will be responsible for overseeing the implementation, financial management, evaluation, reporting and closure of activities under the Programme. Each of the five participating Pacific Island countries, including the Cook Islands, has identified and then designated an Executing Entity (EE) for the programme execution. In this context in the Cook Islands has designated and received approval that the Ministry of Finance and Economic Development (MFEM), which will serve as the EE under the Programme. In addition, UNEP will undertake limited EE functions through its Sub-regional Office for the Pacific, based in Samoa.

The proposal comprises four key components: i) Strengthened delivery model for climate information services and multi-hazard early warning systems (MHEWS) covering oceans and islands; ii) Strengthened observations, monitoring, modelling, and prediction of climate and its impacts on ocean areas and islands; iii) Improved community preparedness, response capabilities, and resilience to climate risks; and iv) Enhanced regional knowledge management and cooperation for climate services and MHEWS.

The objective of the National Ocean Expert is to strengthen capacity to generate ocean data and information covering the Cook Islands in coordination with the Cook Islands Meteorological Services, Cook Islands Climate Change office, Ministry of Marine Resources (MMR), and Marae Moana.

Outputs

The National Ocean Expert (NOE) will be responsible for supporting the development of national capacity to generate ocean data and information covering Cook Islands, including through strengthening of local ocean monitoring programs and oceanographic capability. The NOE will principally support the implementation of Activity 2.2 of the Climate Services programme as per the project document.

The NOE will support and work closely with the Ministry of Finance and Economic Management (MFEM) as the National Executing Entity (EE), Cook Islands Meteorological Service, MMR and Marae Moana as well as the National Environment Service (NES) to ensure no duplication in the establishment of end-to-end ocean services.

-

¹ Cook Islands, Niue, Republic of the Marshall Islands, Palau, Tuvalu



Cook Islands Activity Management
Tarai Vaka Process

The NOE will also work in close cooperation with the Pacific Community (SPC), New Zealand National Institute of Water and Atmospheric Research (NIWA), the National Climate Expert, the National Climate Data Consultant, the UNEP Programme Coordinator in the Programme Management Unit (PMU) and other Regional Technical Partners.

The National Ocean Expert will have the responsibility for the delivery of the programme outcomes and activities in accordance with the output table below and the Results Management Framework/Logical Framework of the Funding Proposal.

The NOC will be based in the CIMS Office.

No.	Output	Inputs/tasks	Due date
1	Programme Coordination Work with the National Programme Implementation Manager, National Climate Expert, National Climate Data Consultant and the National Finance Officer to coordinate activities under Result area 2 related to Oceans and Climate Services, particularly Activity 2.2	<ul style="list-style-type: none">• Ensure coordination of the ocean information services plan with the EE, CCCI, CIMS, Marae Moana, and MMR in terms of the ocean information services needed• Establish the end-to-end ocean information services, types of activities, key agencies to be involved and a budget outline	



2	<p>Programme Implementation</p> <ul style="list-style-type: none">• Prepare a plan to highlight how the Programme will establish end-to-end ocean information services, including activities, agencies involved, budget implication• Provide to community stakeholders, on the basis of the ocean information services plan, a suite of products and services available to enable tangible evidence the plan is working• Support implementation of Activity 2.2 “Strengthen ocean and climate modelling and impact-based forecasting”	<ul style="list-style-type: none">• Development of a plan to establish end to end ocean information services, including agencies roles and budget implication• Prepare a community stakeholder engagement plan and coordinate with other programme activities• Support the installation, operation and maintenance of equipment for ocean monitoring and observation• Conduct routine ocean monitoring and integrated ocean and coastal impact surveys, with technical assistance from the Pacific Community (SPC)• Conduct in-situ coral mapping and monitor threats to coral reefs resulting from warming and bleaching, with technical assistance from SPC• Undertake ocean modelling and prediction for the delivery of downscaled ocean information and forecasts, with technical assistance from SPC• Develop an ocean modelling framework that will link large-scale regional drivers to local impacts, including analysis of long-term large scale ocean and atmospheric data and statistical and dynamic downscaling of ocean information, with technical assistance from SPC• Serve as a national administrator for the ocean data management system to be established under the Programme• Publicise the ocean data management system and Pacific Ocean Portal to extend their user	
---	--	--	--



Cook Islands Activity Management
Tarai Vaka Process

No.	Output	Inputs/tasks	Due date
		<p>base and to help users of ocean data to maximise their skills in data management and its application</p> <ul style="list-style-type: none">• Track the use and application of the ocean data management system• Ensure that new ocean data is fed into the regional Pacific Ocean Portal• Conduct ocean data stakeholder engagement workshops to enhance awareness and understanding of ocean information services and its applications	
3	Knowledge Management	<ul style="list-style-type: none">• Enhance understanding amongst national stakeholders on the use of ocean data to understand weather and climate impacts and to inform effective adaptation planning• Establish two-way user feedback mechanisms to ensure that delivery of information is effective and is modified if required• Participate in training and mentoring related to ocean science, monitoring, forecasting and ocean information services, as required• Work with the National Ocean Experts in the other Programme countries to ensure coherence and maximise synergies, knowledge sharing and lessons learnt	



Methodology

The NOE must take a professional, transparent, participatory and culturally appropriate approach. In addition, they must also operate in accordance with all Cook Islands law, regulations and procedures, particularly the:

- Cook Islands Government Financial Policy and Procedures Manual
- Tarai Vaka Process activity management system
- the Cook Island Environment Act 2003 and all subsequent amendments
- Marae Moana Act
- Marine Resources Act, and
- Environment Act

Expected Competencies

It is expected that the supplier will have the following key competencies:

- Demonstrated knowledge and skills in ocean and/or marine science and oceanography
- Ability to support ocean data analysis and applications in climate change and/or environmental-related reporting and planning
- Ability to undertake statistical and dynamic downscaling of ocean information is an asset
- Demonstrated understanding of climate change risks, hazards and impacts in Cook Islands
- Comprehensive understanding of the oceans sector at policy and technical levels
- Competency in economic and/or commercial analysis
- Proven familiarity with the marine sector and small communities, including the appreciation of the logistical challenges of working in isolated communities
- Experience of marine resource assessment and product development
- Excellent English written, verbal and visual communication skills
- Strong organisational and time management skills
- Strong interpersonal skills and ability to establish and maintain good working relations across a wide range of stakeholders (government, development partners, NGOs, academia, private sector, etc.)
- Excellent computer skills (MS Office applications) and ability to use information technologies as a tool and resource

Required Skills and Experience

The successful applicant(s) will have:

1. A university degree in one of the following: Ocean Science, Marine Science or a related field as this will be a technical role requiring oceanographic capability
public or business administration, marine sector governance management and/or economics;
2. Experience of at least 5+ years at a senior level in designing, implementing, monitoring or evaluating of ocean/marine science projects
3. Experience with remote sensing and in-situ ocean and coastal impact data collection and analysis



Cook Islands Activity Management
Tarai Vaka Process

4. Experience in facilitating the training and ongoing engagement of multiple stakeholders in ocean and/or marine science is an asset
4. Experience preferably in the Cook Islands
5. Proven consultancy experience in the Pacific would be desirable
6. Strong communication, report writing and interpersonal skills; and

Performance Standards

Quality standards that apply and how they will be measured (optional):

Standards for Technical Advisors

The NOE will operate to high standards of professionalism, transparency, and demonstrate focus on capacity development where possible.

Quality of work

Quality standards will be measured by the contracting agency/steering group when appraising outputs. If necessary, internal or external specialist assistance will be sought for this purpose.

General

All Services must be provided in a professional manner and in accordance with reasonable expectations of the Cook Islands Government. In respect of implementation, suppliers must meet or exceed the applicable targets stated in the outputs table/results framework. The services will also be delivered in a manner which provides the best outcomes in terms of the Development Effectiveness criteria specified by the OECD Development Assistance Committee (DAC): relevance, efficiency, effectiveness, impact, and sustainability.



Brief history of the programme/activity

Provide a brief background of the activity in this section. Outline how the project came about and what it is linked to.

The overall goal of the Programme is to increase the resilience of populations in the Cook Islands, Niue, Palau, the Republic of the Marshall Islands (RMI) and Tuvalu to climate change and climate-related hazards, through the delivery of timely, accurate and actionable climate and ocean information and early warnings to facilitate climate-resilient policy, planning, preparedness and response actions.

The Programme will establish integrated climate and ocean information services and multi-hazard early warning systems (MHEWS) in five Pacific Small Island Developing States (SIDS): Cook Islands, Niue, Palau, RMI and Tuvalu. This will be achieved through the following four inter-related Programme Results:

Programme Result 1:

Strengthened delivery model for climate information services and MHEWS covering oceans and islands. This will put in place the institutional frameworks, market analyses, financial policies and mainstreaming of climate risk knowledge to underpin a sustainable business delivery model for climate services.

Programme Result 2:

Strengthened observations, monitoring, modelling and prediction of climate and its impacts on ocean areas and islands. This will transform the five National Meteorological and Hydrological Services (NMHSs) from WMO Basic (Category 1) to Essential (Category 2) level; meet the surface-based standards of the Global Basic Observing Network (GBON); establish end-to-end Ocean Information Services; establish Quality Management Systems (QMSs); and support Impact-based Forecasting – with a focus on building in-country capacity for long-term sustainability.

Programme Result 3:

Improved community preparedness, response capabilities and resilience to climate risks. This will establish last-mile delivery of early warning and early action in island communities through enhanced warning communication, dissemination, and building preparedness and response capacities. It will also introduce Forecast-based Financing to facilitate the shift from traditional reactive responses to pre-event early action.

Programme Result 4:

Enhanced regional knowledge management and cooperation for climate services and MHEWS. This will optimise synergies among the Programme countries; establish an interactive ICT platform and harmonised data management; institute joint learning and training through WMO and other training centres; and foster networking and mentoring in support of Programme implementation.

The Programme will be executed by five national Executing Entities (EE) designated by the Government in each country. The national EE for Cook Islands is Ministry of Finance and Economic Management (MFEM). The MFEM will be accountable to UN Environment Programme (UNEP) for Programme execution in Cook Islands, and for the effective and efficient use of resources. In addition, UNEP will undertake limited EE functions through its Sub-regional Office for the Pacific, including in the context of Programme Result 4 focusing on regional knowledge management and cooperation. Consultants and Technical Partners will be contracted to undertake relevant activities as appropriate.

Technical Partners will include the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Community (SPC), Australian Bureau of Meteorology (BoM), New Zealand National Institute of Water and Atmospheric Research (NIWA), the U.S. National Oceanic and Atmospheric Administration (NOAA), the



Cook Islands Activity Management
Tarai Vaka Process

International Federation of Red Cross and Red Crescent Societies (IFRC), University of Hawai'i (UH), East-West Center (EWC) and APEC Climate Center (APCC), with technical advice from the World Meteorological Organization (WMO).

UNEP is the Accredited Entity (AE) to the donor, the Green Climate Fund (GCF), and will be responsible for overseeing the implementation, financial management, evaluation, reporting and closure of activities under the Programme. UNEP will ensure that the Programme is implemented according to the policies and guidelines of UNEP and the GCF.

The Programme will be implemented across 5 years beginning 13 September 2021 or the date of effectiveness of the Funded Activity Agreement between the GCF and UNEP.

Relevant reports/documentation

The following key documents provide for how the NPIM will function, and responsibilities under the project

- **Full Approved Project Funding Proposal** - Enhancing Climate Information and Knowledge Services for resilience in 5 island countries of the Pacific Ocean
- **Full Approved Project** Logical Framework and Budget for the Project

Other related activities and/or donor engagements

Outline any other activities related to this TOR and/or any related donor support, projects, etc.

NIL

Issues, risks or constraints

- The consultant is unable to travel to Cook Islands or liaise with key stakeholders due to external factors – *low risk*.
- The collection of specific information/data is curtailed by a third-party (e.g. gov agency unable to provide documents) – *low/medium risk*.

Governance and management

The Ministry of Finance and Economic Management is the Executing Entity (EE) and is responsible for programme execution while partnering with the Climate Change Cook Islands, Cook Islands Meteorological Services and other programme stakeholders to achieve the programme outcomes.

The NOE will be based at the CIMS office and reports to the Director of CIMS and the Ministry of Finance and Economic as the national EE.

Approved by: (signature)	
Title and Ministry/Agency/Dept:	
Date:	



Cook Islands Activity Management
Tarai Vaka Process