

# D5 - Te Tarai Vaka Cook Islands

---

## Terms of Reference: THE NATIONAL DESIGNATED AUTHORITY (NDA) ADVISOR FOR THE COOK ISLANDS READINESS PROGRAMME UNDER THE GREEN CLIMATE FUND (GCF)

29th  
November  
2017

*Prepared by: Office of the Prime  
Minister and Ministry of Finance  
and Economic Management.*

### About this document

This document specifies the terms of reference for the Cook Islands National Designated Authority (NDA) Advisor for The Cook Islands Readiness Programme under the Green Climate Fund (GCF)

### Background & Objective

The Office of the Prime Minister's Climate Change Cook Islands (CCCI) Division is responsible for the engagement and coordination of national projects and capacity building initiatives supported by the Green Climate Fund (GCF).

The Division has worked with the GCF since 2015 as the focal point, referred to as the National Designated Authority (NDA), to develop and implement the country's first readiness support programme in 2016 to strengthen its capacity and understanding of the GCF's operations, develop GCF products specifically for the national level, and have collaborated with the Ministry of Finance and Economic Management (MFEM) to consult and raise awareness of the GCF amongst stakeholders.

In 2017 CCCI and MFEM will continue its engagement with the GCF focussing on climate change priorities aligned to national policies.

## Timeframe and Report

1. The NDA Advisor's role will be directly managed by the NDA for a period of twenty-four months. The role is primarily focused on supporting the NDA in the development of a GCF Country Programme.
2. The National Advisor will report to the NDA or other staff as needed, responding to the readiness and preparatory support needs of the Cook Islands.
3. The Advisor will work in accordance with the project's logical framework, budget and procurement plan which has been approved by the GCF Secretariat. The Advisor will contribute towards achieving the expected results as mentioned in the logical framework.

## Scope of Work:

The Advisor's duties will include, amongst others;

- Ongoing strengthening of the NDA capacity to act as the primary communication channel with the Fund as well as stakeholders at the national and sub-national levels, including government, civil society and private sector actors consistent with the Fund's Initial best practice options for country coordination and multi-stakeholder engagement.
- Carry out multi-stakeholder consultations to identify climate change related priorities that can contribute to the development of a country programme.
- Ongoing development of online material on nominations/no objection of entities (sub-national, national or regional, public and private) seeking accreditation to the fund under the direct access track.
- Working with the Communications Consultant liaise with relevant government agencies and other stakeholders as needed, and providing information to stakeholders on an ongoing basis through appropriate channels.
- Continue to institutionalise and refine, in-line with national systems, the no-objection procedure of concepts/proposals through the development of software/templates which processes, files, and stores project concepts and proposals submitted to the NDA to ensure transparency and consistency of funding proposals with national climate change plans and priorities.
- Working with the Communication Consultant convene information/consultation workshop/s to facilitate a shared understanding of the Fund, how it can be accessed and existing opportunities for the different sectors.
- Conduct an inter-ministerial meeting in order to inform about the results of the readiness phase and the strategy beyond the readiness support.
- Assist in institutional strengthening through the implementation of national plans that can be supported through climate change funds.
- Work with the NDA to identify country priorities for engagement with the Fund, particularly with regard to accessing and utilising the Project Preparatory Facility (PPF), the Simplified Approval Process (SAP) and other GCF financing windows
- Work with the NDA to engage with the private sector and Civil Society to ensure they are included in the decision making aspects of the country programme.
- Support the NDA and Communication Consultant in preparing notes on lessons learned from the GCF country programme preparation process
- Lead the development of the GCF Country Programme and Country Programme Manual
- Conduct training for NDA, MFEM and NSDC on GCF policies and procedures and the Cook Islands GCF no-objection procedures
- Facilitate the review of the GCF Country Programme document (as this is a living document)

The assignment is for twenty-four months and the Advisor will be expected to travel to the Outer Islands to hold consultations.

## Expected deliverables

The national Advisor is expected to deliver the following key outputs before the end of his/her assignment:

- strategic planning process
- refine and update online material on nominations/no objection of seeking accreditation to the fund under the direct access track.
- update no-objection procedure on funding proposals submitted to the GCF
- stakeholders meetings and workshops materials, minutes and participants lists
- report on identification of priority sectors listed in the country programme to be financed by the fund
- assessment on the country's top readiness priority investment needs
- an approved GCF country programme

## Expected Competencies

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

- Solid knowledge of core governmental policies and national systems, in relation to the Development field.
- Capacity to analyze and apply policies to projects and assignments.
- Excellent oral and written command of the English language and good knowledge of Cook Islands Maori
- Experience in public relations and communications
- Excellent analytical skills
- Excellent team-building and interpersonal skills

## Appendix 1: Outputs

No.	Tasks	Outputs	Due date
1	Ongoing strengthening the NDA capacity to act as the primary communication channel with the Fund as well as stakeholders at the national and sub-national levels, including government, civil society and private sector actors consistent with the Fund's Initial best practice options for country coordination and multi-stakeholder engagement.	<p>Conduct two training sessions with the NDA and MFEM.</p> <p>Lead the consultations with key stakeholders and consolidate priorities through the completion of a report.</p>	
2	Lead the development of the GCF Country Programme and Country Programme Manual	<p>Develop country programme document</p> <p>Develop country programme manual</p>	
3	<p>Carry out multi-stakeholder consultations to:</p> <ul style="list-style-type: none"> <li>• identify climate change related priorities that can contribute to the development of a country programme.</li> <li>• facilitate a shared understanding of the Fund, how it can be accessed and existing opportunities for the different sectors.</li> </ul>	<p>Conduct one large consultation in Rarotonga</p> <p>Conduct one consultation for Pa Enea</p> <p>Conduct one consultation for NGO's, non state actors, private sector and civil society.</p>	
4	With the Communication Consultant develop the strategic planning process, including liaising with relevant government agencies and other stakeholders as needed, and providing information to stakeholders on an ongoing basis through appropriate channels.	Provide updates through the climate change platform quarterly meetings	
5	Continue to institutionalise and refine, in-line with national systems, the no-objection procedure of concepts/proposals through the development of software/templates which processes, files, and stores project concepts and proposals submitted to the NDA to ensure transparency and consistency of funding proposals with national climate change plans and priorities.	<p>No objections procedure and screening document checklist</p> <p>No objections procedure database</p>	
6			

No.	Tasks	Outputs	Due date
7	Provide updates to the national decision making body – NSDC and interministerial level in order to inform about the results of the readiness phase and the strategy beyond the readiness support.	Progress updates to NSDC and cabinet	
8	Identify country priorities for engagement with the Fund.	Country project ideas identified and incorporated into the Country programme (through national stakeholder workshops and meetings)	
9	Engage with the private sector and Civil Society to ensure they are included in the decision making aspects of the country programme.	Ensure PS and CS are included in all workshops and stakeholder consultations	
10	Compile meetings minutes and participants lists and share them with relevant audience; Continue to strengthen the capacity building and professional development of key staff involved in Climate Change.	All meetings and workshops minuted and documented	
11	Support the NDA in preparing notes on lessons learned from the GCF country programme preparation process and the readiness programme.	Lessons learned paper/report developed	
12	Conduct training for NDA, MFEM and NSDC on GCF policies and procedures and the Cook Islands GCF no-objection procedures.  Assist in institutional strengthening through the implementation of national plans that can be supported through climate change funds.	Provide regular training meetings with NDA, MFEM and NSDC (where possible) to strengthen capacity	
13	Assist in project proposal development/s with identified accredited entity	Assist in developing pipeline projects ie) Battery Storage proposal with ADB	
14	Facilitate the review of the GCF Country Programme document (as this is a living document)	Reviewed and updated Country Programme	2018
15	Carry out all duties relevant to the NDA Advisor in the Country programme readiness support logframe.	Reviewed and updated Country Programme	2018