

D5 - Te Tarai Vaka Cook Islands

Terms of Reference: NDA CONSULTANT – POLICY ANALYST TO ASSESS, REVIEW, AND DRAFT THE CLIMATE CHANGE POLICY THROUGH THE COOK ISLANDS READINESS PROGRAMME UNDER THE GREEN CLIMATE FUND (GCF)

31st July
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 NDA Consultant - Policy Analyst to assess, review, and draft the Climate Change Policy through 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.

The objective of this assignment is to review and update the existing climate change policy to ensure that the policy continues to respond to the impacts of climate change from the national and the community level.

The policy will review the Paris Agreement and the Decisions and integrate the obligations of the country in to the policy.

Timeframe and Report

1. The NDA Consultant - Policy Analyst will report to the Director, Climate Change Cook Islands and/or other staff as needed, and when required this person will also provide a progress report.
2. The consultant undertaking this work will also be required to contribute into the development of the Green Climate Fund's Country Programme.

Scope of Work:

The consultant's duties will include, amongst others;

- Review the existing national Climate Change Policy and the Paris Agreement and its Decisions and update to ensure the Climate Change policy is reflective of Paris Agreement decisions.
- A SWOT assessment of climate change mainstreaming within sector plans and policies, utilising as the basis of work the 2013 Review of mainstreaming of climate change into national plans and policies, and the 2013 Cook Islands Climate Change Policy Assessment Report.
- Carry out key stakeholders consultations to assist the development of the Climate Change Policy
- Work closely with the NDA Consultant, Communication Consultant, CCCI staff and the Development Coordination Division, Ministry of Finance and Economic Management.
- On the basis of these findings draft the national climate change policy
- Contribute input to the development of the Country Programme
- Work with ESS specialist on the ESS policy to ensure it is aligned with the GCF ESS requirements
- Work with the Gender specialist on the Gender policy to ensure it is aligned with the GCF Gender policy requirements
- Assist in strengthening the No Objections procedure and the No objection screening form.

Expected deliverables

The NDA Consultant - Policy Analyst is expected to deliver the following key outputs below and in the output table attached before the end of the assignment:

- A report based on the findings of the review
- Draft the national climate change policy
- Provide input and support the development of the country programme
- Two progress reports provided and one completion report provided and the end of contract

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 development projects/programmes in the Cook Islands or pacific environment
- Understanding of the socio-economic context of the Cook Islands
- Proven work experience in policy development and analysis
- Excellent analytical skills with demonstrated ability to analyse interpret and make sound judgements
- Strong communication and interpersonal skills (written and verbal)

OUTPUT TABLE

No.	Tasks	Output	Due date
1	Review the existing national Climate Change Policy and the Paris Agreement and it's Decisions and update to ensure the Climate Change policy is reflective of Paris Agreement decisions.	Climate Change Policy Review and recommendations Report Review basis for legislation	
2	A SWOT assessment of climate change mainstreaming within sector plans and policies, utilising as the basis of work the 2013 Review of mainstreaming of climate change into national plans and policies, and the 2013 Cook Islands Climate Change Policy Assessment Report.	Complete a SWOT and recommendations to address weaknesses and gaps to strengthen policy and procedures.	
3	Carry out key stakeholders consultations to assist the development of the Climate Change Policy On the basis of these findings draft the national climate change policy	Climate Change Policy Draft (that encompasses all climate change related policies)	
4	Contribute input to the development of the Country Programme	Review Country Programme Document to identify policy requirements	
5	Work with ESS specialist on the ESS policy to ensure it is aligned with the GCF ESS requirements	Review existing TTV (activity framework) and identify policy gaps to strengthen ESS	
6	Work with the Gender specialist on the Gender policy to ensure it is aligned with the GCF Gender policy requirements	Updated National Gender Policy that encompasses GCF requirements	
7	Work with MFEM to identify policy gaps to obtain NIE accreditation	Review feedback from NIE accreditation to address policy gaps	
8	Assist in strengthening the No Objections procedure and the No objection screening form.	Finalised no-objection procedure and project screening form.	