

## **Annex A: Terms of Reference**

### **Project Officer**

#### **Background and Rationale**

Pacific National Meteorological and Hydrological Services (NMHS) play a pivotal role in monitoring weather, climate, and hydrological hazards. Still, many operate with infrastructure and staffing constraints that limit their capability. Many staff are weather observers, and a few NMHSs in the region have established climate services, but tailoring support for sectors continues to be an ongoing challenge.

The EU signed a EUR 85 million Financing Agreement (FA) with the ACP Secretariat for the implementation of the “Intra-ACP Climate Services and related Application programme” (also called "ClimSA") financed under the 11th European Development Fund. The overall goal is to support the climate information services value chain with technical and financial assistance, infrastructure and capacity building. This will result in improved access and use of climate information and enable and encourage the generation and use of climate services and applications for decision-making at all levels.

The Secretariat of the Pacific Regional Environment Programme (SPREP) is the lead agency for implementing the Pacific component of ClimSA, with a budget of EUR 9m. This programme is timely and necessary for the Pacific since climate variability and change already have and will continue to severely impact national economies and key socio-economic sectors without this large-scale resilience intervention.

All Pacific ACP (Cook Islands, Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Kiribati, Solomon Islands, Tonga, Tuvalu, and Vanuatu) members will indirectly benefit from the Action with the recognition of Kiribati, Nauru, and Tonga to also benefit from upgrading their weather observations stations to improve the quality of the climate data to support tailored products for decision making.

#### **Services Required**

Kiribati Meteorological Service (KMS) is seeking a suitably qualified Project Officer (PO) in Kiribati to be appointed on a full-time service basis following the Government of Kiribati National Condition of Service (NCS) to implement ClimSA Kiribati activities and provide Project proposal support/services to the Kiribati Meteorological Service Division under the Office of Te Beretitenti KMS/OB.

#### **Scope of Work**

The PO to lead the implementation of ClimSA-related activities for Kiribati in ensuring that the ClimSA activities are implemented in accordance with the project scope and

objectives set out by ClimSA in consultation with the Project Manager within SPREP and the Director of KMS and to Support KMS in developing project proposals required with the guidance of Director of KMS and the Secretary Office of Te Beretitenti.

Specific activities include but not limited to:

- ✓ Manage, Coordinate and implement of ClimSA activities in Kiribati.
- ✓ Prepare work plans and budgets for ClimSA Kiribati-related activities for endorsement by KMS/OB, partners and particularly SPREP.
- ✓ Report and provide feedback on the project strategies, activities, progress and challenges to the Director KMS and Secretary Office of Te Beretitenti
- ✓ Support the assessment of existing gaps in climate observing networks on the produced climate services and develop a plan for Kiribati to improve observations to support climate services. Produce a detailed procurement plan.
- ✓ Supporting capacity gaps assessment and development and demonstrating the national climate services value chain.
- ✓ Support the organisation and facilitation of national and sectoral forums (e.g., NCOF),
- ✓ Development and demonstration of the National Climate Services production chain. Leading with the support of SPREP and technical partners to effectively implement and report on successes and learning of this initiative at the national and regional levels. Responsible for the development of the sustainability plan for NCOFs and sectoral products.
- ✓ Strengthen relationship and communication between NMHSs and sectors; collect information to inform tailored products, support development of case studies and other relevant national activities of the Action.
- ✓ Perform monitoring and evaluation functions and progress reports, and work closely with the Knowledge Brokerage Officer based at SPREP to increase the visibility of the ClimSA project at the national level.
- ✓ Ensure the definition and timely implementation of the monitoring and evaluation (M&E) plan, including adherence to experimental design principles. workshops and training, and reports on successes and learning from initiatives under the Action.
- ✓ Ensure coordination of project activities with other ongoing, in-country initiatives.
- ✓ Develop project proposal required by KMS/OB and build relations between KMS/OB with potential donors and lead marketing and negotiations on KMS/OB project proposals.
- ✓ Any other work assigned by the ClimSA team and KMS/OB.

## **Requirements**

- ✓ Should be an I-Kiribati or Kiribati citizen legally entitled to work in Kiribati.
- ✓ Minimum qualifications of at least a bachelor's degree in Climate Science, Climate Change, Geography, Environmental Science, or Meteorology with good experience in managing Projects and developing project proposals.

- ✓ At least 3 years of experience in the climatology field, with at least 2 of those years providing technical assistance on climate or climate change and disaster resilience projects, preferably nationally or within the Pacific Islands region.
- ✓ Demonstrated experience in project management with involvement in climate research as well as excellent knowledge of, and a demonstrable track record working on Pacific Islands Climate Services panels, climate change and disaster resilience, vulnerability reduction and climate change adaptation and mitigation projects, preferably in the Pacific Islands region, with excellent knowledge of emerging climate change and disaster resilience issues and challenges faced by the Pacific region.
- ✓ Strong track record in project development and management, including work planning, partner oversight, reporting, monitoring, and evaluation.
- ✓ Record of successfully working with Kiribati Agriculture & DRR sector stakeholders and establishing cooperation networks will be an advantage.
- ✓ Strong strategic advisory and analytical skills with a demonstrated ability to establish and implement work plan objectives and design and conduct training programmes.
- ✓ Excellent written and verbal communication skills in both English and Kiribati, including high presentation and Interpersonal skills, with a proven ability to synthesise information and communicate effectively to multiple audiences.

### **Remuneration**

- ✓ Remuneration is **AUD32,000 per annum**. The payment schedule will follow the Government of Kiribati Salary schedules (fortnightly) and KPF and tax included. Payment will be based on a satisfactory report in accordance with the agreed work plans and project deliverables.
- ✓ Provided with an annual leave grant of **AUD3,000 per annum**.
- ✓ Housing Allowance of **AUD200 per month**.
- ✓ There will be an operational budget for agreed disbursements, including travel and per diem. Travel throughout the focal area will be required and paid for through the individual project's travel budget.

### **Work arrangements**

The Officer will be based at the Kiribati Meteorological Service Division at Temakin Betio. The Officer will work under the direction of the Director, of the Kiribati Meteorological Service Division and submit reports through the Director to the ClimSA Project Manager at SPREP against agreed work plans and project deliverables.

### **Duration of the Service**

The Service will commence as soon as practicable and will be for the next 36 months but the contract will be renewed on annual basis depend on performance.