

TERMS OF REFERENCE FOR CLIMATE CHANGE MONITORING & EVALUATION OFFICER

ROLES AND RESPONSIBILITIES

- Assist PMC in monitoring the Programme's approved logical framework against tentative 2-Year implementation workplan.
- Develop an M&E and Performance Indicator framework for the Programme in alignment with the existing JNAP2 M&E System Guide and Standard of Procedure (refer to DCC) for evaluating progress of achieving national climate change targets.
- Conduct periodic evaluation and provide quarterly progress reports on implementation status of Programme activities then share with PMU for feedback and PMC
- Assist short-term specialist in mapping of CSO- and DPO- led climate change – related adaptation and mitigation initiatives including any relevant projects/programmes to build environmental sustainability and disaster resilience on-ground
- Conduct meetings to confirm approaches for scaling up community and ecosystem-based resilience in Tonga in collaboration with relevant sectors through the JNAP NGO Forum
- Provide report of prioritized best practices for scale up to seek financial support from the GCF's Simplified Approval Process (SAP) funding modality in alignment with existing project concepts under development by the NDA (Department of Climate Change)
- To recommend or develop appropriate Database in order to conduct Data Collection which will be conducted on the following where relevant:
 - o For all related project activities including but not limited to workshop trainings both at national and regional level, meetings etc.
 - o CSOs & DPOs climate change related projects from previous years and so forth
- Any other duties as requested by the PMC and/or Executive Director of the Civil Society Forum of Tonga

SALARY AND ALLOWANCE

Salary range will be between TOP\$20,000 to TOP\$30,000

QUALIFICATIONS

- Bachelor's Degree with at least 3 years working experience or Postgraduate Diploma in a relevant field

SKILLS & WORK EXPERIENCE

- Must have at least over 2 years of experience in Project work related to Climate change
- Must have at least some experience working in the Civil Society Sector (CSO) at National, Regional and International Level including working with donor partners, development partners and Tonga Government and other key stakeholders
- Has a very good understanding of Climate Change in the Pacific Region & Tonga
- Has a very good understanding of Climate Change and its impact on Tonga's most vulnerable groups including People with Disabilities (DPOs), Women and Children, Elderly and minority groups
- Has an excellent understanding of the Civil Society Forum of Tonga (CSFT) and Lavame'ata'eiloa People with Disabilities Association (LATA) and their respective work in relation to Climate Change Issues in Tonga.
- Personal organization and ability to manage workload

- Has strong communication and interpersonal skills with the ability to address a broad range of audiences and is fluent in both English and Tongan speaking and writing.
- An excellent team leader and player
- Is a people's person and has a good sense of humor
- Can work well with the project Target audience and direct beneficiaries who are CSOs and Community Based Organisations

DURATION

This Project will run for a period of two year (2 years).

PERFORMANCE MONITORING

The **CLIMATE CHANGE MONITORING & EVALUATION OFFICER** reports directly to the PMU and or Executive Director of the Civil Society Forum of Tonga.

For further enquiries, please contact the Ministry of Finance (Saane Lolo – Deputy CEO of the AID Management and Resilience Development Division) at slolo@finance.gov.to

Endorse by,

Salesi Pongi

Acting Deputy CEO

Aid Management and Resilient Development Division