

TERMS OF REFERENCE FOR CLIMATE CHANGE POLICY OFFICER (FULL-TIME POSITION)

ROLES AND RESPONSIBILITIES

- Ensure that the non-government sector is fully involved in all national, subnational and community planning of climate change decision-making and implementation of activities
- Work closely with CSFT, Disability Taskforce and Policy Division under Department of Climate Change in mainstreaming climate change across all strategic frame-working and integrating needs of most vulnerable groups in all climate change country programming
- Conduct or participate in regional workshops to identify climate change priorities that can be CSO-led then draft a regional Climate Change Agenda then disseminate to relevant stakeholders for comments and feedback on finalizing a Pacific Engagement Strategy for crowding-in CSOs/DPOs participation in achieving nationally determined adaptation and mitigation targets
- Assist the PMC in reporting project activities to the JNAP Secretariat and NGO Forum, CSFT and Disability Taskforce (under Social Protection Division-Ministry of Internal Affairs) in alignment to the TSDF II, JNAP2, Tonga Climate Change Policy, NDC2, Tonga GCF Country Programme, etc.
- Conduct National workshops to:
 - Establish CSOs in the monitoring of JNAP targets, NDCs and Climate Change related frameworks
 - Mainstream climate change – related priorities of DPOs (People with Disabilities) into all adaptation planning.
 - Utilize online training and informational toolkits to enhance knowledge of climate change impacts and solutions at community and sectorial levels.
 - Conduct policy strengthening workshops for CSOs and DPOs where needed.
- 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 per annum

QUALIFICATIONS

- Bachelor's Degree in relevant field with at least 3 years' working experience or Postgraduate Diploma in Climate Change, Environmental Studies, Political Science, Law, etc.

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 including the JNAP2, NDC2, National Climate Change Policy, TSDF II, FRDP, Paris Agreement, UNFCCC, etc.
- 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 Organizations

DURATION

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

PERFORMANCE MONITORING

The **CLIMATE CHANGE POLICY OFFICER** 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