

TERMS OF REFERENCE FOR CLIMATE CHANGE TECHNICAL OFFICER

ROLES AND RESPONSIBILITIES

- Work with the Programme Management Coordinator (PMC) to prepare and conduct the first Inception Workshop with all key stakeholders including the Ministry of Internal Affairs, the NDA office (Department of Climate Change), and Delivery Partner (Ministry of Finance)
- Develop a 2-Year capacity building workplan based on the approved Programme activities to strengthen knowledge on climate change impacts and relevant adaptation solutions at the subsector and community levels
- Develop training module including trainer manual and informational toolkit for CSOs and DPOs aligned to existing training materials from DCC and/or the Pacific, then conduct trainings with stakeholders focusing on most vulnerable groups (women, children, disabled, low-income families, disaster-prone areas)
- Draft training agendas and share with PMU staff for feedback and further preparation
- Conduct training evaluations at the end of every workshop with Participants
- Prepare and submit end of workshop training reports to PMC
- Upload finalized & approved training materials on DCC portal, CSFT and MIA websites.
- Work with M&E Officer to design and develop a training database that will be used to document all trainings conducted, participants attended, training hours accomplished etc. of all GCF training/workshops in Tongatapu and outer islands.
- Must be able to travel to outer islands and conduct trainings there with PMC and other team members where relevant
- Any other duties as requested by the PMC and or Executive Director of the Civil Society Forum of Tonga

SALARY RANGE

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 Science, 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
- 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 and Building Resilience to Disaster 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 Technical Officer reports directly to the PMC under 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