



## **Consultancy Terms of Reference**

### **Pacific Islands Climate Action Network COP23 Project Officer – Consultancy Role**

<b>Responsible to:</b>	PICAN Coordinator
<b>Accountable to:</b>	PICAN Board
<b>Duration:</b>	Three months, part-time consultancy role (2 days a week) (Possibility for extension until November 30, 2017, depending on further funding)
<b>Location:</b>	Suva, Fiji
<b>Budget</b>	FJD\$6,500.00

#### **1. PURPOSE**

The Pacific Islands Climate Action Network (PICAN) COP23 Project Officer's role is to support PICAN's campaigning and advocacy in the lead up to the 23<sup>rd</sup> Session of the Conference of Parties to the United Nations Convention on Climate Change (COP23) to be held in Bonn, Germany from 06 - 17 November 2017 and to help ensure PICAN acts as an effective network of civil society actors campaigning for climate justice. Specifically, the COP23 Project Officer will support the development of policy positions and briefings, engagement with the Fiji COP Presidency, and the participation of PICAN members and other CSOs in the COP23 process. This role will focus on implementing the COP23 segment of the agreed PICAN Strategic Framework, working with the PICAN Coordinator and PICAN members.

The role is on a consultancy basis, however communications and domestic travel expenses will be provided.

#### **1. BACKGROUND**

Pacific island communities are already vulnerable to climate-related hazards including droughts, floods and intense cyclones. Without stronger international action, island communities will face ever-greater threats from changing rainfall patterns, ocean acidification, coral bleaching, salination and inundation from sea-level rise. Island communities who grow their own food and rely on resources from the sea are especially vulnerable to the effects of a changing climate.

Any action at the country, regional or international level must include the voices of Pacific Island communities and civil society, to ensure that any agreements, policies, financial mechanisms or programs put in place support the aspirations and needs of women, men and children in the Pacific.

The Pacific region is home to a diverse range of civil society and faith based organisations who are working towards real climate action, and many of these groups have already come together under the Pacific Islands Climate Action Network (PICAN). PICAN is a regional alliance of non-governmental organizations (NGO's), civil society organizations (CSO's), social movements and not-for-profit organizations from the Pacific islands region working on various aspects of climate change, disaster risk and response and sustainable development. PICAN is also the Pacific regional node of the Climate Action Network International. By coordinating members and other allies, convening spaces for knowledge sharing and building engagement within the network, PICAN acts as a platform for a unified Pacific voice that is campaigning to prevent harmful climate change. Working with CAN and PICAN members' global networks, PICAN ensures the Pacific is represented at the global level.

In order for PICAN to function at its best, it needs dedicated coordination support. The role of COP23 Project Officer is being created by PICAN to ensure that PICAN is able to maximize the opportunities presented by Fiji's Presidency of COP23.

## **1. SCOPE**

This 3-month part time contract is a new role to support the implementation of PICAN's strategy for COP23, in particular work on policy development, engaging with government, and supporting members' participation in the implementation of PICAN's COP23 strategy. The PICAN Board and PICAN Coordinator will seek to secure funding to enable the role to continue until the end of November.

This role will ensure PICAN becomes the Pacific civil society focal point for COP23, and engages strategically with the Fiji Government in its preparations for COP23, including building relationships with government officials and ongoing liaison with the Fiji Presidency, and developing policy briefings on COP23 priorities (in collaboration with PICAN members and CAN-International). The role will ensure consistency and rigor in PICAN policy asks for the 'the Pacific COP', and that these represent the priorities of PICAN members and are grounded in the diverse voices of Pacific peoples.

## **CONSULTANT ACTIVITIES**

Key areas of focus for the 3 month period include:

- Operational planning: the development of a -6month work plan for the role of COP23 Project Officer, in line with the PICAN Strategic Framework.
- Membership engagement and communications: work closely with the PICAN Coordinator to maximise the participation of members and non-PICAN CSOs in the COP23 process, including the Climate Action Summit in July, the Pre-COP in October and COP23 in November.
- Policy development: update and develop policy position papers together with the PICAN membership in support with CAN-International; prepare briefing materials; provide intelligence from government.
- Coordinate PICAN's Policy Working Group (ensure regular meetings and production/updating of final position papers; ensure proper distribution of position papers to government and other stakeholders.
- External communication: Draft letters to the government and seek member endorsement; input as needed for PICAN media work. (The COP23 Project Officer will not make comments to the media on behalf of PICAN, unless agreed by PICAN's Communications Working Group).
- Liaise closely with the Fijian COP23 Presidency on behalf of PICAN creating relationship for PICAN members with relevant departments and Fiji's COP23 Secretariat, as well as the UNFCCC delegations in other Pacific Island countries.
- Event Coordination: Work closely with the PICAN Coordinator to ensure participation of PICAN members in the July Climate Action Summit, the Pre-COP in October and COP23 in November.
- Coordination with CAN-International policy team (fortnightly check-ins)



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- Strengthen PICAN transparency mechanisms by providing ongoing updates and formal fortnightly reports to the board and membership

These activities will be undertaken in collaboration with the PICAN Coordinator and PICAN members, in accordance with agreed processes for member engagement, feedback and policy working group.

### 2. KEY DELIVERABLES

An indicative outline of key deliverables is as follows

Work plan for next 6 months; based on consultant activities outlined above, and fully aligned with the PICAN Strategic Framework
Policy position papers on each key issue area for PICAN and distribution plan to respective government departments (Fiji and other PICs) and members. Implementation of the distribution plan.
Call for and attend weekly meetings between PICAN and Fiji government climate team
Organize, call and facilitate fortnightly PICAN policy working group meetings
PICAN participation and engagement in Climate Action Summit in July
Regular consultation and coordination with PICAN Coordinator and members including ongoing updates and formal fortnightly reports to PICAN Board and membership
Participate in fortnightly CANI policy working group calls (e.g. Loss and damage working group; adaptation and climate finance working groups) Provide updates to board and members on outcomes from these calls/engagements
3 month comprehensive report in September

### 3. MANAGEMENT

The PICAN COP23 Project Officer will be accountable to the PICAN Board with day to day consultation with the coordinator.

### 4. REQUIRED KNOWLEDGE & EXPERIENCE

- University degree in climate change policy, international development or environment and politics or equivalent qualifications;
- Experience working with NGOs and diverse partners and/or as part of an alliance, coalition or network in the Pacific region,
- High level communication, interpersonal, and facilitation skills
- At least 3-5 years of experience working on issues related to climate change policy in the Pacific Islands, with a working knowledge of Pacific regional and international climate change policy and structures,

- Experience in working with the government is an advantage
- Experience in developing and implementing advocacy, campaigns and communications,
- Strong administration and organisational skills,
- Strong English language skills, additional Pacific Island and UN language skills are assets,
- Excellent presentation and facilitation skills,

## 5. KEY TERMS & CONDITIONS

- This role is for an independent consultant; the incumbent will not be and employee of Oxfam or PICAN. All taxes, insurance and other employment related costs will be the responsibility of the consultant.
- Payment will be on submission of Tax Invoice on delivery against agreed milestones
- All travel and communications costs will be payable by Oxfam.
- Oxfam may request written evidence of necessary coverage in relation to insurance (including workers' compensation), superannuation and taxation prior to commencement of the assignment

## 6. SCHEDULE OF PAYMENTS FOR CONSULTANT

Payment	Amount (AUD)	Requirement
Payment at the end of each calendar month	Monthly consultancy fee	Completion of agreed deliverables based on approved fortnightly report to the board Submission of invoice