



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

INVITATION FOR EXPRESSION OF INTEREST (EOI)

The Ministry of Environment and Climate Change ('Ministry') invites Expression of Interest (EOI) for two (2) suitably qualified National Climate Finance Transparency Specialist to support the development of Fiji's Climate Finance Transparency Framework under the Initiative for Climate Action Transparency (ICAT) Phase III Project.

SCOPE OF WORK

The Specialist will be engaged for nine (9) months from the date of contract signing and will submit a work plan outlining timelines and expected outputs. The Specialist will provide technical leadership for the project and work closely with the Ministry, Ministry of Finance and relevant stakeholders. Key responsibilities include conducting baseline assessments and stakeholder mapping; reviewing climate finance policies, frameworks and institutional arrangements; assessing existing tracking and reporting systems; developing harmonised definitions, indicators, methodologies and reporting templates; facilitating consultations and training; and developing the Fiji Climate Finance Transparency Framework and Improvement Plan. communities. A detailed scope of work can be accessed from the Terms of Reference (TOR) from the Ministry Facebook platform or the Fiji Climate Change Portal.

CONDITIONS

The Specialist must demonstrate strong technical capacity and relevant experience to successfully deliver the assignment. The following qualifications and experience are required:

- i. Master's degree or higher in a relevant field, with at least five (5) years of relevant professional experience.
- ii. Experience in climate finance assessments, policy reviews, institutional analysis and development of climate finance frameworks.
- iii. Knowledge of climate finance tracking, budget tagging, expenditure reviews, sustainable finance and related systems.
- iv. Experience working with government, development partners, financial institutions and other stakeholders, including facilitating consultations and workshops.
- v. Strong analytical and report-writing skills, with the ability to translate technical information into practical recommendations.
- vi. Knowledge of climate finance governance and reporting, with experience in Fiji, the Pacific or SIDS highly desirable.

APPLICATION SUBMISSION

The application must include a Curriculum Vitae with full contact details of three referees, a cover letter summarizing your experience and qualification for this coordination (should not exceed 2 pages), accompanied with a proposal including an indicative work plan with a financial proposal. Applications to be submitted no later than **Friday, 22 October 2026 at 4:00pm** (Fiji Time).

All EOIs must be addressed to:

The Permanent Secretary
Ministry of Environment and Climate Change
P.O Box 2109
Government Buildings, Suva
Attention: Senior Climate Change Officer – Climate Finance

Late submissions will not be accepted. Electronic copy can be forward to Manager Human Resource via email on rosy.lata@environment.gov.fj