



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

Terms of Reference: National Climate Finance Transparency Specialist

Background

The Ministry of Environment and Climate Change ('Ministry'), through the Department of Climate Change (DoCC), is developing the Climate Finance Transparency Framework under the Initiative for Climate Action Transparency (ICAT) Phase III Project.

The project seeks to strengthen Fiji's climate finance transparency framework by harmonising existing policies, systems, methodologies and institutional arrangements into a coherent national framework for identifying, classifying, tracking, reporting and applying climate finance information. The assignment will support improved climate finance governance, resource mobilisation, institutional coordination and evidence-based decision making.

Scope of Work

The Consultant will serve as the lead national technical expert and will provide technical leadership for the implementation of project activities. The Consultant will work closely with Ministry, the Ministry of Finance, development partners, financial institutions and other stakeholders to deliver the technical outputs of the project.

- Undertake baseline assessments and stakeholder mapping.
- Review climate finance policies, legislation, strategies and frameworks.
- Assess institutional arrangements and governance mechanisms.
- Review climate finance definitions, classifications, indicators and methodologies.
- Develop recommendations for harmonised climate finance definitions and indicators.
- Assess climate finance tracking, reporting and verification systems.
- Develop guidance notes, methodologies and reporting templates.
- Facilitate consultations, workshops, validation meetings and training sessions.
- Develop the Fiji Climate Finance Transparency Framework and Improvement Plan.



Deliverables and Payment Schedule

Deliverable	Due Date	Payment
Deliverable 1: Baseline Assessment and Stakeholder Mapping Report	Month 2	20%
Deliverable 2: Institutional Arrangements and Capacity Assessment Report	Month 4	20%
Deliverable 3: Assessment Report on Climate Finance Definitions, Parameters and Indicators	Month 6	20%
Deliverable 4: Climate Finance Tracking and Reporting Methodology Report	Month 7	20%
Deliverable 5: Final Fiji Climate Finance Transparency Framework and Improvement Plan	Month 9	20%

Duration

The duration of the assignment is up to 9 months in accordance with an agreed workplan.

Reporting

All reports must be prepared in English, in accordance with the Ministry's formatting requirements, and submitted in electronic format together with all supporting documentation, technical assessments, consultation reports, workshop records, datasets,



analytical tools, presentations and other relevant materials developed during the assignment.

Throughout the duration of the assignment, the Consultant shall maintain regular communication with the project team and ensure the timely delivery of all assigned outputs and deliverables. The Consultant shall provide fortnightly progress updates and regularly inform the project team of progress, emerging issues, risks, challenges and proposed mitigation measures that may affect project implementation and delivery of outputs.

The Consultant will work closely with the Department of Climate Change, Ministry of Finance, relevant government agencies, development partners, financial institutions and other stakeholders involved in climate finance transparency initiatives. The Consultant will report to the Director Climate Change through the Principal Climate Change Officer – Climate Finance. Technical oversight and project coordination will be managed by the Principal Climate Change Officer – Climate Finance within the Department of Climate Change (DoCC). All project deliverables shall be subject to review, acceptance and approval by the Permanent Secretary of the Ministry.

Qualifications and Experience

The Consultant must demonstrate strong technical expertise and relevant professional experience to successfully deliver the assignment. The following qualifications and experience are required:

- Advanced university degree (Master's level or higher) in Climate Change, Climate Finance, Economics, Finance, Public Policy, Environmental Management, Development Studies, International Development or a related field.
- A minimum of five (5) years of relevant professional experience in climate finance, climate policy, environmental governance, sustainable finance, transparency frameworks, development cooperation or related fields.
- Demonstrated experience undertaking climate finance assessments, policy reviews, institutional analyses, stocktakes and gap assessments.
- Experience developing climate finance frameworks, strategies, methodologies, monitoring systems, reporting frameworks or governance arrangements.



- Demonstrated knowledge and experience in climate finance tracking, climate budget tagging, climate expenditure reviews, sustainable finance mechanisms, climate finance taxonomies or related approaches.
- Experience conducting stakeholder consultations and engaging with government agencies, development partners, financial institutions, private sector entities and civil society organisations.
- Demonstrated experience facilitating technical working groups, workshops, consultations, validation meetings and capacity-building activities.
- Proven ability to collect, analyse, consolidate and synthesise complex technical information from multiple sources and translate findings into clear recommendations and practical actions.
- Experience preparing high-quality technical reports, policy briefs, guidance materials, frameworks and knowledge products suitable for government and development partner audiences.
- Demonstrated understanding of climate finance governance, resource mobilisation, public financial management systems and climate-related reporting processes.
- Experience working with digital information systems, databases and reporting platforms is desirable.
- Familiarity with Small Island Developing States (SIDS) contexts and/or experience working in Fiji and the Pacific region is highly desirable.
- Excellent analytical, research, facilitation, report-writing and communication skills in English.

To Apply

Applicants are requested to submit:

1. An application letter and curriculum vitae.
2. A proposal demonstrating the applicant's understanding of the Terms of Reference (TOR), including an indicative workplan, methodology and financial proposal.



In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, experience undertaking similar assignments, local and regional experience, understanding of climate finance transparency systems and the proposed consultancy budget.

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

Email: rosy.lata@environment.gov.fj

The application deadline is 22 October 2026, no later than 4:00 pm (FJT).