



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

Terms of Reference: Project Coordinator

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 to strengthen Fiji's climate finance transparency system.

The project aims to harmonise existing climate finance initiatives, methodologies and reporting systems into a coherent framework for identifying, tracking, reporting and utilising climate finance information. Through improved institutional coordination, strengthened governance arrangements and enhanced reporting mechanisms, the project will support evidence-based decision-making, resource mobilisation and the effective implementation of Fiji's national climate priorities. To support the successful implementation of the project, the Ministry seeks to engage a Project Coordinator to provide project management, stakeholder coordination, reporting and administrative support throughout the project duration.

Scope of Work

The Project Coordinator will support overall implementation and coordination of project activities and serve as the primary liaison between the Ministry, consultants and stakeholders.

- Coordinate implementation of project activities and workplans.
- Organise consultations, meetings, workshops and training events.
- Monitor project progress and maintain implementation schedules.
- Prepare meeting agendas, minutes and progress reports.
- Coordinate procurement, contracting and logistical arrangements.
- Maintain project documentation and records.
- Support stakeholder engagement and communication activities.
- Coordinate review and submission of project deliverables.
- Monitor project risks and implementation challenges.



Deliverables and Payment Schedule

Deliverable	Due Date	Payment
Deliverable 1: Project Inception and Stakeholder Engagement Plan	Month 1	15%
Deliverable 2: Quarterly Progress Report 1	Month 3	20%
Deliverable 3: Quarterly Progress Report 2	Month 6	20%
Deliverable 4: Quarterly Progress Report 3 and Workshop Coordination Report	Month 8	20%
Deliverable 5: Final Project Completion Report and Documentation Package	Month 10	25%

Duration

The duration of the assignment is up to 10 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 any supporting documentation, meeting records, workshop reports, stakeholder consultation records and other relevant information generated during the assignment.

Throughout the duration of the assignment, the Project Coordinator will maintain regular communication with the project team and ensure the timely delivery of all assigned outputs and deliverables. The Project Coordinator shall regularly inform the project team of progress, emerging issues, risks and mitigation measures, and provide fortnightly progress updates.



The Project Coordinator 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 Project Coordinator must demonstrate strong project management, coordination and stakeholder engagement skills, as well as relevant experience to successfully support the implementation of the assignment. The following qualifications and experience are required:

- Bachelor's degree in Project Management, Climate Change, Environmental Management, Development Studies, Public Administration, Business Administration, Economics or a related field.
- A minimum of five (5) years of relevant professional experience in project coordination, programme management, development cooperation, climate change projects or related areas.
- Demonstrated experience coordinating donor-funded projects, including planning, implementation, monitoring and reporting.
- Experience organising and coordinating workshops, consultations, training programmes, meetings and stakeholder engagement activities.
- Experience working with government agencies, development partners, consultants and other stakeholders.
- Demonstrated ability to prepare project reports, meeting minutes, briefing notes, workplans and other project documentation.
- Strong organisational and administrative skills, including the ability to manage multiple activities and deadlines simultaneously.
- Experience supporting procurement processes, contract administration and logistical arrangements is an advantage.
- Familiarity with climate change, climate finance, sustainable development or environmental management issues is desirable.



- Experience working in Fiji, Small Island Developing States (SIDS) and/or the Pacific region is highly desirable.
- Excellent communication, facilitation, coordination and interpersonal skills.
- Excellent written and spoken English, with demonstrated ability to prepare high-quality reports and correspondence suitable for official use.

To Apply

Applicants are requested to submit:

An application letter and curriculum vitae.

A proposal demonstrating the applicant's understanding of the Terms of Reference (TOR), including an indicative workplan and financial proposal.

In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, experience managing similar projects, local and regional experience, 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).