

Terms of Reference

Fiji: Climate Change Adaptation Advisor

October 2025

ABOUT THE NDC PARTNERSHIP

The NDC Partnership is a global coalition, bringing together more than 250 members, including more than 130 countries, developed and developing, and more than 110 institutions to deliver on ambitious climate action that helps achieve the Paris Agreement and drive sustainable development. Governments identify their NDC implementation priorities and the type of support that is needed to translate them into actionable policies and programs. Based on these requests, the membership offers a tailored package of expertise, technical assistance and funding. This collaborative response provides developing countries with efficient access to a wide range of resources to adapt to and mitigate climate change and foster more equitable and sustainable development. The NDC Partnership Support Unit is jointly hosted by the World Resources Institute (WRI), the UN Office for Project Services (UNOPS) and the UN Climate Change Secretariat (UNFCCC). For this project, the Climate Change Adaptation Advisor will be contracted through WRI.

BACKGROUND

Fiji is among the most climate-vulnerable nations in the world, facing increasing threats from cyclones, rising sea levels, coastal erosion, and extreme weather events. These challenges are compounded by socio-economic vulnerabilities, requiring robust, risk-informed adaptation strategies to safeguard development gains and enhance resilience.

The Government of Fiji has demonstrated strong leadership in climate action through its updated Nationally Determined Contribution (NDC 2.0), National Adaptation Plan (NAP), and the Climate Change Act (2021), which mandates the use of Integrated Risk Scenarios (IRS) for climate-resilient planning. However, despite progress in risk assessments, there remains a critical gap in consolidating multi-hazard risk data, socio-economic vulnerability mapping, and adaptive capacity indicators into a unified decision-support framework.

To address this gap, Fiji is seeking an Adaptation Technical Advisor to strengthen national capacity through technical support to the Adaptation Unit of the Ministry of Environment and Climate Change (MECC). This includes accelerating the implementation of the National Adaptation Plan (NAP) and ensuring alignment with the updated Nationally Determined Contributions (NDCs). The role also includes leveraging geospatial information technology applications for climate resilience and ORR, contributing to sustainable development.

The embedded role builds on previous experience and aims to further strengthen capacities by supporting the implementation of NAP and NDC adaptation targets that yield mitigation co-benefits including nature-based seawalls activities with line ministries. The incumbent will also support ongoing efforts in the administration of guiding policies and tools on planned relocation and the integration of geospatial solutions for improved decision support in Disaster Risk Reduction, Climate Resilience, Environmental Conservation efforts in Fiji.

EMBEDDED ADVISORY MODEL

The Advisor will be embedded in the Adaptation Unit of the Ministry for Environment and Climate Change. The Advisor's Inception Report and monthly reporting will be approved by both the Ministry and the NDC Partnership. The outcomes will strengthen climate finance planning, adaptation investments, and policy integration, ultimately supporting Fiji's transition to a climate-resilient future.

SCOPE OF WORK AND ACTIVITIES

This phase builds on the foundational work already completed under the IRS/NRI initiative, including stakeholder consultations, gap analysis, initial framework design, LiDAR survey scoping, and pilot geospatial mapping. The consultant will now focus on advancing technical modeling, validating outputs, and embedding the IRS/NRI tools into national planning and decision-making processes. Activities and deliverables are aligned with Fiji's climate adaptation priorities and the broader objectives of the NAP2.0 and NDC 3.0.

Activities

Specific activities include:

- Expand the IRS framework to include adaptive capacity indicators (e.g., infrastructure resilience, ecosystem services, economic vulnerability).
- Develop multi-scenario risk narratives under short-, medium-, and long-term climate and socio-economic conditions.
- Integrate cascading and compound risks (e.g., cyclone-induced food insecurity, drought-driven migration).
- Conduct a desktop analysis on the status of water-related adaptation priorities across Government and non-government policies and strategies, including initiatives, coordination mechanisms, and gaps.
- Facilitate technical validation workshops with government agencies and planners.
- Develop and deliver tailored training modules to build institutional capacity for risk-informed planning.
- Present final IRS/NRI outputs to the NAP Steering Committee, NCCCC, and sectoral bodies.
- Publish the National Risk Index and scenario outputs on the Fiji Climate Change Portal.
- Draft sector-specific guidance notes to support integration of risk indexing into budgetary processes, adaptation programming, and donor coordination.

- Develop a water adaptation integration toolkit for Government officials, including a sectoral briefing note (4 pages), key statistics, slide deck, and generic talking points.
- Develop a guidance note to support mainstreaming of water adaptation into sectoral programming and budget submissions.
- Data interoperability and Portal Enhancement for data sharing protocols and continuous update with other datasets
- Capacity development for risk interpretation
- Monitoring, Evaluation and Learning Framework

Deliverables

The Advisor will be responsible for producing the following key deliverables over the 12-month assignment period. These outputs will support the operationalization of Fiji's National Adaptation Plan (NAP) and updated Nationally Determined Contributions (NDCs), while enhancing institutional capacity and decision-support systems.

Work Area	Activities	Deliverables	Month
Inception & Planning	• Map stakeholders and align workplan with NAP/NDC priorities • Review existing IRS/NRI materials and datasets	• Detailed workplan within 10 days • Stakeholder map	1
IRS Framework Expansion	• Expand IRS to include adaptive capacity indicators • Draft technical note • Begin desktop analysis of water adaptation priorities	• IRS enhancement draft • Water adaptation desktop analysis (initial draft)	2
Stakeholder Engagement	• Facilitate initial validation workshop • Submit first quarterly report • Finalize water adaptation desktop analysis	• Validation workshop summary • Quarterly Progress Report #1 • Final desktop analysis	3
Scenario Modeling Initiation	• Develop preliminary risk narratives • Integrate cascading/compound risks • Draft sectoral guidance notes	• Draft multi-scenario risk narratives • Sectoral Guidance Note (initial draft)	4
Data Integration & Portal Setup	• Advance data interoperability protocols • Align IRS/NRI with national systems • Draft metadata standards	• Data sharing protocol draft • Portal enhancement plan	5
IRS/NRI Framework Finalization	• Consolidate IRS/NRI framework • Present to NAP Steering Committee and NCCCC • Submit second quarterly report	• Final IRS/NRI Framework • Quarterly Progress Report #2	6

Capacity Building Design	• Design training modules • Develop toolkit outline • Coordinate rollout planning with MECC	• Draft Capacity Building Toolkit outline	7
Water Adaptation Integration (1)	• Draft sectoral briefing note • Compile key statistics	• Water Adaptation Briefing Note • Key statistics	8
Scenario Narrative Finalization	• Finalize risk narratives • Validate through workshop • Draft slide deck	• Final Multi-Scenario Risk Narratives • Scenario slide deck draft	9
Capacity Building Toolkit Finalization	• Finalize toolkit • Conduct pilot training • Submit third quarterly report	• Final Capacity Building Toolkit • Pilot training summary • Quarterly Progress Report #3	10
Water Adaptation Integration (2)	• Draft guidance note for budget integration • Coordinate feedback with Finance and sectors	• Water Adaptation Slide Deck • Draft Guidance Note	11
Consolidation & Communication	• Publish IRS/NRI outputs on Portal • Present to NAP Steering Committee, NCCCC, and sectors • Submit fourth quarterly report	• Published National Risk Index • Final presentations • Quarterly Progress Report #4	12
General support	• Support the Adaptation Unit of MECC across all ongoing and emerging priorities, with progress documented through quarterly reporting.	• Quarterly reports	Ongoing

These deliverables will be reviewed and approved jointly by the Ministry of Environment and Climate Change and the NDC Partnership Support Unit.

CONTRACT TERMS

Timeframe and Duty Station

This is a full-time position based in Suva, Fiji for 12 months, with possibility of extension. The expected start date is December 2025. The candidate must be a Fiji-national.

Reporting Requirements

The In-Country Advisor will work under the direct supervision of Fiji's NDC Partnership's Focal Point in the Ministry of Environment and Climate Change and will also work in close coordination with the NDC Partnership Support Unit.

QUALIFICATIONS

Academic and Professional Requirements

Education

Postgraduate degree in Climate Change, Environmental Management, Environmental Policy, or related field.

Professional Experience

- Minimum 10 years of experience in climate change including work with international/national organizations, of which minimum 7 years should be in climate change adaptation specifically.
- Experience in water-related adaptation planning, policy analysis, and stakeholder engagement in the Pacific context.
- Proven track in and advanced knowledge of:
 - Fiji National Adaptation Plans (NAP), NDC Implementation Plans, and climate finance initiatives
 - Climate finance readiness and proposal development
 - Multi-stakeholder engagement and institutional capacity building
 - Fiji's climate change policies, legal frameworks, and MRV/M&E systems

Technical Skills

- Strong knowledge of Pacific regional climate processes and cooperation projects
- Proficiency in MS Office and geospatial analysis tools
- Excellent research, writing, and presentation skills

Personal Competencies

- Ability to work independently under tight deadlines
- Strong team player with intercultural sensitivity
- Adaptive to change and capable of managing complex tasks
- Demonstrated stakeholder management skills across government, NGOs, private sector and development partners

Additional Requirements

- Fiji national
- Fluency in English (written and spoken)

EVALUATION AND SELECTION

Evaluation Criteria

The following elements will be the primary considerations in evaluating all proposals submitted in response to this TOR:

- Completion of all required elements;
 - CV
 - Cover Letter
 - Daily remuneration expectation
 - Conflict of Interest Declaration
- The extent to which the consultant's proposal fulfills WRI's stated requirements as set out in the TOR;
- Overall cost of the consultant's proposal;
- Debarment and sanctions – WRI will not consider proposals from consultants that are presently debarred by the U.S. government or named on any restricted parties lists;
- Sustainability – WRI values sustainability and all other factors being equal, will favor a proposal to more sustainably perform the work.

The applicant offering the best overall value will be selected. For this procurement, the non-price aspect is considered to be of higher importance than the price aspect.

Selection Process

No application/proposal development costs shall be charged to WRI / all expenses are to be borne by the bidders. WRI may award to the bidder offering best value without discussion. However, WRI reserves the right to seek bidder clarifications and to negotiate with those bidders deemed to be within a competitive range.

WRI may, at its discretion and without explanation to the prospective consultants, choose to discontinue this TOR without obligation to such prospective consultants. or make multiple awards under this TOR. Contracts will not be awarded to consultants debarred by the US government or named on restricted parties lists.

HOW TO APPLY

To apply, please submit a complete application package including Cover Letter, CV, Daily Remuneration Expectation (in USD, expected 40 hours/week), and the completed Conflict of Interest Declaration (see Annex) with the subject '**Fiji – Adaptation Adviser Position Application**' to

- Deo Gabinete, Regional Manager, NDC Partnership Support Unit: Deo.Gabinete@ndcpartnership.org
- Christine Conway, Country Engagement Specialist, NDC Partnership Support Unit: Christine.Conway@ndcpartnership.org
- Christine Luttmer, Project Manager Country Engagement, NDC Partnership Support Unit: Christine.Luttmer@ndcpartnership.org

All proposals must be received **by 5:00pm EST on Friday, 31 October 2025** in electronic format to the contacts listed above.

Conflict of Interest Declaration

World Resources Institute (WRI) policy requires that its staff **must** work to deliberately avoid actual, potential and perceived conflicts of interest related to procurement at both the individual and organizational levels. When a conflict of interest concerning WRI procurement exists, transparency shall be the guiding principle in addressing it.

All actual, potential or perceived conflicts of interest **must** be declared.

An **actual** conflict of interest occurs when a decision or action would be compromised without taking appropriate action to eliminate the conflict, such as when:

- An offeror is unable or potentially unable to render impartial assistance or advice to WRI due to competing duties or loyalties;
- An offeror's objectivity in carrying out the requested services is or might be otherwise impaired due to competing duties or loyalties;
- An offeror has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.
- An offeror has an existing personal relationship with WRI staff or a member of the evaluation team for this request for proposals.

A **potential** conflict of interest is where such a situation as described above could arise in the future.

A **perceived** conflict of interest is any situation in which a reasonable third party would conclude that conflicting duties or loyalties exist.

Offeror's Name or Company/Organization Name:

☐ There are no entities or persons with which the above-named offeror has a relationship that *creates, or appears to create*, a conflict of interest with the work that is requested in this request for proposals.

☐ The following is a list of entities or persons with which the above-named firm has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. For each entity listed below you must discuss the actual, potential or perceived conflict in a separate attachment.

No.	Name of Entity/Person	Relationship
1		
2		
3		
4		
5		

Authorized Representative (Print Name):

Authorized Representative Signature:

Date:
