

This final Terms of Reference was developed by the Climate Change and International Cooperation Division of the Ministry of Economy based on the initial Climate Finance Sector Working Groups held between 3-12 November 2020 and feedback from Consultative Members via e-mail and via the first Consultative SWG Meeting in February 2021.

Final Terms of Reference For the Consultative Membership of the CCICD Climate Finance Sector Working Groups

Background

1. Introduction

- 1.1 The Climate Change and International Cooperation Division (CCICD) is seeking to strengthen its stakeholder engagement and partnerships as part of its work to support the securing of sufficient climate finance, through public and private investments, to meet Fiji's climate change objectives.
- 1.2 This includes ensuring that proposal development is underpinned by consultative processes that are open, equitable, transparent and inclusive.
- 1.3 Accessing climate finance can be complex and time intensive and strong stakeholder engagement through broad, multi-stakeholder¹ Sector Working Groups (SWG) will support national stakeholders with an interest in climate finance to engage in a structured way with the Fijian Government. These groups will provide a clear process through which stakeholders can stay engaged with Government processes, assist to strengthen these processes, build their knowledge and capacities and identify and develop partnerships with a variety of stakeholders.

2. Composition of the Four SWGs

- 2.1 Based on the eight (8) Green Climate Fund Thematic Areas, four (4) consolidated cross-cutting Sector Working Groups are established that address both adaptation and mitigation sectors²:
 - SWG 1: Sustainable Livelihoods and Healthy Communities (Access to food, water and health security)
 - SWG 2: Ecosystems and Ecosystem Services and Sustainable Natural Resources Management
 - SWG 3: Climate Resilient Infrastructure, Sustainable Energy and Built Environment
 - SWG 4: Sustainable Transport
- 2.2 CCICD as the National Designated Authority (NDA) for the Green Climate Fund (GCF) and focal point on climate finance more broadly, invited sector specialists (public, private, NGO and CSO stakeholders, academia stakeholders) to attend initial sector working groups between 3-12 November. Over 160 registered and 76 attended the four sector working groups meetings.

¹ Broad, multi-stakeholder here means that stakeholders are drawn from government, private sector, NGOs, CSOs and academia, as well as comprising a balance of men and women, youth and vulnerable groups.

² The overlap in these sectors will be accommodated whenever needed with cross-sectoral engagement between groups

2.3 A subsequent call for Expressions of Interest to join the sector working groups as Open or Consultative members was made and received 110 responses. Based on the EOI and the need to ensure a balanced and inclusive representation additional organisations were invited to join the SWG by the NDA.

3. Membership of the Sector Working Groups

3.1 Two types of membership have been established:

3.1.1. **Consultative Members.** This specific group of members will be invited by the NDA to provide advice, feedback and recommendations in the development and appraisal of NDA policies and procedures and GCF concept notes and funding proposals. These members will be selected as a manageable lean group of experts (up to 12 sector experts per SWG) with a balance of public, private, NGO and CSO stakeholders and research institutions.³ For nominated members, there must be no conflict of interest in assessing project concept notes / proposals and members will be asked to declare any interest in a given project and remove themselves from any assessment or review if necessary.

3.1.2. **General Open Membership.** Members are included in a general community of practice. Members will be notified of and can participate in events, seminars, public consultations, training, outreach, surveys and other activities. A regular newsletter will keep members informed and updated on activities, including of the consultative group.

Terms of Reference – Consultative Members

4. Objectives of the Climate Finance Sector Working Groups

4.1 The main objectives for Consultative Members of the sector working groups are to:

- i. Ensure open and transparent communication, information and knowledge exchange between stakeholders with an interest in climate finance including project proponents, developers, the Direct Access Entities (e.g., FDB, Fiji Development Bank and Ministry of Economy), Regional and International Accredited Entities (IAEs), internal governmental and external non-governmental stakeholders as a Community of Practice.
- ii. Share and be guided by information on national climate change policies, planning and strategies to support alignment of all climate change related projects and initiatives to Government priorities.⁴
- iii. Support the development of projects aligned to these priorities and support all stakeholders in Fiji to strengthen their capacity to access both international and domestic climate finance, building on good practices from within Fiji, the Pacific region and globally..
- iv. Facilitate the exchange of information and ideas on climate change and climate finance best practice, programmes and projects, lessons learned, public policies and plans.

³ The criteria used to select the consultative members were 1) Balance of civil society organisations / government / private sector / academic or researcher; 2) Representative of an organisation / industry groups rather than individuals or individual companies; 3) Gender balance; 4) Youth representation; 5) Sufficient climate finance project or investment experience / expertise to contribute and 6) Desirable to be based in Fiji to attend in person meetings

⁴ National climate change priorities can be found in national and sectoral policies such as the National Adaptation Plan, the Low Emission Development Strategy, etc.

- v. Share and co-create knowledge among stakeholders, with a particular focus on successful climate change technologies and innovations, best practices and case studies on adaptation and mitigation solutions.
- vi. Identify opportunities and gaps to access and utilise climate finance to scale up and/or replicate adaptation and mitigation solutions in Fiji.
- vii. Provide advice to support the National Designated Authority (CCICD) in its role.

5. Guiding principles for sector working groups

5.1 The following core guidelines will apply during Sector Working Group meetings:

- i. Be open, respectful, and appreciative to the ideas of other members and participants.
- ii. Work toward resolution of matters in a constructive, professional, and timely manner.
- iii. Acknowledge diverse views and include in meeting summaries.
- iv. Promote transparency, inclusivity, collaboration and mutual accountability.

5.2 Specifically, the following guiding principles will apply to Consultative Members of the Sector Working Groups:

5.2.1. Multi-stakeholder, multi-sectoral and participatory

- i. The Consultative Members of Sector Working Groups will promote a whole-of-government and whole-of-society consultative process that is open, transparent, equitable and inclusive to generate strong buy-in, country ownership and success in mobilising climate finance in Fiji. Members have been selected to act on behalf of broader groups (industry associations, civil society networks, research institutions) and are expected to coordinate with their respective members / constituents, represent group rather than individual view, share information and seek feedback from these groups.
- ii. The Consultative Members will provide a link between the NDA, the CCICD, the MoE, line ministries and all relevant stakeholders, intended to break down any 'siloes' approaches and barriers. Information will be made available through meetings, seminars, workshops and on an online NDA coordination portal.
- iii. The Consultative Members will promote the culture of sharing responsibilities as well as mutual accountabilities by all the stakeholders in the climate finance process, including the development of project concept notes and project proposal pipeline, based on their well-defined roles and responsibilities.

5.2.2. Proactive and ongoing

- iv. The Consultative Members will take a proactive approach to identifying suitable partnerships and opportunities that can reduce duplication of efforts, overlaps and promote coherence in the operation, monitoring and evaluation of the climate finance process. National stakeholders will take the lead and manage the climate finance process to ensure alignment with national development and climate aspirations, priorities and needs.
- v. An ongoing and iterative process including continuous updates and regular assessment of progress is promoted rather than one-off events.
- vi. Consultative Members are expected to proactively seek feedback from those that they represent with regards to project priorities, investment pipelines and actively work to promote partnership approaches.

5.2.3. Promote gender and social inclusion in the climate change and finance sector

- vii. Gender equity and social inclusion (GESI) will be mainstreamed into the composition, decision making mechanism and operation of the Sector Working Groups. Stakeholders will be supported to understand and promote social and environment safeguards throughout the process that will be guided by the MoE's GESI policy.

6. Meetings

- 6.1 Based on responses received through an Expression of Interest process, SWGs will meet as follows:
 - i. Open membership: Minimum of twice a year
 - ii. Consultative membership: Once a quarter and additionally as required
 - iii. When needed 2 or more of the 4 SWGs may meet together

7. Quorum

- 7.1 A quorum for the meetings of the Consultative Members of the SWGs is five members.
- 7.2 Additional meetings of the Consultative Members of the SWGs may be convened as required. Joint meetings, with the wider Open Membership, may also be convened where topics are of relevance to all SWG members.
- 7.3 A summary of the meeting and actions will be drafted and circulated by CCICD in its capacity as the SWG Secretariat within 7 days of the meeting. They will be provided to the Director/Head of CCICD to track progress and to action any relevant points requiring their attention. A summary of the meeting will be made available via the NDA portal.
- 7.4 Meetings will be supported with agendas and briefing papers to be prepared by CCICD in its capacity as the SWG Secretariat and co-chair of the SWGs. Background papers will be circulated at least 3 days ahead of the meeting date. This will be support by other SWG members as required.

8. Roles and Responsibilities

- 8.1 CCICD will provide the Secretariat for the SWGs and will be responsible for the following:
 - i. Organising a calendar of meetings based on agreed priorities by the SWGs
 - ii. Proposing topics and preparing background material to support meetings
 - iii. Uploading all relevant material to the NDA / Climate Change Portal to support the SWGs
 - iv. Taking notes during meetings and circulating minutes of meeting to members
 - v. Maintaining an up-to-date database of SWG members
 - vi. Maintaining a list of frequently asked questions that arise during SWG meetings
 - vii. Responding to SWG member requests as required
 - viii. Tracking the effectiveness of the consultative SWG, including keeping records of communication to and from the SWG and the CCICD/NDA and tracking adoption (as appropriate) of the advice from the SWG to the CCICD/NDA
 - ix. Periodically review the membership of the consultative SWGs to ensure balance and nominate new members where needed.

8.2 The Consultative Membership Group will be co-chaired by the Director/Head of CCICD and a non-government representative that is present during the meeting. They will be responsible for:

- i. Guiding the discussion during each SWG
- ii. Facilitating agreement of key decision points and actions during meetings
- iii. Providing clear guidance to the SWG members on what is confidential and what is not, so members are aware of what they can share further.

8.3 Consultative Members of each Sector Working Group will include balanced representation across the following stakeholders:

- iv. Government ministries, agencies and departments
- v. Non Governmental organisations and Civil society organisations
- vi. Private sector
- vii. Academic institutions and researchers
- viii. Regional agencies

Members will be responsible for:

- i. Actively contributing to the discussions and sharing information of relevance
- ii. Providing advice and guidance to CCICD / the NDA and the wider SWG membership
- iii. Representing their organisations and providing feedback to and from their organisation
- iv. Seeking feedback from their organisation / members as relevant
- v. Taking the lead in following up on relevant action points as required.
- vi. In some cases, members may be required to sign a non-disclosure agreement (NDA) or Confidentiality Declaration and Conflict of Interest Declaration when asked to assess/evaluate or comment on confidential information like a concept note or funding proposal.

Inactive members that have missed two consecutive meetings without communicating their absence will be replaced by CCICD/ the NDA.