



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

Terms of Reference:

Background

The Ministry of Environment and Climate Change ('Ministry'), through support from the Pacific Insurance and Climate Adaptation Programme (PICAP) implemented by the United Nations Development Programme (UNDP), is implementing activities aimed at strengthening climate resilience and increasing access to Climate and Disaster Risk Finance and Insurance (CDRFI) solutions in Fiji.

The programme focuses on improving awareness, outreach, and uptake of parametric insurance products among vulnerable communities, particularly communities listed for relocation assessments. Activities include financial literacy training, development of communication materials, onboarding of communities under insurance products, and engagement in regional and international climate and disaster risk finance forums.

The Ministry intends to engage a consultant to support the implementation, coordination, and delivery of activities under the Letter of Agreement (LOA) between UNDP and Ministry for the Pacific Insurance and Climate Adaptation Programme.

Scope of Work

Under the guidance of the Ministry, the Consultant will undertake the following tasks:

Activity 1: Financial Literacy and Awareness on CDRFI

- Develop and implement an awareness plan targeting vulnerable communities listed for relocation.
- Coordinate awareness sessions and community information sessions on parametric insurance products.
- Contextualizing and tailoring PICAP's CDRFI manual and financial literacy materials for vulnerable communities.
- Develop communication materials including brochures, posters, and digital awareness materials in English and other local languages.
- Organize and facilitate financial literacy training sessions for targeted communities.

Activity 2: Upscaling of CDRFI

- Conduct engagement with community networks, microfinance institutions, and digital distribution platforms to improve outreach of CDRFI products.
- Coordinate onboarding activities for vulnerable communities under the parametric insurance product.
- Track and report on uptake and participation of beneficiaries.

Activity 3: International and Regional Engagements

- Prepare briefing notes, presentations, and reports for regional and international forums
- Document lessons learned, outcomes, and recommendations from relevant events and consultations.

Monitoring and Reporting

- Prepare quarterly progress reports and activity updates.
- Compile acquittals, supporting documentation, and records required under the LOA.
- Maintain records and documentation related to activities implemented under the project.

Deliverables and Payment Schedule

Deliverable	Description	Due Date
Deliverable 1	Inception Report and Work plan	Within 2 weeks of contract signing
Deliverable 2	Awareness and Financial Literacy Materials Developed	Month 3
Deliverable 3	Community Awareness and Training Activities Report	Month 6
Deliverable 4	CDRFI Uptake and Stakeholder Engagement Report	Month 9
Deliverable 5	Final Report including achievements, lessons learned and recommendations	Month 10

Payment schedule will be aligned with the satisfactory completion and approval of deliverables.

Duration

The duration of the assignment is up to 10 months in accordance with an agreed work plan.

Reporting

All reports must be in English, prepared in accordance with Ministry's formatting requirements, and submitted in electronic formats along with complete sets of raw data, research materials and related information.

During the duration of the assignment, the consultant will ensure regular communication with the project team and will ensure a timely delivery of the expected outputs and regularly inform the project team of the progress as well as any obstacles that might occur in addition to providing fortnightly progress updates.

The consultant will report to the Director Climate Change through the Manager Climate Change. All day-to-day activities and coordination will be managed by the Principal Climate Change Officer – Adaptation of the Department of Climate Change (DoCC) of the Ministry. All project deliverables must be approved by the Permanent Secretary of the Ministry.

Qualifications and Experience

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

- Master's degree in Climate Change, Environmental Management, Development Studies, Economics, Finance, Communications, or related field.
- At least 5–7 years of relevant experience in climate change adaptation, disaster risk reduction, climate finance, community engagement, or related fields.
- Experience in conducting community consultations, awareness programmes, and stakeholder engagement activities.
- Experience in report writing and coordination of development projects.
- Knowledge of climate and disaster risk finance and insurance mechanisms will be an advantage.
- Strong communication, coordination, and facilitation skills.

To Apply

Applicants are requested to submit:

1. An application letter and curriculum vitae.
2. A proposal indicating the applicant's understanding of the Terms of Reference (TOR). The proposal should include an indicative work plan with a financial proposal.

In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, local and regional experience on similar assignments and 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: *Director of Climate Change*
Email: senivasa.waqairamasi@environment.gov.fj

The application deadline is **25 June 2026**, no later than **4:30pm** (FJT).