



Terms of Reference: National Climate Data Consultant

About this document

This document specifies the terms of reference for the UNEP Climate Services and Knowledge Management Programme for the Cook Islands.

Purpose

The Green Climate Fund (GCF) approved Programme “Enhancing Climate Information and Knowledge Services for resilience in 5 island countries¹ of the Pacific Ocean” paves the way for critical climate information and data gathering, and dissemination for the benefit of communities and individuals in remote and isolated islands of the Cook Islands.

Under this approved proposal, the United Nations Environment Programme (UNEP) is the Accredited Entity (AE) to the Green Climate Fund (GCF), and will be responsible for overseeing the implementation, financial management, evaluation, reporting and closure of activities under the Programme. Each of the five participating Pacific Island countries, including the Cook Islands, has identified and then designated an Executing Entity (EE) for the programme execution. In this context in the Cook Islands has designated and received approval that the Ministry of Finance and Economic Development (MFEM), which will serve as the EE under the Programme. In addition, UNEP will undertake limited EE functions through its Sub-regional Office for the Pacific, based in Samoa.

The proposal comprises four key components: i) Strengthened delivery model for climate information services and multi-hazard early warning systems (MHEWS) covering oceans and islands; ii) Strengthened observations, monitoring, modelling, and prediction of climate and its impacts on ocean areas and islands; iii) Improved community preparedness, response capabilities, and resilience to climate risks; and iv) Enhanced regional knowledge management and cooperation for climate services and MHEWS.

This TOR is for a **National Climate Data Consultant (NCDC)**. H/she will collate national data, research and gather information relevant to climate change to input into the INFORM platform (Cook Islands Environment Data Portal) administered by the National Environment Service and the GIS hub administered by the Infrastructure Cook Islands. The NCDC will also be responsible for leading the integration of climate data and information into decision making and planning in climate-sensitive sectors in Cook Islands. This will include responsibility for opening lines of communication among the various national owners of data by hosting regular meetings with national data community and communicate regularly with national and regional partners. The consultant will work closely with the Cook Islands Meteorological Services, Cook Islands and the Climate Change Cook Islands, National Environment Service, and the Infrastructure Cook Islands, as well as the regional environmental data manager (INFORM project) at the Pacific Regional Environment Programme (SPREP).

Outputs/Activity

The National Climate Data Consultant (NCDC) will principally support Cook Islands Meteorological Service (CIMS) to integrate climate data and information into decision making and climate-sensitive sectors in the

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¹ Cook Islands, Niue, Republic of the Marshall Islands, Palau, Tuvalu



Cook Islands Activity Management
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Cook Islands. H/She will be physically based at and report to the Director of CIMS. The consultant will work closely with the Programme-hired National Climate Expert.

The NCDC will principally support the Cook Islands Meteorological Service implementation of Activity 2.3 (“Harmonise climate data and information management”) of the Programme. This Activity will integrate climate data and information into decision-making and planning in climate-sensitive sectors through the development and implementation of a National Climate Data and Information Strategic Action Plan in the Cook Islands.

No.	Activity	Sub Activity	Due date
1	Project Implementation	<ul style="list-style-type: none"> • Develop and implement National Climate Data and Information Strategic Action Plan; • Build capacity among key government staff to collate and validate climate data and information from climate-sensitive sectors, and to share and promote climate data and information with their primary audiences; • Enhance understanding amongst national stakeholders on the use of data to understand climate change impacts and to inform effective adaptation planning; • Support national stakeholders to access and use environmental datasets for use in environment-related reports and policy documents, including in reporting against the Sustainable Development Goals (SDGs) and Multilateral Environmental Agreements (MEAs); • Serve as a national administrator for the Cook Islands Environment Data Portal, including assigning access and ensuring users are making full use of the capacity of the system • Work with the regional environmental data manager at SPREP to add a dataset specifically focused on climate and oceans knowledge and information into the national Environment Data Portal • Publicise the national Environment Data Portal to extend its user base and to help users of its data to maximise their skills in data management and its application 	



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No.	Activity	Sub Activity	Due date
		<ul style="list-style-type: none"> Track the use and application of the national Environment Data Portal and its products Enhance communication and data sharing through regular meetings with national data providers (e.g. Cook Islands Statistics Office), and regular communication with national and regional partners; Participate in training with nationally and regionally through face to face and on-line cloud hosting skills and knowledge, and in sub-regional exchanges and South-South learning on climate data and information management. Collaborate and closely work with Statistics Office, NES and ICI on data storage, data/information sharing and maintenance of data related to this programme 	
	Reporting Requirements	<ul style="list-style-type: none"> Prepare and submit quarterly progress reports and updates on programme implementation to the EE Assist the PMU in the preparation of national annual work plans, budgets, procurement plans and related documents/reports, as required 	Quarterly

Methodology

The Consultant is free to submit their own project management methodology, but will be required to abide by the Cook Islands Government Public Sector Code of Conduct in particular to carry out their duties in a professional, transparent, participatory and culturally appropriate way. In addition, they must also operate in accordance with all Cook Islands law, regulations and procedures, particularly the:

- Cook Islands Government Financial Policy and Procedures Manual
- Tarai Vaka Process activity management system
- The Cook Island Environment Act 2003 and all subsequent amendments

Expected Competencies

- A degree in a relevant field such as environmental science, statistics and ICT.
- Practical working experience will also be considered.



Required Skills and Experience

The successful applicant will have:

- A minimum of 5 years of proven relevant, practical working on similar projects.
- Demonstrated knowledge and skills in data management and data quality principles and methodologies and/or environmental information systems.
- Demonstrated knowledge and skills in meteorology, climatology and/or environmental science.
- Ability to support climate data analysis and applications in climate change and/or environmental-related reporting and planning.
- Demonstrated understanding of climate change risks, hazards, and impacts in the Cook Islands.
- Experience working with government counterparts at high levels.
- A strong understanding of Government of Cook Islands mandates, policies and procedures would be an advantage.
- Strong ability to work as part of a team and actively pursuing networking.
- Excellent written and verbal communication skills in English and Cook Islands Maori.
- Excellent computer skills (MS Office applications) and ability to use information technologies as a tool and resource.
- Strong organisational and time management skills.

Performance Standards

The Consultant will operate to high standards of professionalism, transparency, and demonstrate focus on capacity development where possible.

Quality of work

Quality standards will be measured by CIMS when appraising outputs. If necessary, internal or external specialist assistance will be sought for this purpose.

General

All Services must be provided in a professional manner and in accordance with reasonable expectations of the Cook Islands Government. In respect of implementation, the NCE must meet or exceed the applicable targets stated in the Activity table and Scope of work. The services will also be delivered in a manner which provides the best outcomes in terms of the Development Effectiveness criteria specified by the OECD Development Assistance Committee (DAC): relevance, efficiency, effectiveness, impact, and sustainability.

Background

The overall goal of the Programme is to increase the resilience of populations in the Cook Islands, Niue, Palau, the Republic of the Marshall Islands (RMI) and Tuvalu to climate change and climate-related hazards, through the delivery of timely, accurate and actionable climate and ocean information and early warnings to facilitate climate-resilient policy, planning, preparedness and response actions.



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The Programme will establish integrated climate and ocean information services and multi-hazard early warning systems (MHEWS) in five Pacific Small Island Developing States (SIDS): Cook Islands, Niue, Palau, RMI and Tuvalu. This will be achieved through the following four inter-related Programme Results:

Programme Result 1:

Strengthened delivery model for climate information services and MHEWS covering oceans and islands. This will put in place the institutional frameworks, market analyses, financial policies and mainstreaming of climate risk knowledge to underpin a sustainable business delivery model for climate services.

Programme Result 2:

Strengthened observations, monitoring, modelling and prediction of climate and its impacts on ocean areas and islands. This will transform the five National Meteorological and Hydrological Services (NMHSs) from WMO Basic (Category 1) to Essential (Category 2) level; meet the surface-based standards of the Global Basic Observing Network (GBON); establish end-to-end Ocean Information Services; establish Quality Management Systems (QMSs); and support Impact-based Forecasting – with a focus on building in-country capacity for long-term sustainability.

Programme Result 3:

Improved community preparedness, response capabilities and resilience to climate risks. This will establish last-mile delivery of early warning and early action in island communities through enhanced warning communication, dissemination, and building preparedness and response capacities. It will also introduce Forecast-based Financing to facilitate the shift from traditional reactive responses to pre-event early action.

Programme Result 4:

Enhanced regional knowledge management and cooperation for climate services and MHEWS. This will optimise synergies among the Programme countries; establish an interactive ICT platform and harmonised data management; institute joint learning and training through WMO and other training centres; and foster networking and mentoring in support of Programme implementation.

The Programme will be executed by five national Executing Entities (EE) designated by the Government in each country. The national EE for Cook Islands is Ministry of Finance and Economic Management (MFEM). The MFEM will be accountable to UN Environment Programme (UNEP) for Programme execution in Cook Islands, and for the effective and efficient use of resources. In addition, UNEP will undertake limited EE functions through its Sub-regional Office for the Pacific, including in the context of Programme Result 4 focusing on regional knowledge management and cooperation. Consultants and Technical Partners will be contracted to undertake relevant activities as appropriate.

Technical Partners will include the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Community (SPC), Australian Bureau of Meteorology (BoM), New Zealand National Institute of Water and Atmospheric Research (NIWA), the U.S. National Oceanic and Atmospheric Administration (NOAA), the International Federation of Red Cross and Red Crescent Societies (IFRC), University of Hawai'i (UH), East-West Center (EWC) and APEC Climate Center (APCC), with technical advice from the World Meteorological Organization (WMO).

UNEP is the Accredited Entity (AE) to the donor, the Green Climate Fund (GCF), and will be responsible for overseeing the implementation, financial management, evaluation, reporting and closure of activities under the Programme. UNEP will ensure that the Programme is implemented according to the policies and guidelines of UNEP and the GCF.



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The Programme will be implemented across 5 years beginning 13 September 2021 or the date of effectiveness of the Funded Activity Agreement between the GCF and UNEP.

Brief history of the programme/activity

The Green Climate Fund (GCF) approved the Enhancing Climate Information Knowledge Services for resilience 5 island countries in 2020. This paves the way for critical climate information and data gathering, and dissemination for the benefit of communities and individuals in remote and isolated islands of the Cook Islands.

The proposal comprises 3 key components; Strengthened delivery model for climate services and MHEWS covering oceans and islands; strengthened observations, monitoring, modelling, and prediction of climate and its impacts on ocean areas and islands; improved community preparedness, response capabilities, and resilience to climate risks.

Under this approved proposal, the UN Environment Program through both its headquarters and regional office in Samoa, is approved as the Accredited Entity (AE) for accessing the funds at the Green Climate Fund. Each of the 5x participating Pacific Island countries, including the Cook Islands has identified and then designated an Executing Entity for the project implementation. In this context in the Cook Islands has designated the Ministry of Finance and Economic Management (MFEM) to serve as the Executing Entity (EE) under the project.

Relevant reports/documentation

GCF Funding proposal: Enhancing Climate information and Knowledge Services for Resilience in 5 island countries of the Pacific Ocean

Cook Islands Third National Communication December 2019

Cook Islands Climate Change Policy 2018-2028

Climate Change Country Programme 2018-2028

Ministry of Transport Strategic Plan

Pacific Meteorological Council Strategic Plan

Other related activities and/or donor engagements

- Funding Proposal - Enhancing Climate Information and Knowledge Services for resilience in 5 island countries of the Pacific Ocean

Issues, risks or constraints

- The collection of specific information/data is curtailed by a third-party (e.g. gov agency unable to provide documents) – low/medium risk.
- Cook Islands Third National Communication December 2019
- Cook Islands Climate Change Policy 2018-2028 and Country Program
- Ministry of Transport Strategic Plan and emerging policy as it relates to CIMS



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- Other relevant regional PMC outputs and strategies

Governance and management

The Ministry of Finance and Economic Management is the Executing Entity (EE) and is responsible for programme execution while partnering with the Climate Change Cook Islands, Cook Islands Meteorological Services and other programme stakeholders to achieve the programme outcomes.

The NCDC will be based at the Cook Islands Meteorological Service office.

The NCDC will report to the Director of the Cook Islands Meteorological Services, the Ministry of Finance and Economic Management, and will work alongside the programme team to ensure programme is successfully implemented and executed.

Approved by: (signature)	
Title and Ministry/Agency/Dept:	
Date:	