



# Terms of Reference: National Programme Implementation Manager (NPIM)

---

## About this document

*This document specifies the terms of reference for the **National Programme Implementation Manager** under the UNEP Climate services and Knowledge Management project for the Cook Islands.*

## Purpose

The Green Climate Fund (GCF) approved Climate Services and Knowledge Management Proposal for five (5x) Pacific Islands<sup>1</sup>, 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 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 and received approval that the Ministry of Finance and Economic Development (MFEM) will serve as the Executing Entity (EE) under the project.

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.

The objective of the National Programme Implementation Manager is to achieve the Programme's objectives and outcomes through management of the Programme Team; coordinate development and implementation of the National Framework for Climate Services (NFCS); foster close cooperation with key programme partners; ensure program outputs and funding objectives are met.

The services of the National Programme Implementation Manager are for the full duration of the programme – five (5) years.

## Outputs

The National Programme Implementation Manager (NPIM) will be responsible for coordinating and manage the implementation of Result areas 1, 2 and 3 of the Climate Services project as per the approved project document. The NPIM will coordinate and manage the Programme Team and work closely with the Ministry of Finance and Economic Management (MFEM) as the National Executing Entity (EE), the Cook Islands MET services, the UNEP Programme Coordinator in the Programme Management Unit (PMU) hosted by the UNEP Sub-regional Office in Samoa, locally engaged technical roles and the regional Technical Partners.

- \_\_\_\_\_

<sup>1</sup> Cook Islands, Niue, Marshall Islands, Palau, Tuvalu



Cook Islands Activity Management  
*Tarai Vaka Process*

The National Programme Implementation Manager (NPIM) will have the responsibility for the delivery of the programme outcomes and activities in accordance with the output table below and the Results Management Framework/Logical Framework of the FP and will work closely with the National Finance Officer, and other key project personnel.

The NPIM will be based in the Climate Change Cook Islands Office (CCCI). This then serves the dual purpose of ensuring all of the operational requirements of the proposal are met, coordinate all participating stakeholders under all 3 of the project components

No.	Output	Inputs/tasks	Due date
1	Programme Coordination	<ul style="list-style-type: none"><li>Plan, prepare and undertake an in-country Inception Workshop with all relevant stakeholders in order to confirm first year work plans and budget requirements consistent with the approved project document and the Cook Islands PCA</li><li>Coordinate effectively with Regional Entities who will be implementing technical and capacity related activities in the Cook Islands to ensure outputs meet with CKI agency needs</li></ul>	
2	Programme Implementation Strengthen institutional and policy frameworks and delivery models for climate services	<ul style="list-style-type: none"><li>Develop National Frameworks for Climate Services</li><li>Establish a national climate services committee to provide guidance and advice on project implementation for the Cook Islands, with Climate Change Director as Chair</li></ul>	



Cook Islands Activity Management  
Tarai Vaka Process

No.	Output	Inputs/tasks	Due date
3	Assist and Coordinate delivery outputs of programme consultants	<ul style="list-style-type: none"> <li>• CKI framework for climate services</li> <li>• Conduct a market assessment to explore viable opportunities for climate information services in sectors and business segments</li> <li>• Undertaking and completion of annual national climate outlook forums and workshops</li> <li>• Preparation and endorsement of climate action plans in relevant sectors</li> <li>• Development, implementation and delivery of a climate risk assessment and incremental costs of climate change</li> </ul>	
4	Reporting Requirements	<ul style="list-style-type: none"> <li>• Prepare and submit quarterly progress reports and updates on project implementation to the EE</li> <li>• Assist the Finance officer in the preparation and submission of half yearly and annual reports to the AE (UNEP)</li> <li>• Assist the Finance Officer and EE in the preparation and submission of the Completion report</li> </ul>	Quarterly Half yearly Annual

## Methodology

Any candidate to the position of National Programme Implementation Manager 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
- MFEM Environmental and Social Safeguards Framework
- MFEM Gender Policy
- MFEM Anti-money laundering and counter terrorism financing policy
- MFEM Anti-Fraud and Anti-Corruption Policy
- the Cook Island Environment Act 2003 and all subsequent amendments



## Expected Competencies

It is expected that the NPIM will have the following key competencies:

- Comprehensive understanding of the public sector and in particular the technicalities of Project Management and implementation
- Ability to work effectively in a cross cultural environment
- Proven familiarity with planning, coordinating and monitoring task at strategic, programme and project levels
- Thorough understanding of skills/knowledge and is able to work alongside communities, including the appreciation of the logistical challenges of working in isolated communities.
- Strong communication, report writing and interpersonal skills

## Required Skills and Experience

The successful applicant(s) will have:

1. A university degree in one of the following: public or business administration, governance and/or economics, or climate change/environmental management;
2. Experience of at least 8+ years at a senior level in designing, implementing, monitoring or evaluating programmes/projects;
3. Proven successful project management experience in pacific island countries preferably in the Cook Islands
4. Proven consultancy experience in the Pacific would be also desirable in terms of meeting deadlines, delivery of outputs, among others;
5. Strong communication, report writing and interpersonal skills;

## Performance Standards

All Services must be provided in a professional manner and in accordance with reasonable expectations of the Cook Islands Government. In respect of implementation, suppliers must meet or exceed the applicable targets stated in the outputs table/results framework. 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.

## Brief history of the programme/activity

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.

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:



Cook Islands Activity Management  
*Tarai Vaka Process*

*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. 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.

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.



## Relevant reports/documentation

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

## Issues, risks or constraints

- The consultant is unable to travel to Cook Islands or liaise with key stakeholders due to external factors – *low risk*.
- The collection of specific information/data is curtailed by a third-party (e.g. gov agency unable to provide documents) – *low/medium risk*.

## Governance and management

The Ministry of Finance and Economic is the executing entity and is responsible for project execution while partnering with the Climate Change Cook Islands, Cook Islands Meteorological Services and other projects stakeholders to achieve project outcomes.

The NPIM will be based at the Climate Change Cook Islands office and reports to the Director of Climate Change Cook Islands and the Ministry of Finance and Economic as the national EE

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



Cook Islands Activity Management  
*Tarai Vaka Process*