

Terms of Reference

POST TITLE:	Commonwealth Climate Finance Gender Adviser
PROJECT TITLE:	Commonwealth Climate Finance Access Hub (CCFAH)
LOCATION:	Mauritius
DURATION:	Two years with the potential for extension
RESPONSIBLE TO:	The CCFAH Adviser and Manager
EXPECTED START DATE:	April 2024

Introduction

The Commonwealth Secretariat through its Commonwealth Climate Finance Access Hub (CCFAH) supports Commonwealth member countries access climate finance to support their climate mitigation, adaptation, and resilience efforts, thereby contributing towards the implementation of their Nationally Determined Contributions (NDCs). The support provided by CCFAH, through the deployment of long-term Commonwealth Regional and National Climate Finance Advisers to member countries and partner organisations, is demand driven and based on specific requests received from member countries.

The Advisers assist national efforts to access and effectively use international climate finance, with particular focus on developing local capacity and South-South cooperation. The support provided cuts across the development of grant applications and implementation of climate change projects, capacity building - both human and institutional strengthening, as well as cross-Commonwealth cooperation, and sharing of knowledge.

Integrating gender equality in all climate policies, strategies and targets is critical to ensuring more effective, inclusive and sustainable climate action that take into accounts the different ways in which climate change affect different groups and in particular the disproportionate burden on women. Furthermore, the requirement of a substantive gender analysis and an associated gender action plan is now a requirement for funding under climate finance mechanisms such as the Green Climate Fund.

Mainstreaming of inclusive climate action and sharing of knowledge and learning is therefore a key priority for CCFAH. In line with their terms of reference, all the Commonwealth Regional and National Climate Finance Advisers are expected to mainstream gender and youth considerations in their operations. This is to ensure that all the programmes and projects developed are responsive to the needs of women, men, girls and boys, considering them as equal participants in decision making, policy development, implementation, and beneficiaries of climate action.

The Secretariat conducted a review of member countries NDCs in 2021 and launched the report entitled; '[Gender Integration for Climate Action: A Review of Commonwealth Member Countries Nationally Determined Contributions](#)' to serve as a baseline in understanding the extent to which gender and social inclusion concerns are integrated into National Climate Plans. The report provides an in-depth understanding of prevailing gaps, entry points and opportunities for the integration of gender into NDCs including a set of best practice recommendations.

Thus, to further enhance support provided to CCFAH beneficiary countries on integrating gender equality in climate action and ensuring gender considerations are adequately met in the pursuit of climate finance, the Commonwealth Secretariat is seeking to embed a long-term Commonwealth Gender Climate Finance Adviser at the Hub based in Mauritius.

Scope of Work

Working together with the Commonwealth Regional and National Climate Finance Advisers, Government line Ministries, Regional and National Institutions, National Women's Machineries and other key stakeholders, the scope of work for the Commonwealth Gender Climate Finance Adviser is expected to cover the following, amongst others:

1. **Strengthen gender considerations in climate finance proposals and initiatives:** clearly articulate the gender issues by sector in proposals along with the identification of targeted climate finance instruments for addressing these; Provide technical support in taking forward the recommendations from the report on, 'Gender Integration for Climate Action: A Review of Commonwealth Member Countries Nationally Determined Contributions';
2. **Develop gender specific climate finance proposals:** support project and pipeline development for mobilising finance for gender specific projects and programmes at regional or national level through identification and development of robust project pipelines and proposals; Support proposal development for accessing External Budgetary Resources (EBRs) for the Secretariat's Climate and Gender work stream;
3. **Enhance human capacity on gender integration in climate finance proposal development:** provide dedicated and tailored training on strengthening gender considerations in climate finance concept notes and proposals, climate change negotiations training and gender mainstreaming;
4. **Provide institutional support on gender mainstreaming:** support the development gender focused climate action policies as well as integrate gender considerations into existing climate change policies and strategies as well as integrate climate action into existing gender policies and strategies;
5. **Support the development and deployment of innovative finance instruments and financing approaches** for gender and climate action in line with Nationally Determined Contributions (NDCs)



6. **Contribute to national and regional institutional climate finance accreditation processes:** Support the development of gender action plans as part of the accreditation/ re-accreditation of entities for direct access to dedicated international climate funds;
7. **Facilitate knowledge generation and sharing on gender and climate change:** produce knowledge and learning products such as discussion papers, toolkits, manuals and guidelines; Organise experience sharing webinars and technical sessions on these issues with Commonwealth countries; Conduct participatory and gender sensitive adaptation and mitigation consultations; as well as facilitate the exchange of information and best practices;
8. **Contribute to CCFAH Outreach and Visibility:** Provide high level inputs to national, regional and international gender and climate dialogues and events highlighting CCFAH based work.

Implementation Arrangements

The Commonwealth Gender Climate Finance Adviser will be based in Mauritius with the Central Hub. The Adviser will report on a day-to-day basis to the CCFAH Adviser and Manager and work closely with the Commonwealth Regional and National Climate Finance Advisers.

Required Skills and Experience

The selected expert will need a key combination of skills and experience including:

Academic qualifications:

- A post-graduate qualification (Master's degree is essential) in any of the following: Gender Studies, Social Development, Sustainability, Environmental and Climate Change Economics, and/or related discipline.

Experience:

- At least eight years of relevant experience on gender equality and climate change, preferably in an international development context;
- Demonstrated expertise and/or knowledge on climate change processes (development and implementation) particularly climate finance and the mainstreaming of gender elements;
- Expertise in gender analysis, and substantial experience in considering the gender aspects of climate change;
- Demonstrated knowledge and extensive experience in the climate finance space including climate finance readiness, grant proposal writing, and climate change capacity building;



- Demonstrated experience in stakeholder coordination, relationship building and collaboration with government agencies, donors and/or international development partners, and non-government organisations;
- Experience in negotiations training especially on climate change and or any of the Rio conventions will be an added advantage.
- Strong analytical and writing skills with proven experience in developing knowledge products, including analytical pieces, papers, reports and related products.

Language:

- Fluency in both written and spoken English is essential.