



An Australian Government, AusAID initiative.

**Assignment Proposal Form**  
Intake 30 (March 2011 mobilisation)

<b>General Information</b>	
<b>Assignment Code:</b>	30FJEN-A
<b>Assignment Subsector:</b>	Climate
<b>Position Title:</b>	Climate Change Policy Officer
<b>Proposed Start:</b>	March 2011
<b>Proposed End:</b>	March 2012
<b>Duration:</b>	12 months
<b>Assignment Location:</b>	Suva, Fiji

<b>Host Organisation Details</b>	
<b>Name of Host Organisation (HO):</b>	Department of Environment
<b>HO Office Location:</b>	Suva, Fiji
<b>Has the HO hosted volunteers previously?</b>	Yes

<b>Australian Partner Organisation</b>	
<b>Name of Australian Partner Organisation:</b>	Environmental Defender's Office
<b>APO Office Location:</b>	Sydney
<b>APO Contact Person:</b>	Ms Amelia Thorpe
<b>Position:</b>	Director, International Programs
<b>Postal Address:</b>	Level 1, 89 York St Sydney NSW 2000
<b>Phone Number:</b>	(02) 9262 6989 (Work) (Mobile)
<b>Fax:</b>	(02) 9262 6998
<b>Email:</b>	amelia.thorpe@edo.org.au

<b>Assignment Information</b>
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**Position Summary:**

The Fiji Islands are highly vulnerable to climate change and have identified the issue as a key priority. However, capacity within DoE to develop and implement policies to adapt and build resilience to the adverse effects of climate change is very limited. Government negotiators have many other duties and responsibilities in addition to preparation for United Nations Framework Convention on Climate Change (UNFCCC) meetings, and struggle to undertake the extensive research and preparation necessary to participate fully in these negotiations. Fiji is also poorly equipped to develop national policies to respond to climate change, lacking resources to plan how the nation will adapt to the dramatic changes that are already occurring as a result of climate change.

Building on the work undertaken by a previous AYAD, particularly the creation of a Climate Change Country Team (CTTT) for Fiji, this assignment will assist the Department of Environment to engage in UNFCCC and to develop national policies to increase Fiji's ability to adapt to climate change. Supporting the CCCT to become established will be a key task for this AYAD.

Two key projects that this AYAD will provide assistance on include developing, updating and implementing Fiji's climate change framework to become a national policy (Fiji does not have a policy on climate change at present), and undertaking research and coordination for UNFCCC negotiations (given the limited achievements in Copenhagen, and the likelihood that it will be at least two more years of intense, complex negotiations before a new international treaty is agreed).

The assignment then has the following key objectives:

- To support Fiji's new CCCT to become established and to become a sustainable national resource for climate change policy;
- To assist the Department's preparation for participation in UNFCCC negotiations;
- To assist in developing and implementing domestic policies for climate change adaptation and mitigation;
- To assist in the DoE and CCCT to engage in regional networks, such as SPREP, to share information, skills and resources to build resilience to climate change in Fiji;
- To conduct general in house trainings to up-skill staff in the area of climate change.

**Capacity Building Focus:****Management Practices:**

- Development of program plans
- Development of systems to record activities, including the successes and challenges

**Service Delivery:**

- Having the skills necessary to undertake core activities
- Having procedures and guidelines in place to guide core activities
- Measurement of success in undertaking core activities

**External Relations**

- Communication with grassroots constituencies
- Development of networks with NGOs, donors, Government agencies and the private sector
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**Assignment Outcomes:**

- Assisted CCCT to become established and play a useful role in Fiji
- Assisted DoE and CCCT to develop domestic policies for climate change
- Assisted DoE staff to participate in UNFCCC negotiations
- Conducted general in house trainings to up-skill staff in the area of climate change

**Qualifications and Experience****Essential Minimum Qualifications:**

- Tertiary qualifications in environmental science, law, policy or other relevant discipline
- Excellent communication skills, both written and verbal
- Ability to work independently and within a small team
- Ability to take initiative, whilst fully respecting the rights and opinions of the local staff
- Genuine desire to assist the host country

**Essential Minimum Experience:**

- Experience developing or reviewing policy

**Desirables:**

- Experience working with Pacific communities
- Experience in policy development within government
- Higher degree in a relevant discipline, or dual degrees in the areas of Science/Law
- Understanding of UNFCCC processes

**Support Strategies****Support Strategies:**

- 2 day orientation period
- Weekly meetings with Supervisor
- Weekly (or more frequent) meetings with other AYADs in the Pacific working on climate change topics
- Support from the APO (Environmental Defender's Office) as required

**Sustainability Strategies**

Supporting the CCCT will build a sustainable resource for policy development in Fiji, helping to address the ongoing problem of limited staff capacity at the DoE.

Enhancing the capacity of Fiji's government to participate in the UNFCCC process will improve their chances of securing a deal which will protect Fiji from the impacts of climate change in the long term. Given the Fiji Islands' vulnerability to climate change, securing strong mitigation commitments and support for financial adaptation from developed countries may be critical for the survival of the nation as a whole.

Enhancing the capacity of staff within the Climate Change Office will increase Fiji's ability to negotiate effectively in the future, particularly through the implementation of the new treaty, to obtain the best outcomes for Fiji's vulnerable communities. Building regional and international support networks will complement this.

This placement will build on an existing relationship between the Environment Defender's Office and the Department of Environment, strengthening the EDO's existing capacity-building program in the Pacific.

**Description of the Workplace:**

The ambassador will be provided with a desk/workstation, and a personal computer by the Department (although if the AYAD has a personal laptop or computer, it is highly recommended that they bring it). Internet, fax and phone connections and a printer are also available in the office.

**Accommodation:**

The In Country Manager will assist the AYAD to find suitable accommodation.

**Information on any resources the volunteer should bring with them**

There are no essential physical resources, however texts or information on climate change and international law would be useful (books are difficult to source).

### Work Plan for the Volunteer

*This work plan is a draft and should be reviewed during the volunteer's orientation period to ensure it is still relevant to the needs of the Host Organisation.*

<b>Assignment Outcomes</b> <i>(as listed above)</i>	<b>Tasks required to achieve each outcome</b>	<b>Time for each task to be completed</b> <i>(weeks/months)</i>
Orientation	Orientation and familiarisation with the DoE and relevant local environmental laws. Familiarization with Department's policies and programs. Develop detailed work-plan in consultation with Supervisor, counterpart and ICM.	<i>1 month</i>
Assisted CCCT to become established and play a useful role in Fiji	<ul style="list-style-type: none"><li>• Work with CCCT to set priorities and develop procedures and channels for communication, information-sharing etc</li><li>• Provide research and policy support on projects as appropriate</li><li>• Research and record potential funding sources to support ongoing work</li><li>• Support the development of networks and relationships with organisations that can provide ongoing support, including SPREP (South Pacific Regional Environment Program), IUCN Oceania Office (International Union for Conservation of Nature) and AOSIS (Alliance of Small Island States).</li></ul>	4 months
Assisted DoE staff to develop domestic climate change policies	<ul style="list-style-type: none"><li>• Work with DoE and CCCT to review climate change framework and develop into a national policy</li><li>• Share research, analytical and drafting skills by assisting and supporting government staff in undertaking climate change research and policy work</li></ul>	3 months
Assisted DoE staff to participate in UNFCCC negotiations	<ul style="list-style-type: none"><li>• Review reports and submissions, summarizing long documents for DoE staff</li><li>• Assist DoE staff to undertake research and draft submissions</li><li>• Support government delegates at meetings if required</li></ul>	2 months
Staff training	<ul style="list-style-type: none"><li>• Conduct gap analysis of climate change understanding and awareness</li><li>• Conduct workshops and seminars as appropriate</li></ul>	2 months
Monitoring and Evaluation	<ul style="list-style-type: none"><li>• Develop 3 key indicators and corresponding tools to measure achievement of assignment objectives</li></ul>	Periodically; concluded at End of Assignment.