



TERMS OF REFERENCE

Short-Term Consultancy:

Supporting communications and information sharing on Fiji's National Adaptation Plan (NAP) process

April–September 2019

Background

The Republic of Fiji is transitioning to the implementation phase of its National Adaptation Plan (NAP) process. The NAP process aims to integrate climate adaptation into development planning and budgeting at national, sectoral and subnational levels with the ultimate objective of reducing the country's vulnerability to climate change impacts in the medium and long terms. In 2018, a NAP steering committee comprised of relevant ministries was created to oversee the development of the NAP process, and a NAP document was launched at COP 24. The NAP document prioritizes actions to address climate change impacts and adaptation barriers based on existing national policies, frameworks and plans. In 2019, with technical support from the [NAP Global Network](#), one of the priorities of the Government of Fiji is to enhance communications and information sharing on Fiji's NAP process.

Purpose and Objectives of the Consultancy

The purpose of this consultancy assignment is to support communications and information sharing on Fiji's NAP process. Specifically, the objectives are:

- To increase understanding and knowledge of the NAP process among key stakeholders
- To improve the engagement of key stakeholders (governmental and non-governmental) in the NAP process to accelerate its implementation

The focus of this work is *not* to target the general public (i.e., the beneficiaries of the NAP process) or climate adaptation stakeholders in general; rather, the focus is on key actors involved in the NAP process (i.e., government including subnational, civil society and the private sector).

Activities Related to the Assignment

The activities related to this assignment include:

1. Develop a focused communications strategy for Fiji's NAP process. The objectives of the strategy are to make the different stakeholders of the NAP process aware of their potential roles and responsibilities in implementing the NAP, to share information on who is already doing what on adaptation and to highlight the benefits for the different stakeholder groups if they get on board with the NAP:
 - Document successful experiences with policy communications/roll-out where all of government has gotten behind a particular issue/priority/commitment (not necessarily linked to climate change).
 - Determine the key messages, communications channels, roles and responsibilities, and metrics for measuring impact, in collaboration with the NAP steering committee and with the possible creation of any necessary multistakeholder technical support groups.
 - Ensure gender, culture and youth are considered in the communications strategy's development process and outcome.
 - Ensure linkages with other relevant commitments, including the adaptation component of Fiji's Nationally Determined Contribution (NDC) and progress toward the Sustainable Development Goals (SDGs) and the national development plan.
 - Ensure that clear next steps and financing sources are discussed to implement the strategy.
 - Support the dissemination of the communications strategy.
2. Provide technical support on communications of the Fiji's NAP process in line with the communications strategy:
 - Develop and deliver a media training-of-trainers course on the NAP process for the comms people in the ministry leading the NAP in collaboration with the Fijian Ministry of Communications (exact target audience to be decided during the development of the communications strategy).
 - Facilitate the development and dissemination of communication and outreach products, including with the media, related to Fiji's NAP process.
 - Ensure that youth, disadvantaged groups (special needs), gender and culture are considered in all communications processes and products associated with this initiative.
3. Support the coordination of communications activities related to Fiji's NAP process:
 - Organize a launch event for the NAP document to raise awareness among key stakeholders in Fiji.
 - Support the Climate Change and International Cooperation Division in responding to media requests and coverage related to the Fiji's NAP process.
 - Participate in relevant discussions and meetings on subjects relating to Fiji's overall NAP process and share findings and lessons learned and the implications from a communications standpoint.
 - Support ongoing communications and collaboration with key stakeholders in the Fijian Government, as well as between the government and the NAP Global Network.

Deliverables

The following table describes the anticipated key deliverables for the assignment:

Deliverables		Due date
1	Proposed approach and detailed workplan for the development of the communications strategy based on a review of the literature and discussion with the NAP steering committee	May 10
2	Drafts of the communications strategy for the NAP process (up to four rounds of revisions)	May 31 (final)
3	Validation of the communications strategy with the NAP steering committee and dissemination	June 15
4	Organization of a national launch event for Fiji NAP document with the support of the Fijian Government (incl. agenda, invitation letters, participants list, news items in national press and broad media coverage strategy)	July 31
5	Development and dissemination of 2–3 communications products in line with the communications strategy	August 31
6	Development of a training-of-trainers course	August 31
7	Delivery of one-day media training-of-trainers course	September 15
8	Regular communications to the Fijian Government	Ongoing

The specific deliverable schedule and associated outputs will be determined/reviewed on a monthly basis, based on agreement between the Fijian Government and IISD.

The estimated time requirement is 60 days over 5 months.

Reporting

For contractual matters, the consultant will report to IISD.

For technical matters, the consultant will work closely with Fiji's Program Coordinator and the IISD senior researcher.

Required Qualifications

The required qualifications are:

- Master's degree or equivalent in a relevant field
- Demonstrated expertise in media and communications on climate change adaptation
- Demonstrated experience in organizing events and conducting media trainings
- Knowledge of the climate change adaptation context in Fiji
- Strong analysis and writing skills
- Fluency in English (spoken and written)

Application Process

IMPORTANT: Applicants (national, international) must *already* be based in Fiji.

To apply for this consultancy, please submit a cover letter, CV (four pages max), your daily rate and a proof of your daily rate (e.g., copy of a contract of at least 20 days that states a daily rate) to: info@napglobalnetwork.org, specifically mentioning in the subject "Supporting communications and information sharing on Fiji's National Adaptation Plan (NAP) process."

In your application, please clearly demonstrate how you meet the criteria outlined above.

Application deadline: April 15

Start date: April 29

Location: Suva, Fiji