



REPUBLIC OF VANUATU

DEPARTMENT OF CLIMATE CHANGE

Ministry of Climate Change and Natural Disasters

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TERMS OF REFERENCE

CONSULTANCY – DEVELOPMENT OF OPERATIONS AND STAFF MANUALS

Activity 2.8: Development of operations and staff manuals

This person will be responsible for the Development of the Operations and Staff Manuals of the secretariat of the National Climate Loss and Damage Fund (NCLDF) for Vanuatu and will work closely with the Project Manager and the Loss and Damage Fund Development Project Management Unit and the Department of Climate Change.

Project Title: Vanuatu Loss and Damage Fund Development Project

Location: Port Vila, Vanuatu

Duration: 50 days

Start Date: TBD

Reporting to: Project Manager, Department of Climate Change (DoCC), Ministry of Climate Change (MoCC), Government of Vanuatu

Funding Support from: Ministry of Foreign Affairs and Trade (MFAT), Government of New Zealand

BACKGROUND

The National Climate Loss and Damage Fund (NCLDF) is proposed as Vanuatu's national financial mechanism to manage and disburse climate loss and damage finance. Vanuatu experiences severe climate-related risks; recent tropical cyclones have caused massive financial losses exceeding 60% of national gross domestic product, while slow-onset events like sea-level rise threaten the nation's ecological and cultural foundations. In response, the Government of Vanuatu developed comprehensive policies, including the National Loss and Damage Policy and Implementation Roadmap. The NCLDF was conceived to fill the remaining gap by establishing an agile, locally appropriate financial mechanism aligned with the country's existing public financial management systems.

The NCLDF is currently transitioning from a strategic concept into a detailed operational model. In March 2026, the National Advisory Board on Climate Change and Disaster Risk Reduction (NAB) endorsed the NCLDF Concept Note in principle, and a Council of Ministers (COM) Paper has recommended the formal establishment of the Fund. As of May 2026, a 5-stage consultancy is underway to translate this high-level strategic design into an investment-ready, detailed fund design report. This current phase focuses on setting the governance, legal, and financial architecture required to pave the way for subsequent specialist activities, including drafting legislation, setting up the Board, and establishing operations manuals.

The NCLDF will require operational manuals to be developed both for staff and applicants. This would include operational, staff and procurement manuals which support the processes developed in the design phase. These will be developed through technical assistant working closely with the Project Manager.

ABOUT THE ROLE

The position is titled Local Consultant for the Development of Operations and Staff Manuals. The consultant will report to and be guided by the Project Manager of the Vanuatu Loss and Damage Fund Development Project. The primary institutional setting for this role is within the Department of Climate Change (DoCC), under the Ministry of Climate Change Adaptation, Meteorology, Geohazards, Environment, Energy, and Disaster Management (MoCC) of the Government of Vanuatu.

The core strategic objective of this role is to successfully operationalize the broad architectural layouts defined in the baseline *Detailed Loss and Damage Fund Design Report*. Rather than re-opening structural arguments or design selections settled during the foundational formulation stages, the consultant is strictly responsible for building upon those approved parameters. This position ensures that the structural provisions governing governance, eligibility frameworks, financial mechanics, and social protections are comprehensively embedded into high-density, step-by-step procedural guidelines and instructions that can immediately guide day-to-day administrative activities of the Fund.

SCOPE OF SERVICE

The scope of services demands the translation of the high-level design principles into detailed execution frameworks, guaranteeing absolute alignment with both the local statutory context and international climate finance benchmarks.

The consultant will fulfill the following core functions:

- **Procedural Translation and Detailing:** Systematize the structural workflows established in the fund design phase, explicitly converting policies on capital management, target beneficiary groups, and access windows into explicit administrative pathways.
- **Fiduciary and PFM System Integration:** Construct financial procurement frameworks that work within and strengthen existing national financial institutions, specifically conforming with the Public Financial Management Act, the internal institutional practices of the Ministry of Finance and Economic Management (MFEM), and the regulatory guidelines of the Reserve Bank of Vanuatu (RBV).
- **Safeguards and Rights Mainstreaming:** Translate the high-level Environmental and Social Safeguards (ESS) principles and Gender Equality, Disability, and Social Inclusion (GEDSI) criteria into active compliance matrices, ensuring that internal operations systematically adhere to the Vanuatu National Gender Equality Policy and the National Adaptive Social Protection Policy.
- **Accountability Mapping:** Institutionalize grievance redress mechanisms and appeals systems that are highly responsive to local power asymmetries and physical or social accessibility constraints, creating formal channels for communities and applicants.
- **Multi-Stakeholder Operationalization:** Develop customized guidelines tailored explicitly to separate stakeholder groups, distinguishing between internal operations needed by the Secretariat and outward-facing procedures required by diverse funding applicants.

DELIVERABLES

The consultant is required to generate three distinct, interconnected manual components, which must be compiled into clear, professional structures ready for institutional deployment:

A. Operations Manual

- **External Applicant Guidelines:** A clear, step-by-step manual specifying access modalities, core eligibility criteria, application templates, and procedural requirements for subnational government actors, civil society organizations, community groups, and private sector partners looking to submit loss and damage funding requests.
- **Internal Review and Appraisal Protocols:** Detailed instructions for fund personnel to log, screen, verify, evaluate, and prioritize incoming requests against the fund's established prioritization principles, ensuring technical consistency and transparency.
- **Disbursement and Fund Management Modalities:** Step-by-step financial rules explaining the deployment of approved financial instruments, disbursement tranches, bank accounting rules, and fiduciary auditing steps.

B. Staff and Administrative Manual

- Secretariat Operating Procedures: Clear descriptions of day-to-day office routines, personnel roles, organizational reporting lines, and interaction guidelines with the MoCC family of funds and the overarching Board composition framework. These procedures should reference, and not reproduce, the Board governance instruments produced under Activity 2.6 (Fund governance structure and establishment of the Board) and the Fund MERL indicators and tools produced under Activity 2.7.
- GEDSI and Safeguards Operational Checklists: Active verification toolkits and compliance sheets to be used by staff members during project monitoring and internal evaluations, tracking GEDSI-disaggregated indicators and human rights indicators.
- Grievance Redress and Appeals Management Workflows: Clear administrative steps instructing staff on how to ingest, log, investigate, escalate, and resolve external complaints, ensuring safety and accessibility for marginalized groups.

C. Procurement Manual

- Sourcing and Contracting Framework: Comprehensive guidelines detailing how the Fund will source goods and services, manage commercial contracts, and perform asset tracking, ensuring perfect alignment with national public financial management (PFM) structures while simultaneously meeting the strict international fiduciary readiness rules required for future international accreditations.

EXPECTED CONTENT OF THE MANUALS AT A MINIMUM

A. Operations Manual

The Operations Manual establishes the rules for engagement with the Fund, governing how funding requests are submitted, evaluated, and financially executed. At a minimum, it must contain:

- External Applicant Guidelines:
 - Step-by-step instructions on designated access modalities.
 - Core eligibility criteria and procedural requirements tailored for subnational government actors, civil society organizations (CSOs), community groups, and private sector partners.
 - Standardized application templates required to submit climate loss and damage funding requests.
- Internal Review and Appraisal Protocols:
 - Detailed instructions guiding fund personnel on how to formally log, screen, verify, and evaluate incoming project requests.
 - Clear prioritization workflows mapping requests against the Fund's established prioritization principles to ensure technical consistency and transparency.
- Disbursement and Fund Management Modalities:
 - Step-by-step financial rules explaining the practical deployment of approved financial instruments.
 - Procedures governing disbursement tranches, commercial or central bank accounting rules, and institutional fiduciary auditing steps.

B. Staff and Administrative Manual

The Staff and Administrative Manual define the internal institutional architecture and ensures everyday operations adhere to mandated social safeguards. At a minimum, it must contain:

- Secretariat Operating Procedures:
 - Clear descriptions of day-to-day office routines and personnel roles.
 - Defined organizational reporting lines and explicit interaction guidelines with the broader Ministry of Climate Change (MoCC) family of funds and the overarching Board composition framework.
- GEDSI and Safeguards Operational Checklists:
 - Active operational verification toolkits and compliance sheets for staff members to use during continuous project monitoring and internal evaluations.
 - Dedicated tracking systems for gender equality, disability, and social inclusion (GEDSI) disaggregated indicators alongside baseline human rights indicators.
- Grievance Redress and Appeals Management Workflows:

- Clear administrative steps instructing staff on how to safely ingest, log, investigate, escalate, and resolve external complaints.
- Specific protection protocols designed to maintain safety and accessibility for marginalized or vulnerable groups.

C. Procurement Manual

The Procurement Manual governs commercial acquisitions, ensuring local fiscal integration meets rigorous global standards. At a minimum, it must contain:

- Sourcing and Contracting Framework:
 - Comprehensive corporate guidelines detailing how the Fund will source goods and services, manage commercial contracts, and execute long-term asset tracking.
 - Mechanisms ensuring perfect legal and operational alignment with Vanuatu's national public financial management (PFM) structures.
 - Strict international fiduciary readiness rules explicitly designed to meet the rigorous accreditation benchmarks required for future international climate fund accreditations.

SELECTION CRITERIA

Essential Experience and Knowledge:

- Advanced degree in governance and administration, climate finance, environmental science, project management, or a related field.
- At least 7 years of experience managing complex, multi-stakeholder projects, preferably in Small Island Developing States (SIDS).
- Strong expertise in governance, administration and financial oversight.
- Demonstrated knowledge of international and national climate frameworks, including the Paris Agreement and the UNFCCC.
- Experience with the Multilateral Development Bank or the Multilateral Climate Fund. Management, e.g., ADB, World Bank, Fund for Responding to Loss and Damage (FRLD), Global Environment Facility, or the Green Climate Fund.
- Proven ability to integrate GEDSI principles into project design and implementation.

Desirable:

- Familiarity with Vanuatu's climate policies and governance structures.
- Experience working in the Pacific region or similar contexts.
- Ability to speak English, French and Bislama.

DURATION

The duration of the contract is 50 Days, commencing in Q3 2026 (between September and November 2026). Note that the manuals operationalise the Detailed Design Report (Activity 2.3), which will be finalised in October 2026 as well as the governance instruments produced under Activity 2.6. Therefore, this assignment should treat its outputs as provisional pending their completion.

EXPRESSION OF INTEREST (EOI)

Interested applicants should submit:

- Updated Curriculum Vitae (CV)
- Cover letter outlining approach and motivation
- Copies of qualifications
- Sample of previous work (or report)
- Valid Referee contact information (3)

Submit all soft copies of your EOI to bmaltera@vanuatu.gov.vu cc itoka@vanuatu.gov.vu. The subject line of the email should be “**L&D Fund Operations and Staff Manuals**”. Address all correspondence to the Project Manager, Ministry of Climate Change Adaptation.

OTHER INFORMATION

Consulting Services Budget: **4,000,000 VUV**

Date Published: **18-Sep-2026** Deadline of Expression of Interest: **02-Oct-2026, 05:00 PM**