Micronesia Conservation Trust

RESILIENT COMMUNITIES MICRONESIA

JA#26-07

TERMS OF REFERENCE: NATIONAL GRANTS OFFICER

Position Title	National Grants Officer
Program	SAP029 – Ecosystem-based Adaptation (EbA) for Reducing Community Vulnerability to Climate Change in Northern Pacific SIDS
Duty Station	Micronesia Conservation Trust, Pohnpei, FSM
Reporting to	RPCU
Technical Coordination	Regional Program Coordination Unit (RPCU – MCT), Government agencies, FSM PAN Office, National Designated Authority, Implementing partners, Contractors/Grantees and Fiscal Sponsors
Position Type	Contract (*For the remaining duration of the program, subject to satisfactory performance and availability of funding.*

1. Background

The SAP029 Ecosystem-based Adaptation (EbA) Program is a regional initiative funded by the Green Climate Fund (GCF) to reduce climate change vulnerability in Northern Pacific Small Island Developing States, including the Federated States of Micronesia (FSM), Palau, and the Republic of the Marshall Islands. The program promotes ecosystem-based approaches such as coastal and marine ecosystem restoration, sustainable land management, and climate-resilient livelihoods to strengthen the resilience of vulnerable communities.

A central feature of SAP029 is the implementation of an Enhanced Direct Access (EDA) Small Grants Facility (SGF), which provides financing directly to local actors—including community-based organizations, NGOs, and local governments—to design and implement locally driven adaptation solutions. The SGF operates through a structured grant cycle, including Expression of Interest (EOI), full proposal development, approval, contracting, and implementation, ensuring transparency, accountability, and alignment with GCF investment criteria.

The program is implemented through a multi-level governance structure comprising the Program Board (oversight), Grants Committee (decision-making), Regional Program Coordination Unit (RPCU), and national Executing Entities (EEs). The Micronesia Conservation Trust (MCT), as the Accredited Entity, has overall responsibility for program oversight, fiduciary management, and compliance with GCF requirements, while EEs serve as financial vehicles responsible for managing grants at the national level.

Within this framework, the National Grants Officer plays a key role in supporting the effective management and delivery of the Small Grants Facility at the country level, ensuring compliance with fiduciary standards, environmental and social safeguards (Category C), gender integration requirements, and robust monitoring, evaluation, and reporting processes.

2. Objective

> Objective: The National Grants Officer will manage and operationalize the Small Grants Facility (SGF) at the national level, ensuring that all grant processes are implemented in accordance with the Operations Manual, GCF requirements, and national procedures, while strengthening the capacity of local grantees to implement ecosystem-based adaptation interventions.

3. Scope of Work and Responsibilities

A. SGF Coordination and Grants Cycle Management

- Coordinate implementation of the full SGF grant cycle:
  - Pre-stage stakeholder consultations
  - Expression of Interest (EOI)
  - Full proposal development
  - Contracting
  - Implementation, monitoring, and reporting
- Support preparation and dissemination of Calls for Proposals.
- Facilitate inclusive outreach to eligible grantees (NGOs, CBOs, local governments).
- Support screening of EOIs and proposals in coordination with RPCU and relevant experts.

B. Grants Administration and Contracting

- Prepare and manage grant agreements between EE and grantees.
- Ensure contracts include:
  - Approved workplans
  - Budget and disbursement schedules
  - Monitoring and reporting requirements
- Maintain organized and up-to-date grant documentation and databases.

C. Financial Management and Compliance

- Monitor grant budgets, expenditures, and disbursements.
- Ensure compliance with:
  - Approved budgets
  - Eligible expenditure rules
  - Fiduciary standards

- Review financial reports and supporting documentation submitted by grantees.
- Coordinate with finance teams on reconciliation and reporting.

D. Monitoring, Evaluation, and Learning (MEL / KMAL)

- Monitor sub-project implementation through field visits and reporting reviews.
- Ensure grantees implement agreed Monitoring and Evaluation (KMAL) plans.
- Review and consolidate technical and financial reports.
- Support reporting to RPCU and contributions to GCF reporting (e.g., APR).

E. Environmental, Social, and Gender Compliance

- Ensure all sub-projects comply with:
  - Environmental and Social Safeguards (Category C only)
  - Gender policy and gender action plans
- Support screening of proposals for E&S risks and gender integration.
- Monitor safeguards compliance throughout implementation.

F. Capacity Building and Technical Support

- Support organization of writeshops and training activities.
- Provide guidance within the grant scope and eligibility to grantees on:
  - Expression of Interest (EOI) development
  - Full proposal development
  - Financial management
  - Reporting requirements
  - Exclusionary criteria
- Assist in capacity assessments and matching of low-capacity organizations with stronger partners where required.
- Identify organization's technical assistance needs and refer it to the appropriate partners

G. Coordination and Governance Support

- Coordinate with RPCU and EE teams on SGF implementation.
- Support preparation of documentation for Grants Committee review.
- Ensure adherence to:
  - Due diligence requirements
  - Conflict of interest policies
  - Accountability standards

H. Risk Management and Compliance

- Identify risks related to financial management, safeguards, and implementation.
- Recommend corrective actions and mitigation measures.
- Support implementation of grievance redress mechanisms and compliance procedures.

4. Expected Outputs

- Effective and compliant implementation of the SGF at national level
- Timely processing and management of grants
- High-quality financial and technical reporting
- Strengthened capacity of local grantees
- Accurate and complete grant records and monitoring data

5. Qualifications and Experience

Education

- Bachelor's degree in Finance, Business Administration, Environmental Management, Development Studies, or related field

Experience

- At least 3 years of relevant experience in:
  - Grants management
  - Project administration or financial oversight
- Experience with donor-funded projects (GCF or similar) preferred
- Experience in community-based or environmental projects is an asset

Skills and Competencies

- Strong understanding of grants management and fiduciary requirements
- Knowledge of environmental and social safeguards and gender integration
- Excellent organizational and communication skills
- Ability to work with diverse stakeholders, including communities and government agencies
- Proficiency in Microsoft Office

6. Reporting and Supervision

- **Reports to:** RPCU
- Works closely with:
  - Government agencies
  - Finance and procurement teams
  - Grantees and implementing partners

7. Duty Station and Travel

- Based in MCT
- Frequent travel to project sites and communities

8. Performance Criteria

Performance will be assessed based on:

- Compliance with SGF procedures and Operations Manual
- Timeliness and quality of grant management
- Accuracy of financial and technical reporting
- Effectiveness of monitoring and grantee support
- Compliance with safeguards and gender requirements

9. Duration and Remuneration

- **Duration:** November 2026 – April 2030
- **Compensation:** Commensurate with qualifications and experience

10. Application Process

Interested applicants should submit the following documents (*preferably by email*):

1. Cover letter detailing their qualifications and experience in relation to the role.
2. Comprehensive CV/resume.
3. Contact information for three professional references.

- **Deadline for applications:** 26 November 2026.
- **Submit application to:** maiseam@ourmicronesia.org cc: jgmori@ourmicronesia.org