Matanataki

Scope of Work

ESG & I Policy ad ESMS Development

21st October 2025

Background:

Matanataki Pte Ltd (MPL), a woman-founded business developer and emerging fund manager in Fiji, is raising a US$50 million blended finance climate adaptation fund for the Pacific, Matanataki Pacific Fund 1 (MPF1 or Fund).

MPF1 provides investors with access to community-serving, gender equitable businesses that deliver climate resilience to Pacific communities, with coral reefs as the guiding star indicating the health and climate resilience of the whole.

MPF1 aims to bring together development financing institutions and private investors with aligned values, and channel investment into long term Pacific-owned businesses which will deliver climate resilience for our ocean communities.

Objective:

The objective of this assignment is to undertake Environmental and Social (E&S) work to evolve the existing ESG & I documentation for the proposed Fund and ensure alignment with GCF and other MPF1 commitments including EIB ES as described in the Fund's existing Environmental, Social, Gender and Impact (ESG & I) policy. The output is a program-level and fund-specific ESG & I Policy (including climate and biodiversity policies) and Environmental Social Management System (ESMS) developed from primary applicant reference materials, already created by Matanataki. The ESG & I Policy and ESMS will be an annex to the Green Climate Fund Funding Proposal for MPF1.

Scope of Work and Deliverables:

1. ESG & I Policy

Drawing from an existing ESGI Policy:

- Develop a fund-level ESGI Policy, which includes a climate and biodiversity policy, that aligns with GCF and other MPF1 commitments including EIB ES as described in the Fund's existing ESG & I policy.

2. Environmental and Social Management System (ESMS) Development:

Drawing from an existing ESMS and IMM:

- Develop a fund-level ESMS that aligns with GCF and other MPF1 commitments including EIB ES as described in the Fund's existing ESG & I policy. The ESMS procedure development must be commensurate with the size and pipeline of the Fund investments.

- Describe a clear governance structure and responsibilities for the ESMS implementation and monitoring.

- Define the procedures and processes for environmental and social risk identification, assessment, mitigation, and monitoring.

- Develop a stakeholder engagement plan and grievance redress mechanism to ensure effective communication and feedback channels.

- Incorporate measures to address any gaps identified in MPL's capacity to manage environmental and social risks.

As per guidance from the GCF Secretariat the ESMS has to incorporate the following elements:

(i) policy;
(ii) identification of risks and impacts;
(iii) management programs;
(iv) organizational capacity and competency;
(v) emergency preparedness and response;
(vi) stakeholder engagement (including information disclosure and grievance redress mechanism); and
(vii) monitoring and review.

The ESMS has to include guidance on management of issues concerning labor and working conditions (e.g. Labor Management Procedure), resource efficiency and pollution prevention, community health, safety, and security, land acquisition and involuntary resettlement, biodiversity conservation and sustainable management of living natural resources, indigenous peoples, and cultural heritage (e.g. Chance Find Procedure). Should there be potential for physical relocation and/or economic displacement in some of its investments, the ESMS should contain a Resettlement Policy Framework and/or a Livelihood Restoration/Compensation Framework. Should there be investments at/or near ecologically sensitive areas (such as a RAMSAR site, protected areas, etc.), the ESMS should also contain a framework to assess the impacts of its activities on the site and provide guidance in the development of a Biodiversity Action/Management Plan. The ESMS has to include guidance to the program and its portfolio SMEs on preparing environmental and social impact assessment/environmental and social management plan (ESIA/ESMP) for greenfield investments and environmental and social audit for existing facilities/brownfield investments.

Deliverables:

1. Inception Plan: Outlining the methodology, data collection plan, and timeline for the assessment and plan development.

2. ESGI Policy: Comprehensive policy document.

4. Environmental and Social Management System: Comprehensive documentation of the developed ESMS, including policies, procedures, and capacity-building materials.

Timeline:

The assignment is expected to be completed by 21st November 2025.

Provide support during the GCF proposal review and approval process, including up to three rounds of review by GCF, ITAP and Board.

Expertise:

Experience working with asset managers and asset owners

Experience working with private sector companies in the Pacific

Experience working on GCF programs

Experience in developing, implementing and monitoring Environmental, Social, Gender and Impact frameworks in the Pacific

Experience with GCF project preparation and Development Financing Institution E&S performance standards

Strong analytical and technical skills, report writing and presentation skills

A Master's degree in environmental sustainability plus 5 years relevant experience OR at least 10 years' relevant experience

Submission of Proposal and Queries:

Your proposal should identify the scope breakdown and proposed fees for each of the phases breakdown for this assignment as contained herein. Please submit your queries and final proposal by email in PDF format by 27th October 2025 to:-

rimash@matanataki.com

jodi@matanataki.com

and CC programme@icfa.lu