

Scope of Work

Green Climate Fund – Funding Proposal No Objection Letters Support

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:

To engage a qualified firm or consortium with established relationships and experience working with National Designated Authorities (NDAs) and GCF focal points across the Pacific.

The objective is to coordinate, prepare, and secure GCF No Objection Letters for MPF1's funding proposal in alignment with GCF's policies, national procedures, and country readiness frameworks.

This assignment will ensure that MPF1's regional submission meets all country-level endorsement requirements to proceed to the GCF Secretariat for consideration.

Scope of Work:

1. Stakeholder Engagement and Planning

- Map all relevant NDAs and focal points across the seven target countries.
- Develop and validate a joint engagement and communication plan with MPL and national stakeholders.
- Coordinate briefings and country consultations to introduce MPF1 and address technical queries related to the GCF mandate.

2. Documentation and Submission Management
 - Prepare draft packages to support each country's internal review process, including relevant GCF templates, supporting materials, and contextual briefs.
 - Ensure each submission aligns with the specific requirements and timelines of the country's NDA process.
3. Follow-up and Endorsement Facilitation
 - Lead structured follow-up with NDAs to expedite NOL issuance.
 - Support any technical revisions or resubmissions required during the national review.
 - Maintain transparent communication and documentation of all correspondence.
4. Consolidation and Reporting
 - Submit consolidated progress updates to MPL biweekly.
 - Upon completion, compile and deliver all seven NOLs along with a comprehensive report summarizing national processes, key learnings, and future policy engagement strategies.
5. Ad Hoc Support

Provide additional technical or coordination support if requested by MPL or as required by NDAs during the endorsement process, with any scope adjustments agreed in writing.

Deliverables:

1. Inception Plan and Timeline
 - Detailed workplan outlining engagement strategy, milestones, and coordination approach per country.
2. Country Engagement Packages (7 total)
 - One per country, including submission dossier (draft NOL request, supporting documentation, and communication record).
3. Progress Reports
 - Fortnightly briefings to MPL summarizing activities, country status, and next steps.
4. NOL Compilation
 - Complete set of approved No Objection Letters.

Payment Structure

Proposals should specify preferred payment method:

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+679 345 0215, info@matanataki.com

- Deliverables-based (per NOL received), or
- Retainer with staged milestones (e.g., inception, 50% completion, final delivery).

The total contract value will be capped as per negotiated agreement.

Timeline:

The assignment shall be completed by 15th January 2026, unless otherwise extended in writing by MPL and justified by country process delays.

Expertise:

Proven experience preparing or supporting GCF submissions and engaging NDAs or climate finance entities.

In-depth understanding of GCF's Country Ownership and No Objection procedures.

Established networks within Pacific Island government agencies, particularly Ministries of Finance, Environment, or Climate Change.

Demonstrated record supporting blended finance or climate project approvals at national or regional level.

Strong coordination, diplomatic, and reporting capabilities.

Relevant tertiary qualifications in climate policy, development finance, or international relations.

Submission of Proposal and Queries:

Please include:

- Workplan and staffing structure;
- Proposed fee schedule and deliverable milestones;
- Relevant regional references and past GCF-related engagements.

Proposals must be submitted by 27th October 2025 in PDF format to:

rimash@matanataki.com

jodi@matanataki.com

and CC programme@icfa.lu