

APPLICANT INFORMATION PACKAGE

Project Coordinator – Management of Blue Carbon Ecosystems in Pacific Island Countries (MACBLUE Project)

CONTENTS

A. BACKGROUND INFORMATION ON SPREP

B. THE MACBLUE PROJECT

C. JOB DESCRIPTION

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

E. ADMINISTRATIVE INFORMATION

A. Background Information on SPREP

The *Secretariat of the Pacific Region Environment Programme* (SPREP) is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific.

The head office is based in Apia, Samoa with other SPREP offices in Fiji, the Republic of the Marshalls Islands, Vanuatu and the Solomon Islands.

SPREP has around 150 staff and has an annual budget of approximately USD36 million in 2023.

The establishment of SPREP in 1993 sends a clear signal to the global community of the deep commitment of Pacific Island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance to Pacific Island countries and territories in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future**:

“A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures”.

Members

SPREP has 21 Pacific Island member countries and territories:

▪ American Samoa	▪ Northern Marianas
▪ Cook Islands	▪ Palau
▪ Federate States of Micronesia,	▪ Papua New Guinea
▪ Fiji	▪ Samoa
▪ French Polynesia	▪ Solomon Islands
▪ Guam	▪ Tokelau
▪ Kiribati	▪ Tonga
▪ Marshall Islands	▪ Tuvalu
▪ Nauru	▪ Vanuatu
▪ New Caledonia	▪ Wallis and Futuna
▪ Niue	

and 5 ‘metropolitan’ member countries with direct interests in the region:

- Australia,
- France,
- New Zealand,
- United Kingdom and
- the United States of America.

SPREP Goals and Objectives

The Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

SPREP's Pacific and metropolitan members agreed that SPREP's Strategic plan should span 10 years to address critical environmental and related social and governance strategic priorities, which are reflected in the strategy's regional and organisational goals and objectives, as well as in SPREP's core 'Values'.

Regional Goals

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change;
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems;
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control;
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance.

Organisational Goals

- **Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.
- **Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.
- **Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.
- **Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.
- **Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

SPREP's Values

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**
- We value **Integrity**

B. The MACBLUE Project

The “Strengthening coastal biodiversity conservation and management through protection and rehabilitation incentives for coastal carbon sinks in Pacific Island countries” (MACBLUE) is an agreement between the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) Fiji, and Papua New Guinea, Solomon Islands and Vanuatu, with funding from the International Climate Initiative (IKI).

In a joint effort by GIZ, the Secretariat of the Pacific Regional Environment Programme (SPREP) and the Pacific Community (SPC) as regional implementing partners, MACBLUE will utilize innovative remote sensing approaches to map the extent of SaM ecosystems in Fiji, Papua New Guinea, the Solomon Islands and Vanuatu and will assess and model related carbon storage capacity, emission potential and ecosystem services. The resulting data will allow inventories of associated natural capital and will support government partners in their efforts to strategically develop and implement conservation, management and rehabilitation efforts. Based on effective mapping and analysis of the carbon sequestration and storage of SaM, Governments will be assisted to establish nationally appropriate incentives for sustainable management

Within the MACBLUE project, the SPREP project “Management of Blue Carbon Ecosystems in Pacific Islands Countries“ aims to contribute human and technical capacity to the mapping, management and rehabilitation of coastal ecosystems until September 2025. As part of its mandate, SPREP supports the governments of its Pacific islands member countries in developing nationally adapted policies and legal frameworks for the sustainable use and development of natural resources in accordance with national and international obligations under broader, multilateral environmental agreements.

Specifically, the SPREP Island and Ocean Ecosystems Programme will carry out the following scope of work in Fiji, Papua New Guinea, the Solomon Islands and Vanuatu:

- **Output 1** - National mapping of seagrass and mangrove ecosystems.
- **Output 2** - Associated ecosystem services, in particular carbon reduction and emission potential, as well as anthropogenic threat factors are quantified and documented.
- **Output 3** - Strategic contributions to improve legal guidelines for incentives and sustainable approaches for the protection and rehabilitation of seagrass and mangroves.
- **Output 4** - Proven management and rehabilitation approaches are implemented at priority sites and demonstrated as a model for national replication.
- **Output 5** - Proven concepts and instruments for the sustainable management of seagrass and mangrove populations are incorporated into relevant national, regional and international discourse through strategic communication approaches.

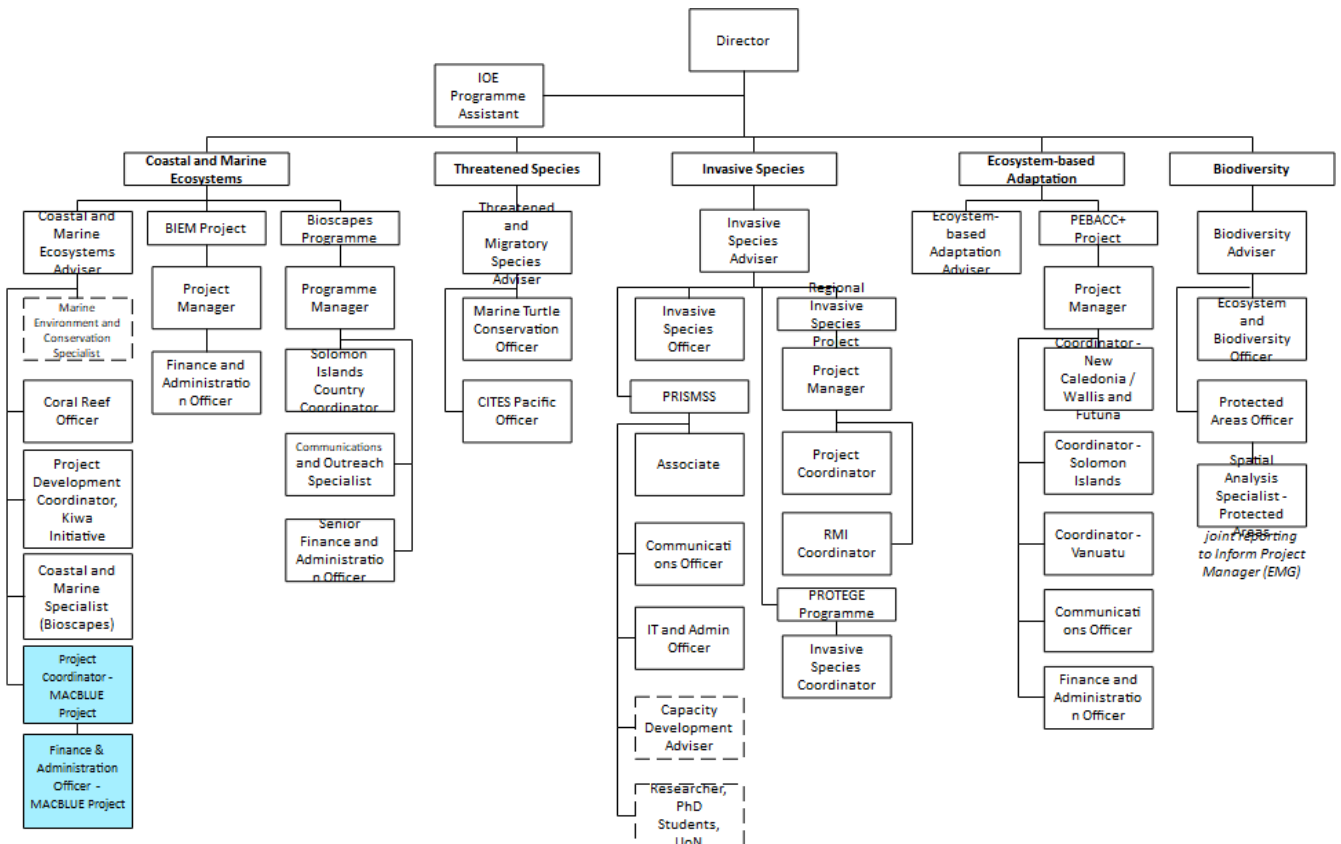
The project will be coordinated and managed from the SPREP office in Suva, Fiji.

The primary role of the Coordinator - MACBLUE is to coordinate the successful implementation of SPREP activities within the MACBLUE project within the four countries. The position will require development of partnership approaches with national and provincial governments, scientific and technical institutions and GIZ, implementing partner SPC and others to ensure successful project implementation and sustainability of outcomes.

C. JOB DESCRIPTION

Job Title:	Project Coordinator - MACBLUE project
Programme:	Island and Ocean Ecosystems
Team:	Coastal and Marine Ecosystems
Responsible To:	Coastal and Marine Ecosystems Adviser
Responsible For: (Total number of staff)	1
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Coordinate implementation of the SPREP component within the MACBLUE project.
Date:	August 2023

Organisation Context



Key Result Areas

The position of **Coordinator - MACBLUE Project (MACBLUE)** addresses the following Key Result Areas:

1. Coordination and management
2. Technical advice, support and facilitation
3. Financial and project administrative management
4. Communication and visibility
5. Monitoring, evaluation and reporting
6. Partnerships and collaboration

The requirements, expectations and performance standards for the above duties are broadly identified below.

The Jobholder is accountable for:	The Jobholder is successful when:
<p>1. Coordination and management</p> <ol style="list-style-type: none"> a) Provide management of the project and the project team. b) Ensure that planning for all project activities in four countries is carried out to the highest standards of efficiency. c) Manage the project planning and implementation in accordance with SPREP operating standards and donor requirements. d) Prepare Project Steering Committee, Working Group meetings, and relevant documentation. e) Manage and implement project contributions to the SPREP Performance Implementation Plan and Results Framework (PIP). f) Develop and implement Annual and quarterly Work Plans and Budgets (AWP&B) to support the Programme Annual Workplan including planning and management of the team's human and financial resources. g) Lead and work with the Programme team in the development, monitoring and assessment of Performance Development Plans. h) Lead and provide oversight of the overall implementation of Programme activities in line with the approved Description of Action and budget. 	<ul style="list-style-type: none"> • Effective project work plans are developed in coordination with, and agreed by, partners, countries, and the donor. • SPREP and donor operating and reporting procedures are met. • Project work plans and tasks are successfully implemented and completed. • In-country project teams are working effectively. • Project sustainability strategies are in place and implemented. • Donors and partners are satisfied with project planning and implementation. • The project team is a high performing team that delivers on its AWP&B objectives within the agreed timeframe and achieves project outcomes. • The team's work is well integrated and contributes to SPREP programmes as appropriate. • Staff Performance Development Plans are developed and assessed on time. • Programme is successfully implemented within the approved timeframe by SPREP and Programme implementation partners. • Donor and other reports are submitted and received within agreed timeframes. • Sustainability plan is produced for relevant activities.
<p>2. Technical advice, support and facilitation</p> <ol style="list-style-type: none"> a) Provide high quality guidance to the project in implementation of effective and 	<ul style="list-style-type: none"> • Effective guidance and support is provided to

<p>appropriate activities by SPREP and its partners.</p> <p>b) Facilitate workshops and meetings with various stakeholders in collaboration with project partners and SPREP technical staff.</p> <p>c) Prepare and, where relevant, present technical reports and presentations on project implementation.</p> <p>d) Develop and implement an Environmental and Social Safeguards Management plan in compliance with national regulations as required.</p>	<p>stakeholders, partners and national coordinators in the four countries.</p> <ul style="list-style-type: none"> • Appropriate and integrated approaches to Blue Carbon ecosystems are implemented and sustainable, technical support from SPREP programmes and external partners is effectively engaged. • Appropriate and effective Environmental and Social Safeguards are in place for all project activities in four countries as required.
<p>3. Financial and project administrative management</p> <p>a) Work with the Project Finance and Administration Officer to coordinate and manage all funded services, supplies and equipment in accordance with SPREP procurement procedures, including preparation of terms of reference and review of consultancy reports.</p> <p>b) Ensure that the financial management of the project is of the highest standard and conforms with the requirements of SPREP and the donor.</p> <p>c) Ensure that the costs for output activities and deliverables comply with the project budget.</p> <p>d) Ensure that financial reporting for the project as a whole and its components are delivered on time to SPREP and the donor.</p>	<ul style="list-style-type: none"> • Procurement, financial and administrative procedures are relevant to and respect the contract requirements. • Project activities and deliverables are successfully completed within allocated budgets. • Reporting requirements are met accurately and on time. • 100% compliance with finance policies, rules, regulations and laws. • Financial reports are produced and submitted to donor in a timely manner.
<p>4. Communication and visibility</p> <p>a) Work with SPREP Communications and Outreach team to ensure that communication and outreach activities are effectively designed and implemented.</p> <p>b) Promote and share experiences and lessons learned from projects.</p> <p>c) Produce synthetic communication products for dissemination to a broad audience.</p> <p>d) Liaise with stakeholders and partners to facilitate public relations and information management for the projects.</p>	<ul style="list-style-type: none"> • Effective communication results in high engagement with stakeholders and partners in the delivery and promotion of activities and outcomes. • Donor requirements in terms of communication are fully met. • Synthetic communications are produced in a timely fashion and are accessible to multiple audiences. • The project is promoted within countries, the region and at international levels. • Regional cooperation between Pacific countries and territories on Blue Carbon is strengthened.

<p>5. Monitoring, evaluation and reporting</p> <p>a) Develop and implement a monitoring and evaluation framework for the project.</p> <p>b) Monitor the progress of key activities against annual workplans and the project schedule.</p> <p>c) Lead the preparation of project technical and financial reports, and work with partners and contractors to synthesize key outputs of the project, providing regular and effective feedback to stakeholders and partners.</p> <p>d) Ensure that progress on project delivery is regularly updated in the SPREP Project Information Management System (PIMS).</p>	<ul style="list-style-type: none"> • Monitoring and evaluation plans are finalised and implemented in cooperation with national agencies and coordinators. • Financial and technical reports produced on time and according to SPREP and donors' requirements. • Project monitoring and evaluation is undertaken on a regular basis and informs project implementation and recorded in the PMIS.
<p>6. Partnerships and collaboration</p> <p>a) Maintain and strengthen effective partnerships and collaboration with participating countries, implementing partners and other stakeholders.</p> <p>b) Ensure a high level of collaboration with all regional stakeholders related to the different project components, as well as with project partners and relevant initiatives.</p> <p>c) Maintain good relationships with national governments and stakeholders in the implementation of the project.</p>	<ul style="list-style-type: none"> • Successful relationships with countries and partners result in achievement of Programme outcomes. • Donor and partners are satisfied with project planning and implementation.

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Project Manager as part of SPREP's Performance Development System.

This section may be reflected in the successful applicant's Performance Development Plan.

Work Complexity

Most challenging duties typically undertaken:

- Management and monitoring of all project components.
- Coordination of the project implementation in Fiji.

- Delivery of technical support in identifying and implementing Ecosystem-based Adaptation options in remote and culturally diverse environments.
- Timely and successful completion of project components.
- Writing and development of project technical reports and syntheses.
- Meeting the donor requirements in terms of project documents and reporting.
- Coordinating multi-country projects, with multiple partners and several communities.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • GIZ • Beneficiary countries and territories • Suppliers and Vendors • Partner organisations 	<ul style="list-style-type: none"> • Project management • Financial reporting • Guidance and technical support • Engagement and collaboration • Communications and information sharing • Facilitation and integration
<p>Internal</p> <ul style="list-style-type: none"> • Coastal and Marine Ecosystems Adviser, IOE Director and staff • MACBLUE Finance and Administration Officer • SPREP Departments (HR, Finance and Administration, Communications and Outreach) • All SPREP staff and programmes 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and reporting • Procurement and administrative processes • Discussions and negotiations • Communications and information sharing

Level of Delegation

The position holder:

- manages an operational budget
- can authorise costs in project budget to specified limits

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential
1. Minimum qualifications of a Master's degree in Ecology, Climate Change, Environmental Management or relevant field OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience

Knowledge / Experience

Essential
2. At least 7 years of extensive international donor funded project management or coordination experience and technical assistance on projects, ideally with multiple countries, related to environmental management and climate change adaptation, with at least 5 years in a role requiring a similar degree of versatility and responsibility, including technical and financial reporting, preferably within the Pacific islands region.
3. Excellent work experience and knowledge of island ecosystem function and management, preferably with demonstrated experience in coastal and marine ecosystems relating to Blue Carbon projects, with an excellent knowledge of environmental issues and challenges facing the Pacific islands region.
4. Extensive experience in international donor funded programmes and project management, coordination, monitoring and evaluation including multi-project coordination and skills, project financial management, establishment and implementation of work plan objectives as well as strong organisational, time management, coordination and facilitation skills.
5. Sound leadership and management experience in multicultural and multi-disciplinary environments, preferably in Melanesia, with sound knowledge of the Pacific islands region.
6. Excellent relationship management and experience that demonstrates a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donors and stakeholders and demonstrated ability to work effectively with multiple levels of government, NGOs, local communities and diverse groups of stakeholders.
7. Excellent written and verbal communication in English, with proven ability to synthesize information and communicate effectively to multiple audiences as well as excellent report writing skills preferably in environmental planning and management related projects in Pacific Island countries and territories.
8. Ability and willingness to travel, including by boat and light aircraft, and stay in remote areas for extended periods of time.

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> • Project technical and financial management • Organisational and time management • Analytical and environmental knowledge and skills • Facilitation and interpersonal skills • Report writing and synthesis
Advanced level	<ul style="list-style-type: none"> • Environmental and climate change issues in the Pacific islands' region • Applied knowledge of ecosystem assessment and management
Working Knowledge	<ul style="list-style-type: none"> • Pacific islands region governance modalities and cultural diversity
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes and structure • Gender equity and social inclusion issues

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviours forming part of the Performance Development Plan.

Change to job description

From time to time it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Suva, Fiji.

Duration: Appointment is for a term up to 30 September 2025. There is no expectation of renewal at the end of contract as this is a project specific position.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 11 of SPREP's salary scale. Starting salary will be SDR36,326 per annum. Currently, the equivalent is USD57,764 per annum. Upon confirmation of probation, salary will be adjusted to SDR40,867 which is equivalent to USD64,984 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Adjustments: Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT\$2.40.

Term: For staff recruited from outside Fiji, the term begins from the day the appointee leaves their home to take up the appointment. Appointment is subject to a satisfactory medical examination including full vaccination against COVID-19 and a clean police report, as well as a 6-month probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one-month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

Performance Reviews: Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

FOR STAFF RECRUITED FROM OUTSIDE FIJI, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Fiji, including transport and accommodation en-route for the appointee and accompanying dependant(s) between point of recruitment and Suva, and return, by the shortest and most economical route. This includes:

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum of SDR2,500 is payable upon taking up appointment and arrival in Suva. This is currently equivalent to USD3,975.

Temporary Accommodation and Assistance: On arrival in Suva, the appointee and dependant(s) are

entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Suva. This will include help in finding suitable rental accommodation.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Fiji, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed.

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of USD6,500 per annum per dependent child, with an overall maximum of USD19,500 per annum per family of 3 or more eligible children.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Suva by (i) each dependent child being educated outside Fiji or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

Family Leave Travel: Return economy class airfares between Suva and the recognised home for the staff member and dependants after completing 18 months of service providing no travel is undertaken within the final 12 months of the contract.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Fiji for expatriate executive furnished housing. The current rate is USD1,393 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to USD1,000 per annum as stipulated under SPREP's Security Assistance policy.

Annual Leave: 25 working days a year (up to a maximum accumulation of 50 days).

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions exist for maternity, compassionate, paternity, examination and special leave (without pay).

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Suva on official business.

Life and Accidental Death and Disability Insurance: All employees are covered by SPREP's 24-hour Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical,

dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

Superannuation: All employees are required to contribute to a recognised Superannuation Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund for their superannuation. SPREP will pay the local minimum legal requirement of basic salary to the approved nominated Fund. For Fiji, this is currently 7%.

Learning and Development

Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

Definitions:

'Dependant' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Fiji, and who resides in Fiji only by virtue of employment with SPREP.

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

General: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

E. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (*you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered*);
2. A detailed Curriculum Vitae.

Applications that do not complete the correct SPREP Application Form and submit all the requirements stated above will not be considered.

Submitting applications:

- a) **BY EMAIL (MOST PREFERRED OPTION):** Subject matter to be clearly marked “**Application for Coordinator, MACBLUE Project**” and send to recruitment@sprep.org
OR
- b) **BY POST OR FAX:** Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia; or fax number (685)20231 and clearly marked “**Application for Coordinator, MACBLUE Project**”

More Information on SPREP and its work in the region can be found on the SPREP website
www.sprep.org

For further enquiries, contact Roger Warren on telephone (685) 21929 ext 325, or Email:
rogerw@sprep.org

Closing date: Friday, 22nd September 2023: Late applications will not be considered.

SPREP is an Equal Opportunity Employer