



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme



10th Pacific Islands Conference

**NATURE CONSERVATION  
AND PROTECTED AREAS**

*Nature Conservation Action for a Resilient Pacific*

## APPLICANT INFORMATION PACKAGE

### Project Development Coordinator – Kiwa Initiative- Nature- Based Solutions for Climate Resilience

## **CONTENTS**

A. BACKGROUND INFORMATION ON SPREP

B. THE KIWA INITIATIVE

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 over 100 staff. There are SPREP offices in Fiji, Republic of the Marshalls Islands and Vanuatu as well as SPREP Officers stationed in Solomon Islands.

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 Kiwa Initiative

The goal of the Kiwa Initiative, in the spirit of the “Blue Pacific” approach adopted by the Pacific Islands Forum’s Leaders in 2017, is to bring together a coalition of donors committed to financing projects that will help strengthen climate resilience and adaptation of Pacific Island ecosystems, economies and communities through Nature-Based Solutions (NBS). By acting as a means to improve coordination between donors in accordance with regional priorities, the Kiwa Initiative will fund a set of innovative projects and targeted actions on the ground at local, national and regional levels.

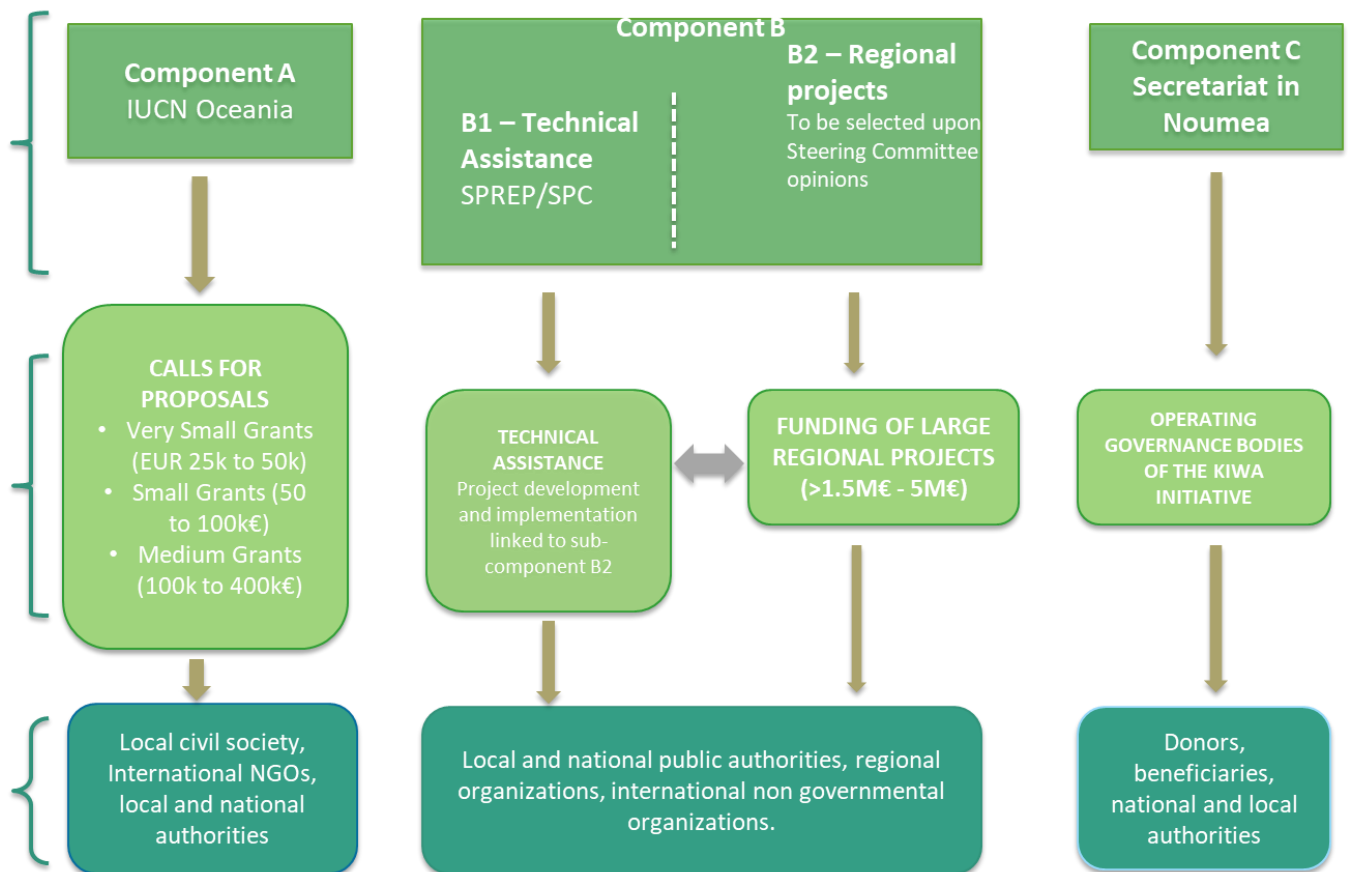
At the One Planet Summit of December 2017, President of France Emmanuel Macron committed to launch this new multi-stakeholder international initiative.

Officially started on 31<sup>st</sup> March 2020, the Kiwa Initiative- Nature-based solutions for climate resilience is the first programme ever to gather these five donors, i.e. France, the European Union, Canada, Australia and New Zealand, around a common objective for the Pacific region.

This EUR 35 million multi-donors fund is managed by the Agence Française de Développement with the support of a Secretariat (AFD).

Taking action to protect biodiversity (conservation/restoration) and developing Nature-Based Solutions (NBS) to anticipate, reduce vulnerabilities and strengthen adaptive capacities of Pacific Island Countries and Territories in the face climate change will be the core governing principles for the implementation of various activities within the scope of the Initiative. Building capacity to support the implementation of nature-based solutions for climate change adaptation will specifically be achieved by a holistic approach that addresses biophysical, socio-economic, governance and climate change factors through the application of ecosystem-based management (EBM) and ecosystem-based adaptation (EbA) methodologies and approaches.

As shown in the figure below, the Kiwa Initiative is structured around two large components, A and B, to which an intersecting component C is added, overseeing coordination, reporting and communication. Component B1 relates to technical assistance and project development, while component B2 oversees the funding of large-scale projects. The component B1 is implemented by both SPREP and SPC, while these organisations are also invited to submit projects for component B2.



The main expected results of the component B1 of the Kiwa Initiative are:

- **Result 1** –Capacities of PICTs to integrate nature-based solutions consideration in response to climate change adaptation and biodiversity conservation into their national and local policies are enhanced;
- **Result 2** – Support for the development and implementation of large projects under Component B2 of the Kiwa Initiative is successfully provided ;
- **Result 3** – Kiwa Initiative’s components are fully integrated through the technical task force and within SPREP related-programmes and projects.

Implementation of the Initiative at regional and national levels will take into account, *inter alia*, the following key regional policy and strategic instruments:

- *Framework for a Pacific Oceanscape* adopted by Pacific island Leaders in 2010
- *Regional Roadmap for Sustainable Pacific Fisheries* endorsed by the Pacific Leaders' Forum in 2015
- *Framework for Nature Conservation and Protected Areas in the Pacific Islands Region 2014-2020* adopted by the 26 Member countries and territories of SPREP in 2014.
- *Framework for Resilient Development in the Pacific 2017-2030* endorsed by Pacific Islands Forum Leaders in 2016

SPREP will also apply principles for integrated island management defined by SPREP and the UN Environment Programme in *Pacific Integrated Island Management – Principles, Case Studies and Lessons Learned* (2013).

The Initiative will link to other relevant projects and programmes that SPREP is implementing or is engaged with. SPREP will also work with countries and partners to identify synergies and avoid

duplication with other projects and programmes across the region. To these will also be added gender equity and a rights-based approach.

The position of **Project Development Coordinator - Kiwa Initiative** concurs with the coordination task of the Component B1 within the Island and Ocean Ecosystems' Programme at SPREP, and calls for strong coordination with AFD, IUCN and SPC.





## Key Result Areas

The position of **Project Development Coordinator** addresses the following Key Result Areas:

- KRA 1: **Supporting the development of large-scale projects (80%).**
- KRA 2: **Supporting SPREP's participation in the Kiwa Initiative (20%).**

*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><b>KRA 1: Supporting the development and implementation of large-scale projects (80%)</b></p> <ul style="list-style-type: none"> <li>• Assist in building national governments' capacity to mainstream climate change adaptation and biodiversity into their various sector-based policies</li> <li>• Support SPREP Programmes and member countries and territories in identifying (including support for co-financing identification), developing, and, where needed, implementing large-scale projects to be submitted to the Initiative</li> <li>• Promote a diversity of project leaders: NGOs national and local governments, regional organisations, etc.</li> <li>• Ensure that NBS projects for climate change resilience are strongly linked to national and territorial policies and priorities</li> <li>• Raise awareness among SPREP's programmes and divisions about joint funding opportunities from the Kiwa Initiative and other climate action donors</li> <li>• Contribute to all or part of the lessons-learned, project development, outcome showcasing/sharing activities</li> </ul>	<ul style="list-style-type: none"> <li>• Pacific countries and territories eligible for the Kiwa Initiative are fully informed of Initiative opportunities</li> <li>• SPREP Programmes &amp; Divisions are fully informed of Initiative opportunities</li> <li>• At least 3-4 new large-scale projects are submitted to the Initiative before beginning of 2022 with a diversity of project leaders</li> <li>• The projects financed through the Initiative are fully integrated and mainstreamed within national or regional priorities and policies</li> <li>• Projects accepted and funded by the Kiwa Initiative provide reports in a timely manner</li> <li>• Lessons-learned and outcome showcasing activities are implemented</li> <li>• Opportunities to showcase the outcomes of Initiative-funded projects have been identified and acted on</li> </ul>
<p><b>KRA 2: Supporting SPREP's participation in the Kiwa Initiative (20%)</b></p> <ul style="list-style-type: none"> <li>• Provide technical and financial reporting for Component B1</li> </ul>	<ul style="list-style-type: none"> <li>• Technical and financial reports are drafted and submitted on time</li> </ul>

<ul style="list-style-type: none"> <li>• Liaise with the Initiative Secretariat at AFD, and with IUCN and SPC (strong coordination and synergy with SPC’s Kiwa Coordinator)</li> <li>• Ensure SPREP’s participation for the Initiative’s steering committee and the technical task force</li> <li>• Promote the opportunities offered by the Kiwa Initiative with national authorities and other SPREP partners</li> <li>• Work closely with project management of Kiwa funded projects to ensure implementation align with both Kiwa result areas and incorporate SPREP regional goals</li> <li>• Assist the Coastal and Marine Ecosystem Adviser to integrate Nature Based Solutions into programmes within PICTs</li> </ul>	<ul style="list-style-type: none"> <li>• Participates, as needed, as an observer in steering committee and technical task force meetings</li> <li>• Productive day-to-day relations have been established with partner agencies</li> <li>• Kiwa Initiative opportunities and issues are widely spread among donors, partners and Pacific networks</li> <li>• SPREP regional goals and programmes are integrated into Kiwa programmes to support nature-based outcomes for Pacific Island Countries and Territories.</li> </ul>
--	--

**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 supervisor as part of SPREP’s Performance Development System.

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

**Work Complexity**

<p><b>Most challenging duties typically undertaken:</b></p> <ul style="list-style-type: none"> <li>• Developing complex projects over a short period of time with a large number of partners, in several countries and sectors.</li> <li>• Combining effective action and full coordination with all the Initiative’s partners, particularly AFD, IUCN and SPC.</li> <li>• Ensuring consistent and collaborative implementation of the Component B1 in close collaboration with all SPREP Programmes.</li> <li>• Ensuring, with both SPREP Divisions and partners, the development of projects that meet Kiwa Initiative expectations while building on lessons learned from other projects on nature-based solutions (e.g., SPREP PEBACC project, SPC RESCCUE project).</li> <li>• Managing all aspects of the mission for which the position is responsible to meet the required standards of SPREP and the donors.</li> <li>• Providing up to date, accurate and clear financial and procurement reporting.</li> </ul>
---

**Functional Relationships & Related Skills**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Member countries and territories</li> <li>• Donors / Partners, especially AFD and its Kiwa Secretariat</li> <li>• Regional / International organisations, especially SPC and IUCN</li> <li>• Non-governmental organisations and other varied partners</li> </ul>	<ul style="list-style-type: none"> <li>• Providing and receiving information;</li> <li>• Providing clear, accurate, advice and assistance;</li> <li>• Coordinate a variety of partners around an efficient project development process;</li> <li>• Promptly react to a large range of often urgent requests;</li> <li>• Financial reporting;</li> <li>• Communications and reporting.</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Island and Ocean Ecosystems Programme and teams</li> <li>• SPREP Officer in charge of Kiwa</li> <li>• All SPREP related Programmes (climate change resilience, etc.)</li> <li>• Finance and Administration Department</li> <li>• All staff</li> </ul>	<ul style="list-style-type: none"> <li>• Team-based work;</li> <li>• Advice and support;</li> <li>• Financial reporting;</li> <li>• Resolving minor conflicts/clarifying needs;</li> <li>• Responding to correspondence.</li> </ul>

### Level of Delegation

#### The position holder:

- Has no delegation of authority

### 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. A Bachelor of Science in Environmental Management, Sustainable Development, or relevant discipline (a certified qualification in project management would be an advantage).

#### Knowledge / Experience

<b>Essential</b>	
2.	At least 5 years of relevant experience in project development and environmental management relating to climate change adaptation and biodiversity issues, preferably in the Pacific region.
3.	Excellent experience/expertise in the following: <ol style="list-style-type: none"> <li>programme or project funds management and development</li> <li>climate change resilience, biodiversity and nature-based solution issues</li> <li>command of Microsoft Office software</li> </ol>
4.	Applicants should demonstrate the following: <ol style="list-style-type: none"> <li>Excellent organisational, coordination and facilitation skills with ability to set and meet work-plan priorities, a commitment to professional self-presentation</li> <li>Excellent experience in report writing including strong analytical and policy work maintaining effective relationships with a diverse group of people within a multidisciplinary and multi-cultural environment</li> </ol>
5.	Excellent knowledge of issues and challenges in project development relevant to the Pacific region as well as an appreciation of environmental ethics, values and priorities.
6.	The capacity to show initiative to think 'outside the box' particularly in capacity building, promoting leadership and partnerships.
7.	Excellent written and verbal communication skills in English and French including high level of negotiation work as well as excellent presentation and inter-personal skills, with sound experience in working with the donor community.

## 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"> <li>Climate change adaptation issues, nature-based solutions and biodiversity conservation</li> <li>Capacity building and promoting partnerships</li> <li>Taking initiatives, strategic and innovative thinking</li> <li>Work programme planning, and budgeting</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>Sound knowledge of environmental issues in the Pacific region</li> <li>Communications, representation and interpersonal skills</li> <li>Fluency in oral and written French and English</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>Ability to work professionally with colleagues and staff at all levels</li> <li>Equity, gender equality and social inclusiveness</li> </ul>

	<ul style="list-style-type: none"> <li>• Appreciation of emerging financial / donor issues and challenges in the Pacific region</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• Framework for Resilient Development in the Pacific</li> </ul>

## 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

## 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

*“Due to the current COVID-19 situation affecting the region, and the priority the Secretariat places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. There will be an opportunity to discuss this matter thoroughly with the successful candidates and any appointment and on-boarding would only proceed when regional conditions permit the deployment of new staff”.*

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for a fixed term of 3.5 years in line with the project time frame.

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 10 of SPREP’s salary scale. Starting salary will be SDR 29,499 per annum. This is currently equivalent to Samoan Tala \$112,576 (USD\$43,299) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

**Cost of living differential allowance (COLDA):** A Cost-of-Living Differential Allowance of SDR 4,194 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$16,006 (USD\$6,156) per annum. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

**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\$2.60

**Term:** For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, 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 SAMOA, THE FOLLOWING APPLIES:**

**Relocation Expenses:** SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en route for the appointee and accompanying dependent(s) between point of recruitment and Apia, 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 SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT\$4,198 (USD\$1,615).

**Temporary Accommodation and Assistance:** On arrival in Apia, the appointee and (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 Apia. This will include help in finding suitable rental accommodation.

**Privileges and Immunities:** SPREP remuneration is tax-free for non-citizens or non-residents of Samoa, 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 Samoan Tala \$15,600 (USD\$6,000) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$18,000) 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 Apia by (i) each dependent child being educated outside Samoa 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 Apia and the recognised home for the staff member and dependents after completing 18 months of service for 3-year contracts 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 Samoa for expatriate executive furnished housing. The current rate is SAT\$2,850 (USD\$1,096) 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 SAT\$2,400 (USD\$923) 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 Apia 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 dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

**Superannuation:** SPREP will pay the Samoa minimum legal requirement of basic salary to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to nominate another recognised Fund for their superannuation.

### **Learning and Development**

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

### **Definitions:**

'Dependent' 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 Samoa, and who resides in Samoa 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 Project Development Coordinator – Kiwa Initiative**” and send to [recruitment@sprep.org](mailto: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 Project Development Coordinator – Kiwa Initiative**”

More Information on SPREP and its work in the region can be found on the SPREP website  
[www.sprep.org](http://www.sprep.org)

For further enquiries, contact Marion T. Chan Chui on telephone (685) 21929 ext 328, or Email:  
[marionc@sprep.org](mailto:marionc@sprep.org)

**Closing date: Friday, 26<sup>th</sup> February 2021:** Late applications will not be considered.

<b>SPREP is an Equal Opportunity Employer</b>
---