

Contract CPS 18/493

Terms of reference

Project Title: international Waters Ridge to Reef (R2R) Project

Project Description

The operation of the R2R programme is supported in areas of science-based planning, human capital development, policy and strategic planning, results-based management, and knowledge sharing through the international Waters R2R project which is executed regionally by the Pacific Community. R2R pilot projects, to be implemented through the R2R IW project, are designed to strengthen R2R integration by establishing synergies among the work of the various sector agencies and the GEF R2R STAR Projects, between governments and Communities, and civil society and the private sector.

The Project Manager for the Ridge to Reef (R2R) Regional Project – Fiji Component will be responsible to provide leadership and coordination of activities on a national level from the regional project under the guidance and leadership of the Regional Project Coordinator.

The Manager will be required to maintain accountability of activities, process and transactions to the Pacific Community (SPC) and the Government of Fiji on the implementation of activities and timely execution of all project deliverables as encapsulated within the Log frame of the Project.

A. Scope of Work

- This position is required to coordinate activities on Viti Levu where Project activities will be implemented in the Nadi and Waimanu Catchments. Detailed activities listed in IW Results Framework
- The PM will be responsible to work closely with other organisations based at each catchment site and undertake all necessary activities as identified in the annual work plan. The PM will be required to undertake extensive consultations, meetings, discussions and brainstorming within communities to ensure that the project activities are well understood and each activity is implemented in Partnership with them.
- The PM will on a daily basis follow up with all key actors on implementation of the project, also provide the needed support to the national R2R project team (STAR) and effectively carry out the activities in agreed work plan, and assist the PICU to timeously report on the programmatic and financial progress of the project.
- The PM will report directly to the director of Environment. The PM will on a weekly basis meet and consult the PICU (SPC) for further clarifications regarding implementation of activities on the ground. Manage all activities of the project within the agreed budget to achieve the expected outputs of the project in consultation with Project Manager Supervisor and SPC.
- Work in partnership with the STAR R2R National Project Manager to promote the ridge to reef programmatic approach.
- Manage working relationships with all partners to ensure their support towards the GEF IW R2R Project and the GEF STAR R2R project.
- Ensure that the GEF IW R2R project is implemented by the application of the Guiding Principles of the Ridge to Reef Approach in the Pacific.

Submit quarterly narrative and financial reports in a timely manner to the Project Coordination Unit at SPC. Develop and submit annual work plan and budget requests to SPC for approval. Coordinate meetings of the Project Advisory Committees and Consultations with stakeholders. Manage, monitor and report on the project risks and milestones.

B. *Expected Outputs*

The PM will be required to maintain accountability of activities, process and transactions to SPC and the Government of Fiji on the implementation of activities and timely execution of all project deliverables as encapsulated within the log frame of the project.

- Progress reporting of project activities is on a monthly basis however subject to fortnightly update meeting with SPC.
- Develop and submit quarterly narrative and financial reports in a timely manner to the PICU SPC.
- Develop and submit annual work plan and budget requests to SPC for approval.
- Manage, monitor and report on the project risks.
- Manage working relationships with all partners to ensure their support toward the GEF IW R2R Project & GEF STAR R2R project.
- The PM to liaise closely with the R2R STAR Project Team and Director Environment.

C. *Duration of the Work*

- The PM shall commence work on the day the contract for service is signed
- Expected target date for project life end is December 2019 with possibility of extension
- All line activities must be implemented and completed in a timely manner following the timelines detailed in the Annual Work Plan

D. *Duty Station*

- The PM will be based at the Ministry of Waterways & Environment Office as her duty station, with field work and community consultation visits to project sites (Nadi & Waimanu Catchment) frequent traveling will be necessary.
- The PM will report to office from 8am – 4.30pm from Monday to Thursday and 8am – 4pm on Fridays. The PM shall observe and adhere to the Civil Service Code of Conduct & General Orders.
- Special conditions are attached as annex 1 of this contract.

E. *Qualifications of the Successful Contractor*

- The PM shall have a PG Diploma certificate in Science with majors in Environment Science or Management or anything relevant.
- The PM shall have acquired 5-8 years of work experience with relevant field work experience.
- The incumbent shall have a good understanding of the Ridge to Reef principles and the programmatic approach taken by the GEF for the Pacific Region.
- Demonstrated capabilities and experience in multi-sectoral collaboration.
- Be able to undertake timely submission of the necessary technical and non-technical reports to the Executing Agency. Be able to prepare AWP's, budgets and project risk management strategies.