

## PROJECT BACKGROUND

The Cook Islands has been Party to the Convention on Biological Diversity (CBD) since 20 April 1993. This project addresses the country's need to continue to fulfil its obligations under the CBD, with particular focus on the Convention's Article 6 and the CBD COP Decision X/2. Above all, the project is a significant contribution to Cook Islands' efforts towards implementing the CBD Strategic Plan 2011-2020 at the national level.

The new United Nations Convention on Biological Diversity (CBD) Strategic Plan, adopted at CoP-10 in 2010 in Nagoya, clearly addresses the need for updating National Biodiversity Strategies and Action Plans (NBSAP), stating in Target 17 that "By 2015, each Party has developed, adopted as a policy instrument, and has commenced implementing an effective, participatory and updated national biodiversity strategy and action plan".

The Global Environment Facility (GEF) has recently approved a Biodiversity Enabling Activities project for the Cook Islands which is supported by the United Nations Development Programme (UNDP). The project objective is *"To integrate Cook Islands' obligations under the Convention on Biological Diversity (CBD) into its national development and sectoral planning frameworks through a renewed and participative 'biodiversity planning' and strategizing process, in a manner that is in line with the global guidance in the CBD's Strategic Plan for 2011 – 2020"*.

The project builds on the current status and achievements of Cook Islands with respect to biodiversity planning and reporting by revising and updating the existing NBSAP. This 'new generation' of NBSAP will help set a national standard of excellence by creating a national road map for achieving the Aichi Targets. Special emphasis will be placed on anchoring the NBSAP into Cook Islands' development frameworks.

This will be done by mainstreaming biodiversity into development plans, incorporating protected area networks and sustainable production systems into ecosystem-based climate adaptation and resilience plans, and creating sustainable finance for biodiversity conservation through the full valuation of key ecosystem services. In connection with it, the nexus biodiversity-economy for Cook Islands will also be explored upon and addressed.

The project will achieve its objective through the implementation of three components, whose activities are thoroughly described in the GEF approved proposal.

They are:

- (1) A participative stocktaking exercise on biodiversity planning takes place and national biodiversity targets are developed in response to the global Aichi Targets;
- (2) The NBSAP is revised/updated and it fully integrates new aspects of the CBD strategic plan, such as mainstreaming and anchoring the implementation of the plan into national development frameworks, valuing ecosystem services and promoting ecosystem-based adaptation and resilience; and
- (3) National frameworks for resource mobilization, Convention reporting and exchange mechanisms are strengthened

UNDP in collaboration with *Tu'anga Taporoporo* – the Cook Islands National Environment Service, would like to contract a qualified candidate for the above mentioned post for the period of 2 years. The contract will be performance-based and yearly renewable based on a positive assessment of the incumbent's performance. Terms and conditions of service linked to type of proposed contract will apply.



National Environment Service  
GOVERNMENT OF THE COOK ISLANDS

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### POSITION SUMMARY

<b>Job Title:</b>	<b>Senior Environment Officer – Project Coordinator</b>
<b>Division:</b>	Puna Orama – Island Futures Division
<b>Responsible To:</b>	Director – National Environment Service Deputy Director – National Environment Service Manager – Island Futures Division Project Manager
<b>Responsible For:</b>	Providing assistance and support to the Director, Deputy Director, IFD Manager, Project Manager, UNDP Programme Officer and National Environment Service Staff, for the effective delivery of the Cook Islands NBSAP Project and required outputs for NES, particularly those related to the Project and biodiversity national planning.

### DUTIES AND RESPONSIBILITIES:

The position of Senior Environment Officer - NBSAP Project Coordinator within the Island Futures Division encompasses the following duties and responsibilities:

Duties	Key Responsibilities
(1) Play a leading and resource person role vis-à-vis the National Target Setting and NBSAP Update Working Group and in a number of national and sub-national consultation processes for all relevant activities under the Enabling Activity Project;	<ul style="list-style-type: none"> <li>- Develop planning methodologies and processes for technical meetings and consultations.</li> <li>- Review base documents for the inputs to the technical meetings and consultations.</li> <li>- Work on the preparation of base documents for technical meetings.</li> <li>- Review the NBSAP update.</li> <li>- Develop methodologies for the national validation of the national targets and draft NBSAP.</li> <li>- Carry out consultations with relevant authorities and organize technical meetings and consultations and technical meetings.</li> <li>- Collect and consolidate information arising from the technical meetings.</li> <li>- Provide inputs for evaluation of institutional capabilities.</li> <li>- Work with local experts and government authorities to collect available information on biodiversity.</li> <li>- Provide inputs to the development of the NBSAP implementation plans.</li> </ul> <p><b>Contribute</b> to the following specific deliverables:</p> <ul style="list-style-type: none"> <li>- Brief Review of the Biodiversity Planning Process in Cook Islands</li> <li>- Biodiversity Targets for Cook Islands: As part of national efforts to implement the CBD's Strategic Plan for 2011-2020</li> <li>- 5<sup>th</sup> National Report to the CBD</li> <li>- Second National Biodiversity Strategy and Action Plan for Cook Islands</li> <li>- Sub-product 1: Assessing and capturing value in ecosystem's goods and services in Cook Islands</li> <li>- Sub-product 2: Exploring and costing options for Ecosystem-based adaptation to Climate Change in Cook Islands</li> <li>- Set of 'straight-forward' and feasible NBSAP implementation plans, which ensure the effective implementation of the Action Plan contained in the NBSAP</li> </ul>
(2) Undertake the general administrative requirements of the project, including those related to the	<ul style="list-style-type: none"> <li>- Ensure that project Objective, Outcomes, Outputs and Activities are implemented in a timely and appropriate manner, and manage schedules and project implementation in accordance of the annual work plan.</li> <li>- Develop Terms of Reference for Consultants for technical services, consultants, experts, and specifications of materials as required by the project, in consultation</li> </ul>

<p>coordination of the project and its funding, and the management of project activities:</p>	<p>with the National Project Manager/UNDP.</p> <ul style="list-style-type: none"> <li>- Facilitate, guide and monitor the work of consultants, and approve their deliverables in association with the Project Steering Committee or other applicable instance.</li> <li>- Organize and assist in project related activities, where required. These may include planning for meetings, local and national workshops, consultations, field visits, and other project related activities.</li> <li>- Maintain records of Project Steering Committee meetings, decisions, actions etc.</li> <li>- Coordinate with other initiatives and programs whose outcomes and outputs are relevant to this project's objectives</li> </ul> <p>- Be responsible for day-to-day administrative and financial support for project activities and procurements of goods and services for the project including effective accounting of the project funds and financial reporting in line with government and UNDP requirements and procedures.</p> <p><b>Specifically, <i>inter alia</i>:</b></p> <ul style="list-style-type: none"> <li>▪ Preparation of the project budgetary revisions/annual work plans</li> <li>▪ Preparation of quarterly advance requests in conjunction with quarterly progress reports and reporting</li> <li>▪ Provide timely reporting of project status as required by NES, the Project Steering Committee, Project Board and UNDP.</li> <li>▪ Undertake secretariat services to specific project activities;</li> <li>▪ Provide financial and support to the project team that includes consultants;</li> <li>▪ Preparation of payment requests</li> <li>▪ Preparation of travel requests and logistical support for Project staff and Implementing Partner, in accordance with Government, rules and procedures.</li> <li>▪ Organization and logistical support of the workshops, task meetings, delegations, field visits etc.</li> <li>▪ Preparation of hand outs for workshops, briefings and meetings.</li> <li>▪ Equipment inventory, preparation of reports on equipment condition.</li> <li>▪ Maintaining the records pertaining to the issuance of project equipment to PIU experts; monitoring of such equipment.</li> <li>▪ Preparation of Procurement plan in accordance with Government and UNDP requirements and Annual Work Plan of the project.</li> <li>▪ Preparation of the documentation on procurement of goods/works/services in Government/ UNDP format and control the observance of contractual terms and conditions.</li> </ul>
<p>(3). Fulfil the duties of a Senior Environment Officer</p>	<ul style="list-style-type: none"> <li>- Support the implementation of NES Annual Business Plan, the 5 year NESAF and where relevant, compliance with the Environment Act 2013.</li> <li>- Contribute to the effective implementation of NES Quality Management Systems including through project reporting and planning</li> </ul>

## WORK COMPLEXITY

*Indicate most challenging problem solving duties typically undertaken (3-4 examples):*

1	Ability to deliver technical issues and support to the project and the International Consultant, as well as delivering the administrative, financial and reporting duties to ensure project progress.
2	Coordinating multiple stakeholders and consultants to ensure timely input into project deliverables
3	Be adaptive and find alternate solutions to project challenges as well as being able to actively implement workplans with minimal supervision

## QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

<b>Essential: (least qualification to be competent)</b>	<b>Desirable: (other qualifications for job)</b>
Recognised Bachelors degree in Biological Science, Environment Management, Geography, Science or a related environment field	Recognised post graduate qualifications in Biological Science, Environment Management, Geography, Science or a related environment field

## EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

<b>Essential: (least number of years to be competent)</b>	<b>Desirable: (target number of years you are looking for)</b>
<ul style="list-style-type: none"> <li>▪ One years' work experience within government or private sector, particularly with an environment or national planning focus</li> <li>▪ An ability to communicate effectively in written and spoken English</li> <li>▪ Project delivery or budget management experience</li> <li>▪ Knowledge and understanding of the environment issues faced in the Cook Islands</li> </ul>	<ul style="list-style-type: none"> <li>▪ Three years' work experience within government or private sector, particularly within the area of biodiversity and/or national planning</li> <li>▪ An ability to communicate effectively in both written and spoken English and Cook Islands Maori</li> <li>▪ Project delivery and budget management experience in the Cook Islands</li> <li>▪ Prior experience in UNDP procedures and practices</li> <li>▪ Knowledge and understanding of the Convention on Biological Diversity</li> </ul>

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

<b>Level of ability required for the job</b>	
<b>Expert</b>	<ul style="list-style-type: none"> <li>▪ Project Coordination ability - demonstrated skills in planning, organization and effective delivery of activities</li> <li>▪ Time management and report writing skills</li> <li>▪ Ability to work as part of a team in a small team environment, and take advice from others</li> <li>▪ Excellent communication and interpersonal skills</li> <li>▪ Analytical and problem solving ability</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>▪ Ability to communicate complex, technical information to both technical and general audiences</li> <li>▪ Familiarity with biodiversity and environment issues nationally, regionally and internationally</li> <li>▪ Demonstrated understanding of local institutions and stakeholders</li> <li>▪ Knowledge of issues faced by the Cook Islands</li> <li>▪ Regional and international environment issues that may impact the Cook Islands</li> </ul>
<b>Working</b>	Computer literacy; competency with the Microsoft Office suite
<b>Awareness</b>	Must be of sober habits and maintain high standards of integrity and honesty