

## R2R PROJECT BACKGROUND

The project was developed in accordance with the goals and scope of the UNDP-GEF Regional R2R Program "Pacific Islands Ridge-to-Reef National Priorities – Integrated Water, Land, Forest and Coastal Management to Preserve Biodiversity, Ecosystem Services, Store Carbon, Improve Climate Resilience and Sustain Livelihoods". Given the close inter-connections between land, water and coastal systems in Pacific Island Countries (PICs), the integration of watershed management with coastal area management is considered essential to foster effective cross-sectoral coordination in the planning and management of land, water and coastal uses. In PICs, such integrated approaches to freshwater and coastal area management have been termed 'Ridge to Reef' to emphasise the inter-connections between the natural and social systems from the mountain 'ridges' of volcanic islands, through coastal watersheds and habitats, and across coastal lagoons to the fringing 'reef' environments associated with most PICs.

The Global Environment Facility (GEF) has recently approved a national Ridge to Reef project for the Cook Islands which is supported by the United Nations Development Programme (UNDP). The project objective is "*To build national and local capacities and actions to ensure effective conservation of biodiversity food security and livelihoods and the enhancement of ecosystem functions that contribute to food security and livelihoods within the Cook Islands Marine Park*".

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

They are:

- (1) Strengthening Protected Areas Management and
- (2) Effective mainstreaming of biodiversity in key sectors to mitigate threats within production landscapes;

The R2R project will promote the conservation and sustainable use of biodiversity, the maintenance of ecosystem goods and services, and the protection of food security and livelihoods through the improved management of existing and new protected areas, sector reforms to conserve and sustainably use biological diversity, and the incorporation of biodiversity conservation and sustainable use into planning frameworks. This project will enhance the Cook Islands' capacities to effectively manage its protected area estate, with a particular emphasis on the operationalization of various categories of protected areas within the Cook Islands Marine Park. The project will assist the Government to tailor its policy, regulatory and institutional frameworks to suit the specific characteristics of the large marine protected area, and of specific PA sites within it, recognizing that protection and sustainable use will need to be zoned and planned carefully, particularly given that tenure over land and marine areas and resources is vested primarily in private landowners and local communities. Furthermore, the project has been designed to engineer a shift in the management of marine and terrestrial PA sites from a site centric approach to a holistic "ridge to reef" management approach, whereby activities in the immediate production landscapes adjacent to marine and terrestrial protected areas will be managed to reduce threats to biodiversity stemming from key production activities (tourism and agriculture).

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 4 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 – R2R 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
<b>Responsible For:</b>	Providing assistance and support to the Director, Deputy Director, IFD Manager, UNDP Programme Officer and National Environment Service Staff, for the effective delivery of the Cook Islands R2R Project and required outputs for NES, particularly those related to the Cook Islands GEF 5 Ridge to Reef Project.

**DUTIES AND RESPONSIBILITIES:**

The position of Senior Environment Officer – R2R Project Coordinator (PC) within the Island Futures Division is responsible for the overall coordination and administrative management of the activities that do not fall within the day to day responsibilities of the NES or MMR Project Officers, including (but not limited to) national level legal, policy, institutional and financial frameworks for PA management, and project outputs and activities relevant to the agriculture and tourism sectors. The PC will report to the Island Futures Division Manager for all of the project’s substantive and administrative issues. From the strategic point of view of the project, the PC will report on a periodic basis to the Project Steering Committee (PSC). Generally, the PC will be responsible for meeting government obligations under the project, under the national implementation modality (NIM). The PC will perform a liaison role with the Government, UNDP, and other stakeholders, and maintain close collaboration with any donor agencies providing co-financing. The PC will be supported by a Finance & Administrative Assistant, the NES and MMR Project Officers, and by national and international experts taking the lead in the implementation of the specific technical assistance components of the project. These services, either of individual consultants or under sub-contacts with consulting companies, will be procured in accordance with applicable UNDP/GEF and/or MFEM guidelines where applicable.

<b>Duties</b>	<b>Key Responsibilities</b>
(1) Ensure the project objective, outcomes, outputs and activities are implemented in accordance to standards expected by the IFD Manager and the Project Board/Steering Committee and within a timely and appropriate manner.	<ul style="list-style-type: none"> <li>- Ensure the timely and effective implementation of the project Objective, Outcomes, Outputs and Activities, and manage schedules and project implementation in accordance with project workplans.</li> <li>- Mobilize all project inputs in accordance with procedures for nationally implemented projects</li> <li>- Facilitate, guide and monitor the work of Project Officers and the Finance and Administration Assistant, consultants and sub-contractors, and approve their deliverables, in consultation with the IFD Manager and Project Steering Committee.</li> <li>- Develop or oversee the development of Terms of Reference for Consultants for technical services, consultants, experts, and specifications of materials as required by the project, in consultation with the Island Futures Manager/UNDP, where applicable.</li> <li>- Liaise with relevant government agencies and all implementing partners for effective coordination of all project activities.</li> <li>- Work on and support the preparation of base documents for technical meetings, where applicable.</li> <li>- Carry out consultations with relevant authorities and organize technical meetings and consultations and technical meetings.</li> <li>- Establish and maintain linkages with national and international organizations and person which can be of assistance to the objectives of the Project.</li> </ul>

	<ul style="list-style-type: none"> <li>- Co-ordinate with other ministries whose initiatives and programs are consistent with the outcomes and spirit of the Cook Islands Ridge to Reef Project.</li> <li>- Disseminate project reports and respond to queries from stakeholders</li> <li>- Assist relevant government agencies and implementing partners with development of essential skills through training workshops and on the job training, thereby upgrading their institutional capabilities</li> <li>- Carry out regular, announced and unannounced inspections of all sites and activities</li> </ul>
(2) Undertake the general administrative requirements of the project, including those related to the coordination of the project and its funding, and the management of project activities:	<ul style="list-style-type: none"> <li>- Provide advice to the Islands Futures Manager on the administration and financial, contractual and documental management of the project and the status of responsible party/ project contracts</li> <li>- Submit quarterly (or when requested) progress reports for all activities under the R2R Project to the IFD Manager and UNDP including work completed, progress, challenges and updates on budgets and project work plans</li> <li>- Prepare and revise detailed project work plans and budgets for all outputs (including activity descriptions and chronogram), in collaboration with Project Officers and the Finance and Administration Assistant, and submit these to the Islands Futures Manager for approval;</li> <li>- Oversee and ensure timely submission of reports and plans defined in the Monitoring and Evaluation strategy, including the Project Inception Report, Combined Project Implementation Review/Annual Project Report (PIR/APR), technical reports, quarterly progress and financial reports and other reports as may be required by UNDP, GEF, MEE, NES or other oversight agencies</li> <li>- Provide assistance to associated organizations participating in the R2R Project, undertake and generally monitor the financial and administrative aspects of the R2R Project to ensure compliance with the budget and alignment with UNDP procedures and policies.</li> <li>- Provide timely progress reports of project status as required by the Project Steering Committee and UNDP.</li> <li>- Perform other related administrative and financial requirements of the project, including those related to the management of the project and its funding:</li> </ul>
(3). Fulfil the duties of a Senior Environment Officer	<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 2003.</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 ensure the delivery of technical issues and support to the project, as well as ensuring the delivery the administrative, financial and reporting duties to ensure project progress.
2	Coordinating multiple stakeholders and consultants to ensure timely input into project deliverables, particularly coordinating staff delivery across NES and MMR.
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 Management, Biological Science, Environment Management, Geography, Science or a related environment field	Recognised post graduate qualifications in Management 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>▪ Four years' work experience within government or private sector, particularly with an environment or management focus</li> <li>▪ Ability to effectively coordinate a multi-stakeholder project</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> <li>▪ Strong writing, presentation and reporting skills</li> <li>▪ Strong computer literacy (MS Office)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Six years' work experience within government or private sector, particularly within the area of environment, biodiversity and/or management</li> <li>▪ At least 4 years of experience in natural resource planning and management (preferably in the context of protected area planning and management)</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