

## *Terms of Reference*

### **Regional Project Management Unit**

#### **Arafura and Timor Seas Ecosystem Action Phase 2 (ATSEA-2)**

Reference	:	VA-2021-18
Title	:	ATSEA-2 National Coordinator for PNG
Duty station	:	Port Moresby
Section/Unit	:	ATSEA 2 Regional Project Management Unit in coordination with National Fisheries Authority
Position type	:	Full time
Duration	:	Fixed-term of one year renewable annually subject to performance review

### **1. Background**

Partnerships in Environmental Management for the Seas of East Asia (PEMSEA) is an intergovernmental organization specializing in integrated coastal management and ocean governance for the Seas of East Asia. PEMSEA Resource Facility (PRF) manages the regional and Papua New Guinea components of the UNDP/GEF Arafura Timor Seas program phase-2 (ATSEA-2).

The ATSEA-2 project is the second phase of the GEF-financed, UNDP-supported ATSEA program, and is designed to enhance regional collaboration and coordination in the Arafura and Timor Seas (ATS) region. ATSEA-2 will specifically focus on supporting the implementation of the endorsed strategic action program (SAP), a 10-year vision for the Arafura-Timor Seas with the long-term objective “to promote sustainable development of the Arafura-Timor Seas region to improve the quality of life of its inhabitants through restoration, conservation and sustainable management of marine-coastal ecosystems”. The GEF alternative establishes a regional governance mechanism that strengthens the enabling policies and capacities of institutions and individuals, including the integration of Papua New Guinea, resulting in a sustained transboundary response to over-exploited fisheries and increased pressures on the globally significant biodiversity in the ATS region, including the impacts of climate change. Integrated approaches are designed to incentivize local communities to more sustainably use coastal and marine resources, enhancing their own livelihoods while safeguarding the ecosystem goods and services that are the backbone of their socio-economic well-being.

Under the guidance of the Regional Project Manager (RPM) and direct supervision of the PNG National Project Director (NPD), the National Coordinator is responsible for coordinating and supporting the project implementation, monitoring the project work plan and securing the target deliverables, outputs and outcomes as approved by the National Project Board. The National Coordinator is also responsible for assisting the RPM to ensure a clear and strategic support line between the Regional Project Management Unit (RPMU) and the National Coordination Unit (NCU). She/he will support the RPM for organizing project implementation consistent with programme objectives engaging national counterparts and building reputation for quality design and reliable delivery of the ATSEA-2 Project. The National Coordinator will supervise some project personnel and coordinates activities of other consultants.

## 2. Description of Responsibilities

### Project Management

- ❑ Support the RPM and NPD to oversee and ensure the overall quality of project management, monitoring, and reporting in Papua New Guinea;
- ❑ Oversee the development of annual and quarterly work plans and budgets, and financial allocations and expenditures for project activities in Papua New Guinea as specified in the Project Document, and ensure most effective use of the resources;
- ❑ Oversee the day-to-day project implementation at the NCU and ensure achievement of targets as outlined in the project work plan;
- ❑ Exercise quality control over the development and implementation of national and sub-national level projects to make sure that these are aligned with national policies and priorities, and ATSEA-2 objectives and targets, and closely monitor the progress, results and impacts of project initiatives;
- ❑ Identify expertise needed and prepare TORs for consultants, as necessary, and coordinate procurement processes with the RPMU and PEMSEA;
- ❑ Provide strategic direction, substantive guidance and technical advice to the project team, working groups and consultants to enable them to perform their roles under the ATSEA-2 project, including elaboration of action plans, finding information on specific topics, and seeking government and other stakeholders' support for technical inputs in consultation with the NPD and RPM;
- ❑ Coordinate and liaise regularly with specialists who facilitate delivery of activities under each project component to discuss progress, identify challenges and provide recommendations to manage project risks and ensure smooth implementation;
- ❑ Lead regular coordination meetings and dialogues with relevant stakeholders, potential partners and donors in Papua New Guinea;
- ❑ Establish and maintain good working relationships with the relevant public and development partners, CSOs, and other principal counterparts for the ATSEA program;
- ❑ Develop and coordinate partnerships among government institutions, private sector, civil society, development partners, etc., in consultation with the NPD and RPM;
- ❑ Cultivate partnerships with development partners and related programs/projects for potential support and sharing of good practices related to the functions of various working groups;
- ❑ Coordinate national inputs and support for relevant regional activities and outputs, and vice versa, in coordination with the NPD and RPM.

### Monitoring, Evaluation and Reporting

- ❑ Create a standard operating procedure, including monitoring and evaluation mechanism and quality standards of performance, as appropriate, to measure the achievement of activities;
- ❑ Ensure effective application of Results-Based Management (RBM) tools and monitoring achievement of results;
- ❑ Ensure efficient use of resources and report it in transparent and accountable manner;
- ❑ Facilitate timely submission of quarterly and annual progress and financial reports to the RPM and the government partners in Papua New Guinea, donors, counterparts and other relevant stakeholders, along with documentation that may be required;
- ❑ Monitor and analyze project circumstances, identify critical issues and operational and financial problems, develop solutions in coordination with the RPM, NPD and programme staff, and ensure timely adjustments in portfolio as needed;
- ❑ Consolidate outputs and knowledge products from the project, and provide and facilitate sound contributions to knowledge networks and communities of practice;
- ❑ Perform other related duties as directed by the NPD and RPM.

### 3. Qualifications and Skills Required:

Education:	Master's degree in Coastal Management, Marine Science, Environmental Sciences/Management, Development Planning or a related field
Experience:	At least five years or more development work experience, or work in the Arafura and Timor Seas area, preferably with field exposure. Practical experience in coastal area management is essential. Familiarity with the policies, programs and operating styles of local and national governments in Papua New Guinea
Competencies:	<p>Strong knowledge and solid experience in project management and coordination</p> <p>Ability to conceptualise, develop, plan, and manage marine and coastal management projects/programs, monitor progress and impacts, and prepare high quality reports</p> <p>Demonstrable social and interpersonal skills with experience in facilitating discussions, communicating and coordinating with different stakeholders at various levels, and resolving conflicts among project participants in a diplomatic and collaborative manner</p> <p>Some familiarity with UN/UNDP procedures would be desirable</p> <p>Familiarity with climate change adaptation and disaster risk reduction and gender and social inclusion issues and strategies in the marine and coastal areas would be an advantage</p>
Languages:	Fluency in the English language, with effective oral and written communication skills. Ability to speak Tok Pisin, Bahasa, and/or Tetun would be an asset
IT Skills	Proficiency in the use of various software applications (MS Word, MS Excel, MS Power Point, MS Project, and Financial Systems) and adequate knowledge and practical experience in handling web- based management systems
Other Desirable Skills:	Has own initiative, strong conceptual abilities, sound judgment, strong liaison and networking skills, strong interest in coastal, marine and fisheries sector related to the mission of the ATSEA-2 project

### 5. Submission of Application

Qualified candidates may submit their application letter along with complete Curriculum Vitae to the Recruitment Officer, via email to [recruitment@pemsea.org](mailto:recruitment@pemsea.org) with copy to [infoatsea2@pemsea.org](mailto:infoatsea2@pemsea.org). Kindly indicate the vacancy reference number and post title when applying (in the subject line) by email. The deadline for submission of application is **28 February 2021**.