



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
Terms of Reference for Consultant

Minimum number of years of relevant experience required: 1yr 5yrs 10+yrs

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| Name: | |
| Job Title: Project Coordinator – Strengthening forest monitoring and inventory support for the Pacific | |
| Division/Department: FOM – HQ | |
| Programme/Project Number: UNJP/GLO/386/UNJ | |
| Location: Suva, Fiji | |
| Expected Start Date of Assignment: 1 st March 2014 | Duration: 9 months |
| Reports to: Name: Mr Joel Scriven | Title: Forestry Officer |

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

The consultant will coordinate activities being implemented to strengthen support on forest inventory and monitoring in the Pacific region. Working in close collaboration with the staff of the Land Resources Division of the Secretariat for the Pacific Community (SPC), the Applied Geoscience and Technology Division (SOPAC) of SPC, FAO sub-regional (Samoa) and regional (Bangkok) offices and HQ staff, and under the overall supervision of Forestry Officer in FAO-RAP (Bangkok) and the project Budget Holder (Rome), the consultant will:

- Manage the project team and provide technical advice on forest monitoring and inventory for the implementation of project activities;
- Provide managerial support to SPC-LRD and SPC-SOPAC for the implementation of Letters of Agreement, e.g. to meet agreed reporting requirements;
- Facilitate communication and coordination between the forest inventory facility and the forest monitoring facility to ensure consistency and transparency in the implementation of activities, working closely with SPC to ensure a coherent and transparent approach to implementation;
- Respond to requests for technical and managerial support from the staff of the monitoring and inventory facilities;
- Act as the focal point for regional project activities, including for external information requests;
- Engage, coordinate activities with, and keep informed national, regional and international stakeholders and promote the project at regional and global meetings and fora;
- Develop and disseminate a project communications strategy and diverse communications materials (e.g. press releases, brochures, leaflets, posters, briefing notes) on the project on a regular basis;
- Work closely with an international consultant to develop a primer/training manual document for forest inventory in the Pacific and to design, organize and deliver capacity building workshops on forest inventory planning and implementation;
- Work closely with the forest inventory facility assistants to respond to requests from Pacific Island Countries to support national staff to deliver forest inventory capacity building events, design their forest inventory methodology and to implement field data collection;
- Provide regular updates to regional and global stakeholders on the status of implementation;
- Support the recruitment of appropriate national and/or regional consultants for the implementation of activities;
- Lead the preparation of periodic progress reports;
- Organize and deliver training courses for SPC staff on project development, management and implementation, with particular reference to natural resource management projects;
- Arrange meetings and prepare minutes, reports and work plans, as required, to support the implementation of project activities and fulfill reporting requirements;
- Perform other relevant tasks as required.

Minimum requirements

- University degree in Environmental Policy and/or Management, Forestry, Natural Resource Management or related discipline;
- Minimum of ten years' relevant experience in project management, preferably in the natural resources sector;

- Demonstrated experience in developing and implementing forest inventories, preferably in the Pacific region;
- Demonstrated experience in working with and advising national governments on environmental issues;
- Demonstrated experience in delivering capacity building, preferably in a developing country context;
- Excellent organizational and communication skills;
- Fluency in English; knowledge of other Pacific language(s) an advantage;
- Experience of working in the Pacific region an advantage;
- Willingness to travel within the Pacific region, as required by project activities and country requests.

KEY PERFORMANCE INDICATORS

| Expected Outputs: | Required Completion Date: |
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| <ul style="list-style-type: none"> • Communications strategy; • Diverse communications materials (including press releases, brochures, leaflets, posters and briefing notes); • Stakeholder matrix and engagement plan; • Quarterly, semi-annual and annual progress reports; • Minutes of Project Steering Committee meetings. | 1 st December 2014 |

HOW TO APPLY

Interested candidates are should send a full CV and statement of interest to Joel.Scriven@fao.org.

The deadline for applications is 16th February 2014.

Applications received after this date will not be considered. Only short-listed candidates will be contacted.