

Terms of Reference

Project Coordinator, PARTneR-2 Project

Tonga

Job Title:

Project Coordinator – Tonga

Project Description:

The Pacific Risk Tool for Resilience project- phase 2 (PARTneR-2) is a 3-year project that aims to build off the pilot PARTneR project to help Pacific Island Countries (PICs) become more resilient to the impacts of climate change and natural hazards through the effective use of robust information in decision making. Currently, a critical gap across the Pacific region is the availability and use of low-cost and easily applied tools to assist countries to make their own informed decisions. By developing national risk models and assessment tools, PARTneR-2 will assist 6 PICs to have the technical and institutional capability to use and apply these to make informed and effective decision-making surrounding weather, climate, and coastal related hazards.

Focusing on Tonga, Republic of Marshall Islands, Tonga, Tonga, Tuvalu, and Tonga, PARTneR-2 will use a country-led case-study methodology to help meet these aims. PARTneR-2 has four outputs that are described in further detail below.

Output 1: National risk models for 6 Pacific Island Countries and regional capacity developed

- RiskScape training for SPC.
- National risk modelling framework and country specific tool configuration plans.
- RiskScape data access and input plugins developed.
- National risk models to be developed for 6 PICs.
- Developing RiskScape outputs via web-portals.

Output 2: National and local scale climate related risk outputs are defined and produced for key national and sectoral Climate Change – Disaster Risk Reduction decision making and reporting.

- In-country cross-government steering and working groups are established in each PIC.
- National risk exposure assessments to cyclone related hazards are developed and operational.
- Priority national/local case studies are contributing to Ministry or sector decision making for four PICs.
- Drought-risk tools are upgraded and contributing to drought response planning in Republic of Marshall Islands and Tuvalu.

- PARTneR communications outputs promote and increase awareness of national and local risk assessment case studies.

Output 3: Risk data collection and management is operational in 6 Pacific Island Countries in collaboration with aligned partner programmes.

- Regional local asset and national risk database structure designed, agreed and operational.
- Building/asset footprints developed.
- Damage data information collected in the aftermath of significant cyclone event.

Output 4: Technical and end-user Communities of Practice are operational within and between the 6 Pacific Island Countries and key regional support agencies.

- PARTneR online training developed and delivered.
- CERT IV DRM and RiskScape user training delivered.
- Peer -to-peer regional support network operational.

Scope of Work:

Ministry of Finance seeks an experienced person for the position of Project Coordinator to undertake facilitation of partners and agencies, and in-country project implementation across government for the Pacific Risk Tools for Resilience Project- phase 2 (PARTneR-2). The objective of this position is to support the project in identifying national risk information required for decision making, and embedding this information into national decision making for climate-related hazards. The Project Coordinator will be responsible for coordination and communication across central government and technical line ministries.

Outputs:

The Project Coordinator will have the following specific responsibilities and duties.

- **Provide in-country management and coordination of in-country activities:**
 - Work closely and organise meetings with the project steering committee and other key staff across government.
 - Conduct consultation processes as needed with relevant stakeholders adhering to government protocols.
 - Coordinate with counterparts/ participating ministry focal points for planning, informational, and implementation purposes of the project. This includes engaging with government, private sector, civil society, and community actors.
 - Organise, participate in and/or lead in-country workshops (both online and in person), events and training.
 - Collaborate and strengthen partnerships with stakeholder groups and related projects and activities in-country
- **Provide advocacy and awareness of climate-related hazards in Tonga:**
 - Contribute and prepare to press releases and representation of the project in the media in Tonga, New Zealand and elsewhere in the Pacific.
 - Maximise advocacy and visibility of the PARTneR-2 project.

Reporting deliverables:

Deliverable	Target due date
Year 1 work plan	Within 1 month of contract signing
6 monthly narrative and budget report	1 December 2022
6 monthly narrative and budget report	1 June 2023
Year 2 work plan	1 year after contract signing
6 monthly narrative and budget report	1 December 2023
6 monthly narrative and budget report	1 June 2024

Key Performance Indicators:

- Professional performance with minimum supervision.
- High quality of products and deliverables.
- Timely delivery of expected outputs.
- Effective communication with project management and stakeholders.

Location:

This role will be centralized and office at the Ministry of Finance, Tonga, and may require international and domestic travel such as to Fiji, New Zealand or to the outer islands for workshops, conferences, consultations and data collection.

Duration of Service:

2 years

Reports to:

Government of Tonga through CCCI, with SPC and NIWA through the designated PARTner-2 Project Managers will jointly agree on the annual work programme and any additional tasks required of the Project Coordinator. The Project Coordinator will be responsible to the Deputy CEO- Aid Management and Resilient Development Division for Finance in Tonga, on a primary day-to-day basis.

Duty Station:

Office space and associated facilities will be provided to the officer at the Ministry of Finance Tonga office premises during their two-year position. The Project Coordinator will be fully equipped with laptop.

Qualifications and Competencies:

The Project Coordinator is expected to have the following qualifications, experience, competencies, and language skills.

- **Education and Professional Qualifications sought:**

- Prefer a tertiary qualification, and in a relevant field, such as disaster risk management, GIS, environmental studies, climate change, etc.
- **Work experience required:**
 - 3+ years of work experience.
 - Supervisory and project management experience.
 - Climate change and disaster risk management experience.
 - Facilitating training, meetings, and workshops.
 - Writing reports and presentations.
 - Engaging with stakeholders including government, private sector, community groups, and other development partners.
 - Working in the Pacific Region and in Tonga.
 - Working with government, international and regional organisations.
- **Competencies required:**
 - Understanding of climate related challenges and disasters in Tonga and the Pacific.
 - Able to liaise across government and with other key stakeholders.
 - Excellent written and oral communication skills.
 - An ability to communicate technical issues in a non-technical way.
 - Ability to work under pressure.
 - Operational effectiveness and initiative.
 - Focus on results and respond positively to feedback.
 - Consistently approach work with energy and a positive attitude.
 - Ability to adapt to a multi-cultural working environment.
- **Languages required:**
 - Fluent English is required, and fluent Tongan is an advantage.

Evaluation:

Criteria	Score Weight (%)
Prefer a tertiary qualification or relevant training related to disaster risk management, GIS, environmental studies, climate change, statistics or related technical fields.	20
Demonstrated relevant work experience.	20
Demonstrated experience managing previous projects and or working with multi-stakeholders such as government and other non-government stakeholders including NGOs, community groups, other development partners, preferably in the Pacific.	20
Demonstrated analytical, critical thinking, strategic and operational experience.	20
Excellent written and oral communication and presentation skills.	20
Total Score	100%