

TERMS OF REFERENCE
OFMP III CHIEF TECHNICAL ADVISER AND PROJECT COORDINATOR

Job Description

Job Reference:	
Job Title:	OFMP III Chief Technical Adviser and Project Coordinator
Work Unit:	Fisheries Management Division
Responsible To:	Director of Fisheries Management
Responsible For:	Project Finance and Administration Officer
Job Purpose:	This job exists to-: Manage and coordinate the effective and timely delivery of the OFMP III project and provide technical oversight of project activities.
Date:	April 2022

The FFA Mission and Vision

Vision

Our people enjoying the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources

Mission

Empowering FFA Members to take collective and national action for the sustainable use of offshore fisheries resources

FFA Strategic Plan 2020

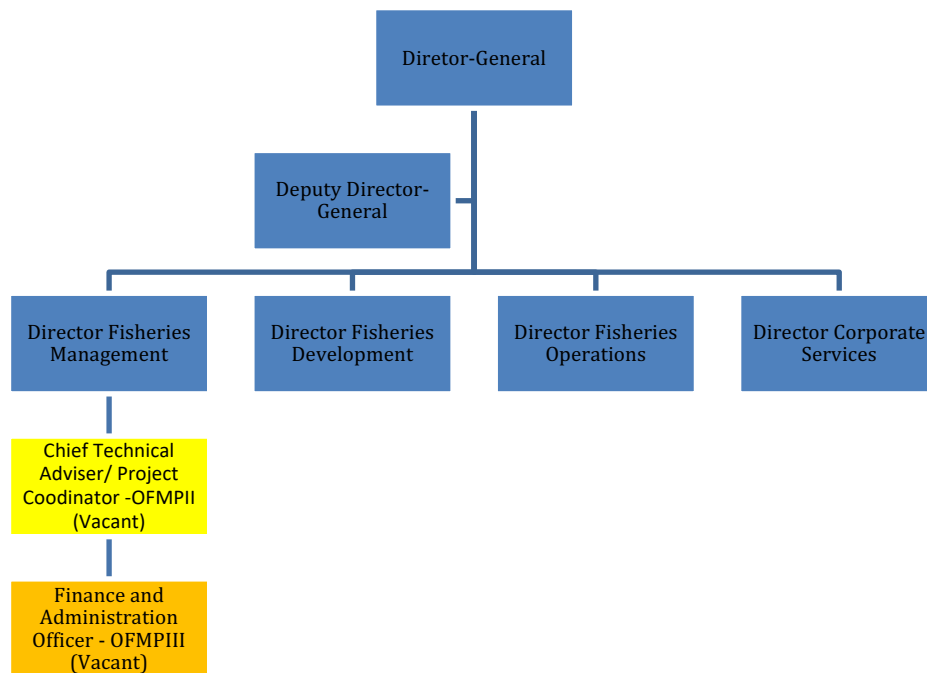
Project Outline

The Oceanic Fisheries Management Project III, fully titled “Mainstreaming climate change and ecosystem-based approaches into the sustainable management of the living marine resources of the WCPFC”, is a 5 year, \$USD 10 million, project funded by the Global Environment Facility (GEF), managed by the United Nations Development Programme (UNDP) and implemented by FFA along with key project partners, the Pacific Community (SPC) and the Office of the Parties to the Nauru Agreement (PNAO) as well as the World Wildlife Fund for Nature (WWF) and the Pacific Islands Tuna Industry Association (PITIA).

The overarching objective is to mainstream ecosystem-based management approaches and climate change adaptation and resilience into the sustainable management of the highly

migratory fish stocks of the Western and Central Pacific Ocean. A series of four components will address: i) implementing a proactive and adaptive ecosystem-based approach to regional fisheries management; ii) development and implementation of innovative technology to support the adaptive ecosystem-based approach to regional fisheries management; iii) development and adoption of a regional strategy for improved community subsistence and resilience to climate change effects on the ecology and fisheries of the region; and iv) improved knowledge management and sharing.

Organisational Context



Key Result Areas

This role encompasses the following major functions or Key Result Areas:

1. Project management and reporting
2. Technical advice
3. Networking and relationship management

The performance requirements of the Key Result Areas are broadly described below:

Jobholder is accountable for	and is successful when
Project Management <ul style="list-style-type: none"> Manage the activities of the Project, including its staff and budget; Have general responsibility for the overall coordination, implementation and monitoring of project objectives and activities described in the work plan; 	<ul style="list-style-type: none"> Project activities are delivered on a timely basis and within budget and all aspects of project reporting are undertaken as scheduled; Project work plan activities are effectively implemented and reported;

<ul style="list-style-type: none"> • Supervise all activities required for implementation of the objectives and specific activities of the OFM Project; • Ensuring quarterly and annual reports are produced and provided to UNDP on schedule; • Prepare the annual work plan of the project, in a format consistent with FFA's budget, monitoring and evaluation procedures and the financial regulations of UNDP; • Liaise closely with the Director of Fisheries Management and the Deputy Director General in regard to overall project management and activity participate in the operation of the FFA fisheries management division; • Using established FFA procedures, prepare, manage and coordinate project technical consultancies across the range of project activity areas; • Project staff (FMA and FAO) are effectively managed in undertaking their assigned tasks; • Effective liaison and working relationships with key project partners and stakeholders; • Effective liaison and consultation with FFA Members' fisheries administrations in relation to the implementation of national level project supported activities. 	<ul style="list-style-type: none"> • Project activities are well coordinated and managed; • All reporting requirements are met on a timely basis; • Annual work plans are prepared on a timely basis and endorsed by the Project Steering Committee; • DFM is well informed on project activities and CTA receives positive and supportive performance appraisals; • Technical consultancy requirements are identified in a timely and consultative manner and TORs and RFPs and tender processes effectively managed and coordinated; • The PMU functions effectively as a part of the wider FMD; • Project partner activities supported by the project are effectively delivered on a timely basis; • National level project supported activities are effectively implemented on a timely basis to the satisfaction of national administrations.
<p>Technical Advice</p> <ul style="list-style-type: none"> • In accordance with the FFA Procurement Policy, prepare, manage and coordinate project technical consultancies across the full range of project activity areas. This will include: • Identification of consultancy needs to support the implementation of project activities; • Preparation of Requests for Proposals and associated activity terms of reference; • Coordination of tender panels and the consultation selection process; • Preparation and management of contracts for activity delivery; 	<ul style="list-style-type: none"> • All consultancies are developed and managed in accordance with established FFA procedures; • Project activity related consultancies are identified and consultancy concept developed and approved; • RFPs and TORs are completed, approved and advertised; • Tender panel selection processes are undertaken in accordance with FFA standard procedures; • Contracts are drafted and approved in a timely manner;

<ul style="list-style-type: none"> ● Close liaison with all selected consultants in the implementation of consultancies; ● Assistance to consultants with the facilitation of networking arrangements; ● Reviewing of all technical reports and management of report information dissemination processes; <p>The CTA will also:</p> <ul style="list-style-type: none"> ● Actively organise and participate in project related meetings and other relevant meetings, workshops and consultations; ● Liaise with the other FFA technical divisions in coordinating the delivery of Fisheries Operations and Fisheries Development project supported activities; ● Activity participate in the work programme of the FMD. 	<ul style="list-style-type: none"> ● Consultancies are effectively managed in accordance with TOR; ● Consultants are assisted as required in regard to working arrangements; ● All reports are comprehensively reviewed, approved and disseminated as required; ● All project related meetings, workshops and consultations are well organised and delivered with appropriate technical advice; ● Project related activity across all participating FFA divisions are well managed and effectively delivered; ● The project is fully engaged in FMD technical matters.
<p>Networking Relationships</p> <ul style="list-style-type: none"> ● Consult and coordinate with the Project Steering Committee and National Focal Points and act as the Secretary to the Regional Steering Committee; ● Facilitate liaison and networking between and among the 14 country participants, relevant regional organizations, other relevant organizations, non-governmental organizations, key stakeholders and other individuals involved in project implementation; ● Foster and establish links with other related Pacific region programmes and projects and, where appropriate, with other regional GEF International Waters projects and IW: LEARN; ● Establish and manage agreements with project partners; ● Coordinate the delivery of the knowledge management component of the project including communicating and reporting project results; 	<ul style="list-style-type: none"> ● PSC meetings are well organised and managed and provide effective oversight of the annual work plan and budget; ● FFA members and stakeholders are well informed as to project activities and opportunities; ● Links are effectively in place with other relevant projects and programmes and full participation in International Waters (IW) - Learn and Large Marine Ecosystems (LME) meetings, workshops, processes and publications is achieved; ● Agreements in place with SPC, PNAO, and WWF and other partners as identified; ● An request for proposals (RFP) for coordination of delivery of the project knowledge management component is drafted, approved, and selected in accordance with FFA standard procedures and with support from the FFA Executive:

<ul style="list-style-type: none"> • Close consultation with the FFA Strategic Communications Manager (SCM) and associated personnel; • Identification and support of media related opportunities. 	<ul style="list-style-type: none"> • The successful knowledge management provider is comprehensively supported in their role.
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Note:

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity

<p>The most challenging duties typically undertaken are;</p> <ul style="list-style-type: none"> • Successful delivery of comprehensive work programme; • Comprehensive consultation and reporting across project participating agencies and beneficiaries; • Leadership of technical working groups; • Comprehensive reporting to UNDP and GEF.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
<p>External</p> <ul style="list-style-type: none"> • Member County Fisheries Administrations • WCPFC and other tRFMO Secretariats • Key project partners - SPC, PNAO, WWF and PITIA • SPC and other CROP Agencies • NGOs 	<ul style="list-style-type: none"> • Receive requests and provide advice and assistance where appropriate • Provide and receive advice • Maintain strategic relationships
<p>Internal</p> <ul style="list-style-type: none"> • Director of Fisheries Management and other FMD staff • Advisers from Operations and Development divisions • FFA Executive 	<ul style="list-style-type: none"> • Provide and receive technical advice • Take directions and manage programme delivery • Report on progress of work • Cooperate in and/or manage multi-disciplinary projects and teams

Level of Delegation

The jobholder:

<ul style="list-style-type: none"> • Commit to and organise regional travel (subject to approvals) • Manage small teams of consultants, including reviewing outputs • Manage multiple projects across several member countries • Coordinate or team with staff from other divisions and member personnel.

- Manage project personnel

Person Specification

Essential	Desirable
<ol style="list-style-type: none"> 1. Preference for a post graduate degree in fisheries management, natural resource management, fisheries science (or other related field) relevant to the demands of the role. 2. At least seven years progressive experience in fisheries management. 3. At least 3 years of demonstrated experience working with International Development Partner funded projects. 4. Demonstrated experience applying contemporary fisheries management principles, methodologies and issues. 5. Demonstrated experience in fishery policy development and analysis. 6. Knowledge (or the capability to rapidly acquire it) of oceanic pelagic fisheries with an emphasis on tuna and the tuna industry. 7. Experience in researching, preparing and presenting submissions and papers to large fora. 8. Excellent communication, interpersonal and stakeholder relationship building skills and experience relevant to FFA's business and organizational context. 9. At least 5 years' experience in management and administration of large donor-funded projects with proven ability to successfully coordinate and manage project work. 	<ol style="list-style-type: none"> 1. Understanding of the development aspirations and challenges of FFA members. 2. Experience working and living in a developing country, particularly in the Pacific. 3. Experience in RFMO operating environment. 4. Demonstrated analytical skills; 5. An understanding (or ability to quickly acquire) of the WCPO oceanic fisheries management challenges; 6. Demonstrated strong oral and written communication skills;

This section is designed to capture the expertise required for the role at a 100% fully effective level. (This does not necessarily reflect what the current jobholder has). This may

be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or specific competencies.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert Level	<ul style="list-style-type: none"> • Understanding the role and contribution of Fisheries Management in supporting delivery of the FFA Strategic Plan • Integrated fisheries management principles and their application in the Pacific island member countries • Demonstrated expertise in marine resource project management
Advanced Level	<ul style="list-style-type: none"> • Harvest Strategy Approaches to fisheries management • Fisheries policy planning facilitation • WCPFC Conservation Management Measures and compliance requirements
Working Knowledge Level	<ul style="list-style-type: none"> • WCPFC roles and functions and key areas of work program and impact on members and FFA • FFA member responsibilities and possible implications
Awareness	<ul style="list-style-type: none"> • Fisheries MCS Tools • Understanding the role and contribution of Fisheries Management in supporting Leaders Vision • Fully aware of the role and function of the project in the wider context of the FFA Work plan and services to Members

Key Behaviours

All employees are measured against the following Key Behaviours as part of Performance Development

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Effective Communications & Relationships
- Leadership
- Coaching and Development (for Managers only)
- Strategic Perspective (for Managers only)

Personal Attributes

- Relevant Qualifications
- Excellent Analytical Skills
- Excellent Communication Skills
- Results orientation
- Ability to manage and work well in multi-disciplinary and multi-cultural teams.
- Ability to work in an organized and systematic manner.
- Ability to transfer information/knowledge to a non-technical audience
- Recognizes and responds appropriately to the ideas, interests and concerns of others
- Builds trust and engenders morale by displaying open, transparent and credible behaviour
- Respects individual/ cultural differences
- Utilizes diversity to foster teamwork
- Ensures others understanding of, involvement in, adaptation to a change process

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment-including technological requirements or statutory changes. Such Change may be initiated as necessary by your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

