

TERMS OF REFERENCE

REGIONAL COORDINATOR

IC. PREPPfis/RCU/CON01

Position:	Individual Consultant - Regional Coordinator
Location:	Suva, Fiji, SPC
Duration:	1 year, with 3 months' probationary period, renewable subject to performance up to 4 years;
Expected date of Start:	March 2016

1. BACKGROUND

A. Description

Pacific Island Countries (PICs) lie in the midst of the world's largest ocean and include some of the smallest nations. They are also among the most vulnerable nations in the world, highly exposed to the adverse effects of climate change and natural hazards. Since 1950, natural disasters have affected approximately 9.2 million¹ people in the Pacific region, causing 9,811 reported deaths. This has cost the PICs around USD3.2 billion (in nominal terms) in associated damage costs (EM-DAT, 2010)².

The Pacific Resilience Program (PREP – Refer to PREP Project Appraisal Document) is a 'Series of Projects' to strengthen risk governance and resilient development through strengthened early warning, resilient investments and financial protection of participating countries (Samoa, Tonga, Republic of Marshall Islands (RMI) and Vanuatu) and regional organisations (Pacific Islands Forum Secretariat (PIFS) and the Secretariat of the Pacific Community (SPC)). The premise, principles and objectives of the PREP resonate with the intent of the draft Strategy for Resilient Development in the Pacific (SRDP), to be considered by Leaders in 2016.

B. Program Development Objectives and Beneficiaries

Phase I of the Program will strengthen: (i) Early Warning and Preparedness; (ii) Risk Reduction and Resilient Investments; and (iii) Disaster Risk Financing. The Program beneficiaries include communities in the participating PICs that are particularly vulnerable to climate and disaster risk, government agencies in charge of disaster and climate resilient planning and response, resilient investment and disaster risk financing, and regional organizations (PIFS and SPC, under Phase I) that support efforts in climate and disaster risk management and development in their member countries.

¹SPC Pocket Handbook 2010.

² Source: Pacific Catastrophe Risk Assessment and Financing Initiative (PCRAFI). Countries covered by PCRAFI are Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, and Vanuatu.

C. Program Description Summary

The Program includes a combination of activities and investments at the country level (Project) and activities at the Regional level which benefit the region as a whole (Program). At this stage, a first phase (Phase I) includes: a series of national Projects for Samoa, Tonga, regional activities for SPC and PIFS, and activities under the disaster risk financing insurance scheme for RMI and Vanuatu. It also includes funding for preparing the second phase (Phase II), which would include additional investments for the Phase I countries and Pacific regional agencies (to be prepared as soon as practicable under Phase I), as well as additional countries that are ready to join the Program.

D. Regional Arrangements of the PREP

To underpin the objectives of promoting resilient development in the Pacific, the PREP supports the functions of: (i) *SPC* - with establishment of a PREP Program Support Unit (PSU) for delivery of technical support to countries; and (ii) *PIFS* – with establishment of a Regional Coordination Unit (RCU), a secretariat to coordinate the work of PREP and other programs and activities focusing on resilient development that requires high-level political and economic decision-making.

The Regional Steering Committee (RSC)

A Regional Steering Committee (RSC) anchored in the Pacific Resilience Partnership will provide policy advocacy, oversight and advice for achieving PREP Project and Program objectives and to support broader regional integration under the proposed draft SRDP. The RSC for PREP will be linked, through Forum processes, to Forum Economic Ministers Meeting (FEMM) and other venues where sector policies are able to be integrated with economic and financial strategies for advice to Pacific economic and other ministers, as well as development partners. This positioning will ensure that the resilient development agenda has high-level political and sectoral engagement, and is grounded in national central financial management systems and planning processes. The PREP RSC will include representation from the Chairs of the National Steering Committees (NSCs) from the Phase 1 countries.

The Regional Coordination Unit (RCU)

A Regional Coordination Unit, headed by the Regional Coordinator, hosted by PIFS, under Program financing is a small unit that includes: (i) the Regional Coordinator (RC); (ii) a part time Project accountant; (iii) a Disaster Risk Financing and Insurance (DRFI) expert; (iv) a Junior Officer; and (v) short term consultants and experts as required. Given that communications and advocacy are critical to achieve resilient development objectives, the RCU would need to see how resources could be secured, to be able to establish a dedicated communications and advocacy position within the RCU.

2. OBJECTIVES OF THE CONSULTANCY SERVICES

Key objectives of the consultancy services for the Regional Coordinator (RC) position are: (i) Driving the resilient development agenda in the Pacific region; (ii) Providing advice on and

coordinating policy dialogue on the resilience agenda with relevant national and regional decision making bodies; (iii) Organizing and supporting regional coordination (as well as information exchange and analysis) on the resilience agenda; (iv) Conducting outreach and communication within the region, with national and regional organizations dealing with resilience, as well as bilateral, regional and international agencies; (v) Representing PIFS for the PREP Phase 1 and the RCU and participating in inter-regional exchange; and (vi) Organizing regional coordination among PREP participating projects and organizations of PREP Phase 1 and Phase 2 (for preparation), and of other partners (including donors) involved in lead activities linked to increasing resilience within priority countries. At the same time the RC will manage the RCU to support the successful implementation of the regional and national components of the PREP and provide guidance and management oversight to the work programs of other members in the RCU.

3. SCOPE OF SERVICES

The Regional Coordinator will head the Regional Coordination Unit (RCU) and will be responsible for:

- *Management of the Regional Coordination Unit:* (i) Establish, support and develop the functions of the Regional Coordination Unit hosted in PIFS, including: annual work plans to develop support for countries and the PREP RSC; (ii) Exercise day-to-day management of the RCU and supervise the work of the other RCU members; (iii) Establish a performance management system, with indicators, and communications and knowledge management for the PREP for review by the RSC; and, (iv) report on the status of implementation of the PREP activities and its performance indicators to the RSC.
- *Leading the Secretariat to the PREP RSC on four key aspects:*

Coordination: (i) Proactively develop and maintain relationships with key decision-making bodies and national coordinators at national and regional levels; (ii) Foster and coordinate opportunities and messages for policy dialogue between countries, organizations and decision making bodies at the national and regional levels including support to bilateral, regional and international agencies to implement resilient development programs that are timely, effective and needs based; (iii) Serve as a regional reference body for the resilience agenda for countries, regional and international organizations and development partners and provide guidance to countries on maximizing access to resources and funds to support national resilient development agenda. As such the RCU through its RC should contribute to strategic and coordinated agenda setting for resilient development and sectoral meetings, and coordinate briefing for national and regional representatives in global fora.

Advocacy and Communications: (i) Provide efficient communication between key stakeholders involved in resilient development; and (ii) Ensure that national and regional agencies and key partners understand and apply key messages of the resilience agenda including learning from national and regional programs and research; and, importantly (iii)

Support countries to actively participate in discussions, meetings, conferences, workshops and training on the resilience agenda to ensure that outcomes from national deliberations and advocacy inform global and regional level discussions, including the application of policy analysis from the national level.

Monitoring, evaluation, reporting and learning by Coordinating the monitoring, reporting and collection of lessons learned to: inform change in policy and practice for improved resilient development; provide accountability for outcomes and spending to funders and partners; and, contribute to learning on resilient development across the region and globally.

For PREP-specific tasks: (i) Provide leadership, coordination and guidance on all matters pertaining to the effective implementation of the Program with the support of the SPC PSU, in accordance with procedures and obligations specified in the World Bank Agreement and implementation arrangements detailed in the Project Operational Manual (POM); (ii) Organize periodic evaluation meetings (and the Mid-Term Review of the PREP Phase 1) with the National Coordinators including the National Implementation Agencies and SPC regarding the progress of the activities, the difficulties encountered and possible solutions and to resolve bottlenecks; and (iii) Participate periodically to the national implementation committees of the PREP participating countries and work with other PREP National Coordinators to ensure the sharing of knowledge and experience within and between Pacific countries

4. DURATION OF ASSIGNMENT

The estimated contract duration for the assignment will be for four (4) years, renewable every year or part based on performance appraisal. During the duration of the assignment the consultant will be based in the offices of PIFS in Suva, Fiji.

The starting date is no later than **March 2016**.

5. IMPLEMENTATION ARRANGEMENTS

The Regional Coordinator will work in close collaboration with: the RSC; the National Steering Committees; PIFS and SPC; and, with the various entities and authorities of the countries (PICs) involved in Phase 1 of PREP. He/She will also need to work closely with the World Bank team and its Task Team Leader (TTL) in charge of the PREP based in the field and in Sydney, Australia, respectively.

6. REPORTING OBLIGATIONS

The Regional Coordinator will prepare bi-annual performance reports for PIFS containing the main activities carried out against the approved annual work program, and the monitoring

of implementation of the main tasks described in the work plan according to the regional coordinators TOR; as well as any information relevant to allow his/her performance evaluation by PIFS.

7. DATA, SERVICES, PERSONNEL AND FACILITIES TO BE PROVIDED BY THE CLIENT

PIFS will provide to the Regional Coordinator the Project Appraisal Document (PAD), Financing Agreements, and all the existing reports and materials related to PREP.

The Consultant will work with the PIFS, SPC and with the various entities and authorities of the countries involved in Phase 1.

PIFS will provide the office space, including office furniture, access to the IT equipment, stationery, internet, communications (phone and fax) and all related utilities for the Consultant.

The Consultant is fully responsible for the cost of local transportation (to/from the Office). If required to travel to the beneficiary countries the Client will support the cost of the international travel from the Operating Cost budget.

8. QUALIFICATION AND EXPERIENCE REQUIREMENTS

The Regional Coordinator must have extensive knowledge in both: i) governance and institutional arrangements at the regional (Pacific) level; and ii) climate change and disaster risk management strategic planning at national and regional levels.

The following are the minimum requirements:

ESSENTIAL QUALIFICATION AND KNOWLEDGE/EXPERIENCE:

- Advanced University Degree in international development or discipline relevant to disaster risk management and/or climate change,
- At least 15 years' experience in evidence based strategic planning with demonstrated high-level analytical skills;
- Demonstrated experience in regional frameworks for development operations funded by international agencies with a preference for disaster and climate risk management and other development issues at the regional and national levels;

DESIRABLE QUALIFICATION AND KNOWLEDGE/EXPERIENCE:

- Experience with International funding agencies and the World Bank guidelines and procedures (i.e. procurement, financial reporting and management etc.);

Key Skills/Attributes/Job Specific Competencies:

Expert level	<ul style="list-style-type: none"> ▪ Excellent communication skills, including good oral and written English and the ability to write for and to a variety of stakeholder hierarchies; ▪ Demonstrated skills in leadership, coordination and the mentoring of staff;
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	<ul style="list-style-type: none"> ▪ Demonstrated ability to work effectively within diverse cultural and multi-disciplinary background;
Advanced level	<ul style="list-style-type: none"> ▪ Understanding of issues related to management in the Pacific; ▪ Demonstrated work in multicultural environments is an asset; ▪ Demonstrated experience of country level engagement with a variety of multi-level stakeholders; ▪ Flexible approach and demonstrated ability to meet deadlines; ▪ Aptitude for the provision of high quality service;
Working knowledge	<ul style="list-style-type: none"> ▪ Good PC based computer skills, all Microsoft platforms, MS Office and MS Project. ▪ Excellent writing and drafting skills and experience of providing policy advice at the international, regional and national levels;
Awareness	<ul style="list-style-type: none"> ▪ Appreciation and understanding of Pacific Cultures.
	<ul style="list-style-type: none"> • Demonstrated honesty and integrity with no criminal record;

9. ESTIMATED COSTS

Total cost USD 130,500 x 4 years = 522,000.00

Item	Unit cost USD	Quantity	USD value
Consultancy	9,500.00	12 months	114,000.00
International Travel – if applicable	4,050.00	1 trip	4,500.00
Accommodation allowance	1,000.00	12 months	12,000.00
TOTAL			130,500.00