



## TERMS OF REFERENCE

### Consultancy - Project Coordinator, Island-Scale Marine Spatial Planning project in the Cook Islands

#### 1. Background

This work is part of a New Zealand (MFAT) Activity Climate and Biodiversity-Smart Marine Spatial Planning and Marine Protection (CaB Smart MSP) Activity, funded through New Zealand’s international climate finance commitment. This Activity is taking place in four other countries, Niue, Palau, Solomon Islands and Kiribati. There are also some multicounty activities implemented by SPC and SPREP that may also take place in Cook Islands.

The Project Manager will be integral to the success of Cook Islands efforts to build capacity and capability within Cook Islands for ‘Island-scale Marine Spatial Planning’. This is part of the Government efforts to fulfil the obligations of the Marae Moana Act 2017.

The two main outcomes the that Cook Islands are seeking to achieve are:

- Improved Capability of Individuals, at Government and community level, to deliver Climate and Biodiversity-smart Marine Spatial Planning.
- Improved Capacity of organisations to deliver, gender sensitive, Climate and Biodiversity-smart Marine Spatial Planning.

As part of the project, Cook Islands will develop a framework (process), based on existing draft frameworks already developed in Cook Islands, and the Pacific region, to develop an island-scale marine spatial plan. This will be trialled (tested) in at least 5 islands. The framework will be continually improved based on feedback from the trials. By the end of the project, Cook Islands should have a framework to use in other islands, and will also have 5 islands with marine spatial plans that identify the range of actions that need to be implemented around those islands, including a resource and capacity needs assessment to implement these plans. The project manager will coordinate and oversee all aspects of this work.

#### 2. Consultancy Objectives

The Marae Moana Coordination Office (MMCO), within the Office of the Prime Minister is seeking to contract a Project Manager to manage implementation of the Cook Islands Island-Scale MSP Project.

#### 3. Scope of Work

The Scope of work includes the following tasks and deliverables:

Tasks	Deliverable(s)
<p><b>3.1 Project Management, implementation, monitoring and reporting</b></p> <p>a) Provide leadership and management of the project</p> <p>b) Facilitate, coordinate and manage the components of the MSP project, including planning, logistics, and engagement as well</p>	<ul style="list-style-type: none"> <li>• A finalised Design Document including a Monitoring and Evaluation framework, a ‘picture of success’ (i.e. what does success look like?) and a Costed Workplan. Draft versions have been circulated to the Marae Moana technical Advisory Group (TAG) for review.</li> </ul>





<p>as ensuring all project activities are delivered on time and to budget.</p> <ul style="list-style-type: none"><li>c) Manage the project adaptively, in close liaison with project partners to account for changes to the project timeline or activities, due to changing circumstances.</li><li>d) Implement, monitor and review the approved costed workplans</li><li>e) Coordinate project activities with those projects led by other agencies under this same funding stream, engaging closely with TAG agencies and MFEM</li><li>f) Coordinate and convene virtual progress meetings with NZ MFAT</li><li>g) Prepare and submit all narrative technical progress reports required for each project component under the project GFA in close consultation with the Marae Moana Coordinator and ensure donor requirements are met.</li><li>h) Monitor implementation of project progress in relation to the project's monitoring, evaluation, reporting and learning (MERL) framework.</li><li>i) Manage and report on the status and use of project funds in accordance with the signed NZ MFAT Grant agreement and Cook Islands financial and project management policies and requirements, working with the Ministry of Finance and Economic Management (MFEM).</li><li>j) Ensure a clean project audit is obtained on an annual basis by implementing good financial management practices and ensure all identified project risks are properly managed and mitigated</li><li>k) Implementation of the project design, including procuring services of suppliers, and consultants as required, purchasing supplies, arranging travel, meetings, workshops and ensuring all activities are on track.</li><li>l) Managing procurement processes, including drafting terms of reference, contracting and managing ongoing contracts.</li></ul>	<ul style="list-style-type: none"><li>• Project reports, including financial reports, as agreed in the grant funding arrangement.</li></ul>
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<p>m) Working with members of the Marae Moana TAG, including facilitation of cross-agency meetings where required.</p>	
<p><b>3.2 Technical advice and facilitation</b></p> <p>a) Oversee procurement related activities in close consultation with the TAG, including preparation of tender documents in line with the Cook Islands Procurement Manual, obtaining necessary approval for the procurement of the technical consultancy required for both components of the project.</p> <p>b) Provide oversight and monitor the work of consultants engaged to deliver key technical actions for both project components.</p> <p>c) Provide technical advice on strategies and measures to support the implementation of the project component.</p> <p>d) Identifying risks and issues, and taking action as required.</p> <p>e) Managing relationships, liaising within Cook Islands Government, Island Councils, NGOs, regional agencies, SPREP and others working on MSP in the region.</p> <p>f) Ensuring coordination of these activities with other 'multicounty' activities taking place in Cook Islands</p> <p>g) Regular verbal reporting to MFAT on progress, as well as quarterly and six-monthly written reports.</p> <p>h) Support the MMCO to act as a secretariat for the Marae Moana TAG, ensuring meetings take place on time, and the TAG is sufficiently supported to play an oversight role for this project.</p>	<ul style="list-style-type: none"> <li>• Documentation (reports) of project</li> <li>• National consultations and stakeholder engagement is completed.</li> <li>• Consultants are hired for technical implementation in line with the Cook Islands Procurement Policy.</li> </ul>
<p><b>3.3. Communication, advocacy and knowledge sharing</b></p> <p>i) Identify, compile and regularly update a network of in-country stakeholders relevant to activities of the project including MFAT and other relevant technical partners.</p>	<ul style="list-style-type: none"> <li>• Records in place of distributed technical reports, publications, and information materials to Cook Islands relevant stakeholders.</li> <li>• Media releases, articles, newsletters, and other communication materials</li> </ul>





<p>j) Coordinate and facilitate the dissemination of project technical reports, publications and information materials and products to Cook Islands relevant stakeholders.</p> <p>k) Coordinate the drafting and preparation of media releases and communication materials to raise profile of the project and its achievements.</p> <p>l) Assist in the development of project communication, project visibility and promotional products and information sharing on project activities.</p> <p>m) Organise outreach and advocacy activities and events to showcase and share outcomes and results of the project</p>	<p>highlighting project progress and achievements disseminated.</p> <ul style="list-style-type: none"> <li>Plans and records of outreach and advocacy activities, including event agendas, participant lists, and reports on outcomes and results showcased.</li> </ul>
<p><b>3.4 Data and Information</b></p> <p>a. Liaise closely with national partners to facilitate the gathering and sharing of relevant data to support MSP processes.</p> <p>b. Where appropriate, and subject to free prior and informed consent, ensure data gathered are uploaded to both the country Environment Data Portals and the Pacific Environment Data Portal.</p>	<ul style="list-style-type: none"> <li>Collected data and information securely archived</li> </ul>

#### 4. Qualifications and Experience

- Tertiary or postgraduate qualification.
- Qualification in project management an advantage
- Significant practical experience of working in the Pacific is essential, ideally in Cook Islands
- At least five years' experience in managing development projects, especially in the Pacific region, ideally Cook Islands
- Experience in the environmental or fisheries sector, an advantage.

#### Knowledge, skills and experience:

- Computer literate, familiar with Word, Excel and PowerPoint programmes
- Fluent in written and spoken in English, and/or Maori
- Significant financial management experience, including budget holding, accounting for expenses, and financial forecasting and reporting.
- Knowledge of Government of Cook Islands financial and procurement processes an advantage.
- Proven ability to manage large budgets and handle complex logistics and deliver to tight timeframes.





- Experience in project design, implementation, monitoring, risk management, review and evaluation with good report writing skills.
- Experience in relationship management with a diverse range of stakeholders, ideally within a government and non-Government context.
- Experience in setting up and facilitating multi-stakeholder meetings would be an advantage.
- Understanding and experience working in development, including skills in implementing socially inclusive approaches.

**Skill set / Core Competencies required:**

- Leadership skills - to lead projects and project teams, with a focus on attention to detail and delivery.
- Communicates effectively to varied audiences; quickly builds rapport with individuals and groups.
- Resilient and flexible in your approach, able to adapt to change and unexpected circumstances to ensure the achievement of project outcomes.
- An ability to drive for results, act despite ambiguity, and motivate others.
- Self-motivated, flexible and driven to see results.
- Well organised and a pragmatic thinker with the ability to make decisions quickly.
- Able to work effectively in a multi-cultural environment, work and spend time with communities;
- Maintains an effective network of individuals across organizational departments; follow procedures and policies.

**5. Work arrangements**

The project coordinator consultancy is a full-time consultancy and will be based in the Marae Moana coordination office. The project coordinator will be responsible to the Marae Moana Director, who will also oversee the contractual arrangements and reporting requirements of this consultancy. Workstation and office equipment will be provided.

**6. Travel arrangements:**

Travel is foreseen over the duration of this consultancy and will be determined by the Chief of Staff, of the Office of the Prime Minister.

**7. Duration**

The maximum term of this consultancy is 2 years. A no-cost extension may be granted upon request, subject to priorities at the time and availability of funding.

