



SPREP
Secretariat of the Pacific Regional
Environment Programme

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The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

APPLICANT INFORMATION PACKAGE
**Project Development Specialist - Climate Resilience and
Adaptation**

CONTENTS

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. The head office is based in Apia, Samoa with about 100 staff. There is also a SPREP office in Fiji with four staff as well as SPREP Officers stationed in the Federated States of Micronesia, Republic of the Marshall Islands, Solomon Islands and Vanuatu. SPREP has an annual budget of USD \$15 million in 2017.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future**: "A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

Members

SPREP has 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

Four regional goals to achieving resilience and sustainable Pacific communities:

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance

These define the core priorities and focus of SPREP in the areas on:

1. Climate change resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work.

- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**

- We value **Integrity**

The SPREP Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

Organisation Goal 1: SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.

Organisation Goal 2: SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.

Organisation Goal 3: SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.

Organisation Goal 4: SPREP is leading and engaged in productive partnerships and collaboration.

Organisation Goal 5: SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

BACKGROUND

SPREP is an Accredited Entity for the Adaptation Fund (AF) and the Green Climate Fund (GCF). As an accredited entity, SPREP aims to be responsive to the climate change priorities of its 14 Pacific Island Country (PIC) Members, and more specifically support them access resources to address their resilient development and low-carbon development climate change priorities.

As an accredited entity, SPREP aims to provide high quality technical project design support. As part of the ongoing institutional reform and strengthening process, SPREP has established a Project Coordination Unit (PCU) to bring greater focus and structure to the way that it develops and manages projects. A key function for the PCU will be to provide the expert technical project design service for Members.

SPREP has an emerging and continuously developing pipeline of project priorities and opportunities. Experienced and qualified technical project development support skills and expertise are required to further grow the SPREP project pipeline and develop priority projects into full funding proposals for financing through key funding mechanisms such as the AF and GCF.

The Project Development Specialist – Climate Resilience and Adaptation will support SPREP fulfil its role as an Accredited Entity and access climate finance to address PICs priorities in the following ways:

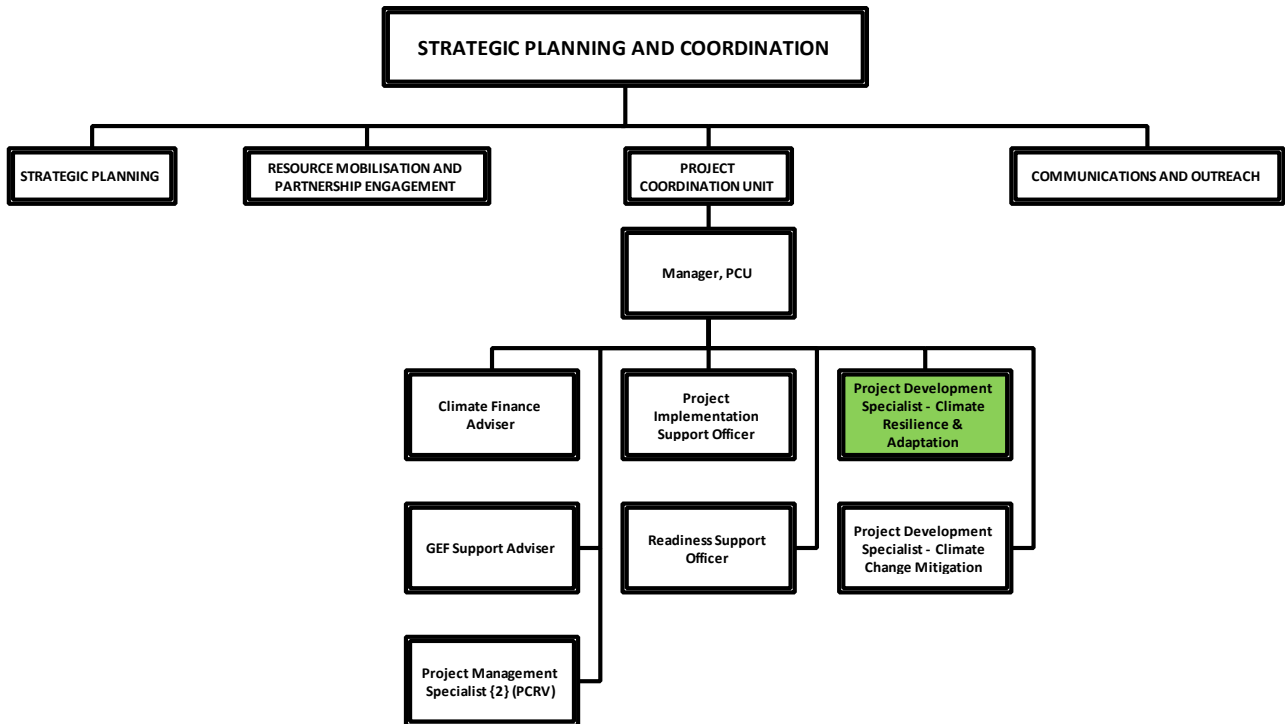
- Help identify new and further articulate existing project priorities. This may include (for example) projects that: build institutional and technical capacity; enhance governance and planning to support resilient development; build resilience of critical Pacific island and marine ecosystems and services; deliver initiatives at community level to enhance the resilience of livelihoods; climate proof infrastructure and so on.
- Ensure country led and collaborative approaches that support and strengthen governance arrangements to ensure proper endorsement and government buy-in, including through National Designated Authority (NDA) processes.
- Help formulate project design plans, setting out requirements for assessments, consultations and technical design.
- Support access to and coordinate delivery of project preparation resources, including for example the GCF Project Preparation Facility, and other technical support, for example provided by New Zealand (NZ) Aid Programme.

- Support the development of concept notes and full proposals.
- Submit projects to the AF and GCF (and others) as an Accredited Entity, or alternatively work with PICs and others to partner with other Accredited Entities.

B. JOB DESCRIPTION

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| Job Title: | Project Development Specialist - Climate Resilience and Adaptation |
| Programme: | Strategic Planning and Coordination |
| Department: | Strategic Planning and Coordination |
| Team: | Project Coordination Unit |
| Responsible To: | Manager, PCU |
| Responsible For: (Total number of staff) | N/A |
| Job Purpose: | <p>This job exists to:</p> <ul style="list-style-type: none"> Support PICs in the identification, development and design of priority (<i>adaptation</i>) projects for funding primarily through the AF and GCF Provide oversight of monitoring and reporting of approved projects to meet AF and GCF funding requirements and obligations |
| Date: | December 2017 |

Organisation Context



Key Result Areas

The position of **Project Development Specialist - Climate Resilience and Adaptation** addresses the following Key Result Areas:

1. Project planning, technical advice and assistance
2. Networking, partnerships and collaboration
3. Project and financial management support and reporting
4. Communications and capacity building

The requirements in the above Key Result Areas are broadly identified below.

| Jobholder is accountable for | Jobholder is successful when |
|---|---|
| <p>1. Project planning, technical advice and assistance</p> <ol style="list-style-type: none"> a) Provide project development and technical advice and assistance on the identification and development of new project opportunities to progress through the AF and GCF. b) Establish clear project development plans and timelines for identified projects and access additional resources and support as required to ensure comprehensive and robust project design processes in line with SPREP project cycle and Donor/Fund requirements c) Ensure all relevant social and cultural groups are consulted and engaged in all stages of project development and cross cutting issues (e.g. gender equality) is mainstreamed throughout project proposals as per SPREP policies. d) Ensure rigorous attention to detail in the development of project budgets e) Ensure alignment of projects with PIC and SPREP priorities and obligations under the Paris Agreement and PICs Nationally Determined Contributions f) Provide technical advice and assistance on ongoing AF and GCF project implementation. g) Identify technical information gaps and needs to be addressed as part of project design and preparation processes h) Review and provide advice on new project concepts and proposals within SPREPs Project Portfolio | <ul style="list-style-type: none"> • New (<i>adaptation</i>) projects based on country priorities have been identified in a collaborative way, and developed in a timely manner through concept stage to high quality project proposals designed in accordance with the SPREP Project Cycle (including gender mainstreaming) and donor (GCF) requirements and are approved for funding. • A pipeline of proposals to be developed for Readiness (including National Adaptation Plan stream of GCF) and/or Project Preparation Facility grant applications and for development as full (<i>adaptation</i>) project proposals to access GCF (and AF funds) is established and maintained. |
| <p>2. Networking, partnerships and collaboration</p> | |

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| <ul style="list-style-type: none"> a) Coordinate internally within SPREP on technical design of new projects b) Support the PCU in establishing strong networks with Member countries to support the development and delivery of country (AF,GCF) Programmes c) Identify projects for progress with other accredited entities, as well as identify opportunities for collaboration on SPREP led projects, including via co-financing opportunities. d) Support the PCU identify new funding opportunities to progress countries resilient and low carbon development priorities e) Identify and progress access to additional resources to support technical project design processes. | <ul style="list-style-type: none"> • SPREP has established and maintains a project pipeline inclusive of all programme (thematic) areas. • SPREP is progressing the technical development projects within established programmes of work on the AF and GCF with all Pacific island country members. • SPREP is working with other accredited entities to develop new funding proposals. |
| <p>3. Project and financial management support and reporting;</p> <ul style="list-style-type: none"> a) Provide technical support for the design and development of new projects for AF, GCF funding, including with regard to activity design, budgeting, risk planning, gender and environmental and social safeguard management. b) Apply and promote the use of the SPREP project cycle in the development and delivery of new projects c) Support other programme staff in applying the SPREP project cycle and providing technical support and assistance where required. d) Contribute to the capacity development priorities of the PCU e) Support delivery of projects, with a priority for AF and GCF project for which SPREP is an accredited entity f) Report on progress including against the PCU workplan and SPREP Performance Implementation Plan | <ul style="list-style-type: none"> • All new SPREP GCF and AF projects are developed to the standards set out in the SPREP project cycle and are properly documented and progressed through the PMIS • SPREP staff receive on the job support and guidance on best practice project development processes |
| <p>4. Communications and capacity building</p> <ul style="list-style-type: none"> a) Working with the PCU, develop and maintain close relationships with PIC members, other Accredited Entities and delivery partners to identify new opportunities for SPREP to support the | <ul style="list-style-type: none"> • The PCU, and other SPREP staff and stakeholders are kept up-to-date on the progress of project development progress. • SPREP and PCU Members receive clear guidance on GCF and AF project |

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| <p>development of projects for GCF (or other climate funds including the AF)</p> <p>b) Provide clear guidance and plans for SPREP staff and members on the development of AF and GCF projects.</p> <p>c) Contribute to the capacity building priorities of PCU, particularly in building capacity of other SPREP staff and PIC Members in applying Project Cycle tools and templates to the development of quality project proposals</p> <p>d) Providing updates/regular reports to the PCU Manager on progress against performance targets and PCU workplan including the project pipeline, project development and any issues arising</p> | <p>development requirements and on the job advice and support on best practice development processes</p> <ul style="list-style-type: none"> • All new SPREP projects (including GCF and AF projects) are developed to the standards set out in the SPREP Project Cycle Manual and are properly reviewed through the PRMG process and documented on the PMIS • The PCU and other relevant SPREP staff and stakeholders are kept up to date on the progress of project developments |
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Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Supervisor/Director as part of the Performance Development System.

This section may be copied directly into the Performance Development Plans.

Work Complexity

Most challenging duties typically undertaken:

- Consultation with and advice to national government stakeholders on climate resilience priorities and opportunities in line with Climate Change Multilateral Funding requirements.
- Technical design of new project concepts and proposals based on research, consultation and expert advice and judgement
- Securing funding and resources

Functional Relationships & Related Skills

| Key internal and/or external contacts | Nature of the contact most typical |
|--|---|
| <p>External</p> <ul style="list-style-type: none"> • SPREP Members • Donors / Partners • Professional / Scientific organisations • Regional / International organisations | <ul style="list-style-type: none"> • Advice and assistance • Consultations and collaboration • Negotiations Fundraising • Capacity Building • Communications and reporting |
| <p>Internal</p> <ul style="list-style-type: none"> • Executive | |

| | |
|---|---|
| <ul style="list-style-type: none"> • Project Manager and Project Team • All SPREP Staff • SPREP Legal Counsel • Communications and Outreach Adviser • Finance Department | <ul style="list-style-type: none"> • Leadership and management • Supervision and delegation • Advice and support |
|---|---|

Level of Delegation

The position holder:

- manages an operational budget under guidance from the Manger, PCU
- can carry out negotiations on behalf of SPREP
- can seek funding opportunities for work programme activities

Person Specification

This section is designed to capture the expertise required for the role at the 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 job specific competencies.

Qualifications

Essential

1. Minimum qualifications of a Master degree in Natural Resource Management, Engineering, Agriculture, Community Development, Climate Change or relevant field OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience. Qualification in project management will be an advantage.

Knowledge / Experience

Essential

2. At least 7 years of experience in the design and/or delivery of development projects, including capacity and community development projects, preferably related to climate change adaptation in the pacific island context.
3. Extensive knowledge of climate change and environmental issues in the pacific island context with understanding of regional policy and strategic frameworks, including the Framework for Resilient Development

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| 4. Extensive technical project design and management experience, and development of influential funding proposals including research and analytical skills and experience in developing project log frames, complex budgets, risk plans, gender action and environmental and social safeguard management plans, preferably with a focus on climate change adaptation |
| 5. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, strategic collaboration and networking with donors and partners with demonstrated experience in developing and maintaining effective relationships with a diverse group of people and as part of a team within a multi-disciplinary and multi-cultural working environment |
| 6. Excellent leadership, mentoring and strategic advisory skills with demonstrated knowledge of environmental and project development issues within the Pacific island region, including key emerging issues and challenges. |
| 7. Demonstrates initiative and ability to think outside the box in dealing with multiple tasks and demanding deadlines as well as excellent understanding and appreciation of environmental ethics, values and priorities within the workplace |

Key Skills / Attributes / Job Specific Competencies

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

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|-------------------|---|
| Expert level | <ul style="list-style-type: none"> • Leadership and Advisory • Analytical skills • Environment knowledge • Project development, monitoring and evaluation • Work programme planning, budgeting and implementation • Fundraising • Synergies and linkages with key multilateral environmental (MEAs), in particular United Nations Framework Convention on Climate Change (UNFCCC). |
| Advanced level | <ul style="list-style-type: none"> • Climate change adaptation issues in the Pacific islands region • Emerging environmental issues and challenges • Inter-cultural communications, preferably in the Pacific region • Multi-disciplinary team work. • Framework for Resilient Development in the Pacific |
| Working Knowledge | <ul style="list-style-type: none"> • General management principles |
| Awareness | <ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Performance Implementation Plan |

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| | <ul style="list-style-type: none">• SPREP Work Programmes |
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Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

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. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of 3 years.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 11 of SPREP's salary scale. Starting salary will be in the range of SDR35,440 to SDR39,870. Currently, the equivalent in Samoan Tala is SAT\$135,250 (USD\$52,019) to SAT\$152,156 (USD\$58,521) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance within the range of SDR4,695 to SDR 5,068 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$17,917 (USD\$6,891) to SAT\$19,343 (USD\$7,439). Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

Adjustments: Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT\$2.60

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, as well as a 6-month probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

Performance Reviews: Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en-route for the appointee and accompanying dependant(s) between point of recruitment and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT\$4,198 (USD\$1,615).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependent(s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

Home Leave Travel: Return economy class airfares between Apia and the recognised home for the staff member and dependants after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Samoa, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed.

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of Samoan Tala \$15,600 (USD\$6,000) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$18,000) per annum per family of 3 or more eligible children.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Apia by (i) each dependent child being educated outside Samoa or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,850 (USD\$1,096) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to SAT\$2,400 (USD\$923) per annum as stipulated under SPREP's Security Assistance policy.

Annual Leave: 25 working days a year (up to a maximum accumulation of 50 days).

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions also exist for maternity, compassionate, paternity, examination and special leave (without pay).

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

Life and Accidental Death and Disability Insurance: All employees are covered by SPREP's 24 hour

Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

Superannuation: An expatriate internationally recruited staff member will receive a superannuation allowance of 7% of basic salary. For nationals of Samoa, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

Learning and Development

Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

Definitions:

'Dependant' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and who resides in Samoa only by virtue of employment with SPREP.

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

General: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (Important to Note: *you are required to complete in full all areas requested in the Form rather than referring us to your CV*);
2. A detailed Curriculum Vitae.

Important to Note: Applications that do not complete the CORRECT SPREP Application Form and submit all the requirements stated above will not be considered.

Submitting applications:

- a) **BY EMAIL** (***MOST PREFERRED OPTION***): Subject matter to be clearly marked “**Application for Project Development Specialist – Climate Resilience and Adaptation**” and send to recruitment@sprep.org OR
- b) **BY POST OR FAX**: Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “**Application for Project Development Specialist – Climate Resilience and Adaptation**”

More Information on SPREP and its work in the region can be found on the SPREP website
www.sprep.org

For further enquiries, contact Ms Marion Chan Chui on telephone (685) 21929 ext 328 or Email:
marionc@sprep.org

Closing date: Friday, 26th January 2018: Late applications will not be considered.

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| SPREP is an Equal Opportunity Employer |
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