



## **CEPF National Country Coordinator – Solomon Islands**

### **Background**

The International Union for Conservation of Nature (IUCN) is seeking a National Country Coordinator for the Solomon Islands as part of its Regional Implementation Team (RIT) under the Critical Ecosystem Partnership Fund (CEPF) investment in the East Melanesian Islands (EMI) hotspot.

CEPF is a joint initiative of Conservation International, l'Agence Francaise de Developpement, the European Union, the Global Environment Facility, the Government of Japan, the John D. and Catherine T. MacArthur Foundation and the World Bank. It is a unique funding mechanism that focuses on high-priority biological areas rather than political boundaries, and addresses conservation needs through a coordinated partnership approach, investing in civil society efforts for biodiversity conservation.

CEPF is designed to safeguard our planet's most threatened and biologically rich regions, known as biodiversity hotspots. The East Melanesian Islands hotspot includes the Solomon Islands, Vanuatu and the islands region of Papua New Guinea. CEPF launched its 8 year program across the hotspot in 2013, guided by an ecosystem profile which was developed through wide consultation within the hotspot. The ecosystem profile can be seen here:

[http://www.cepf.net/SiteCollectionDocuments/east\\_melanesian\\_islands/EMI\\_ecosystem\\_profile.pdf](http://www.cepf.net/SiteCollectionDocuments/east_melanesian_islands/EMI_ecosystem_profile.pdf)

### **Scope of Responsibilities and Duties**

IUCN Oceania acts as the Regional Implementation Team (RIT), providing strategic leadership for the CEPF EMI program, working with local and civil society organizations towards the delivery of a cohesive portfolio of large and small grants. The TOR for the RIT can be seen here:

[http://www.cepf.net/Documents/final.cepf.rit.tor\\_selection.pdf](http://www.cepf.net/Documents/final.cepf.rit.tor_selection.pdf)

The National Country Coordinator (NCC) is a vital member of the RIT, acting as a liaison point in-country and ensuring that programmatic and administrative tasks in relation to CEPF's investment are met. The NCC role shall be carried out in close consultation with the RIT staff based at IUCN Oceania in Suva, Fiji. The NCC coordinator will speak fluent Solomon Islands pidgin and be a Solomon Islander. The position will be based in Honiara.

General responsibilities include, but are not limited to:

- Representing CEPF at national and local meetings, and delivering presentations on behalf of CEPF and the RIT when required;
- Raising the profile of CEPF's investment in Solomon Islands by promoting CEPF as a funding mechanism and communicating results of CEPF's projects;
- Liaising with potential grantees, providing strategic guidance, and facilitating partnerships in response to specific information and capacity needs;
- Facilitating and strengthening partnerships amongst grantees and other stakeholders such as relevant government departments, private sector and CEPF donors, especially to leverage additional funding for the CEPF investment in Solomon Islands and the East Melanesian Islands;
- Developing and expanding linkages between CEPF's investment, IUCN Oceania's programme of work and other conservation initiatives
- Liaising with Solomon Islands Government through the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) to support national conservation priorities



Specific responsibilities include, but are not limited to:

- Assisting with the wide dissemination of Calls for Proposals, and helping to identify potential grantees;
- Assisting CEPF and the RIT in the proposal review and evaluation process, including providing details on the credibility of grantees and their capacity to comply with CEPF funding terms;
- Ensuring the effective implementation of grants by mentoring applicants and grantees through all aspects of grant management: from the initial proposal design and submission process, to assisting with amendments, reporting, monitoring and evaluation, including conducting grantee site visits across Solomon Islands and coordination of CEPF supervision visits;
- Assisting CEPF and the RIT in all aspects of small and large grant management, including grant making, performance monitoring, and compiling results and impact data for grants in the Solomon Islands;
- Communicating with grantees on technical and financial performance and project management and providing regular updates to CEPF and the RIT staff at IUCN in Suva;
- Assisting with the preparation of national meetings and workshops to enable information sharing and exchange between grantees and other stakeholders, including coordination of the mid-term and final assessment workshops;
- Addressing obstacles that may affect project implementation;
- Identifying opportunities for disseminating news about CEPF grants to various communications outlets, including CEPF and IUCN newsletters, Facebook posts, and donor reports;
- Any other duties as required

### **Qualifications and Work Experience**

Applicants should have at least 5 years of relevant work experience in or with a range of environmental stakeholders, such as NGOs, community groups, or government. Applicants should be familiar with conservation issues in Solomon Islands. Experience in ecology, biodiversity, capacity building, monitoring and evaluation, project management or resource management is desirable.

### **Competencies**

- Demonstrated project coordination and management including monitoring and evaluation
- Experience in fundraising, capacity building and communications
- Good networks with environmental stakeholders
- Excellent computer skills including Microsoft packages
- Strong English language communication and presentation skills
- Excellent skills in the country national languages
- Demonstrated ability to engage comfortably at all levels of government and society
- Good interpersonal skills and ability to work alone and as part of a team
- Well-organized
- Ability and willingness to travel within Solomon Islands and the region as necessary

**For more information please contact Helen Pippard at [cepfeastmelanesia@iucn.org](mailto:cepfeastmelanesia@iucn.org).**

### **Applications**

Please submit a *Curriculum Vitae* with full contact details of three referees together with a cover letter explaining why you are suitable for this position electronically to [cepfeastmelanesia@iucn.org](mailto:cepfeastmelanesia@iucn.org).

Closing date for applications is **19<sup>th</sup> October 2016**. Only short listed applicants will be informed.

**Salary will be commensurate with experience.** *IUCN is an equal opportunity employer.*