



Terms of Reference

REDD+ Adviser - Fiji

Location: Fiji REDD+ Unit, Forestry Department
Duration: 4 years
Expected date of start: 15 June 2015

1. Background

Curbing the clearing of forests is a major and necessary tactic in the fight against climate change. This has led to the development of a framework called REDD+. REDD+ is an effort to reduce greenhouse gas emissions from deforestation and forest degradation in developing countries, and promote forest conservation, sustainable management of forests and enhancement of forest carbon stocks. Building on previous UNFCCC (United National Framework Convention on Climate Change) COP (Conference of the Parties) decisions, the Warsaw REDD+ framework was adopted in the 19th COP session in Warsaw, Poland in 2013. The framework provides guidance on the way forward in the implementation of REDD+.

REDD+ will play an important role in Fiji's development path, as forests hold an important place in the country's culture, history, environment and economy. Fiji has far advanced in its national REDD+ readiness process since the first multi-stakeholder national REDD+ consultations in 2009. The country endorsed the Fiji REDD+ Policy in 2010, which contributes to the national forestry sector goal: 'Sustainable management of Fiji's forests to maintain their natural potential and to achieve greater social, economic and environmental benefits for current and future generations'. All REDD+ activities are guided by a national REDD+ steering committee that is chaired by the national REDD+ Focal Point, the Deputy Conservator of Forests (Services).

In December 2013, Fiji was invited to join the FCPF (Forest Carbon Partnership Facility) and was awarded a grant of USD3.8mil for the implementation of activities outlined in the country's approved Readiness Preparation Proposal (R-PP). The R-PP emphasises on the analytical work and consultation process required to develop and validate the country's REDD+ strategy. An in-depth analysis of the direct drivers and underlying causes of deforestation and forest degradation will be undertaken throughout Fiji in order to develop and select the strategic options to address these drivers. These options will be assessed against a range of social and environmental safeguards. The RPP also includes determining Reference Emission Levels/Reference Level and the design of a National Forest Monitoring System (NFMS) that will allow for regular and systematic quantification and monitoring of net emissions and removals associated with the different REDD+ activities. The development of a safeguards information system, with associated monitoring protocols, will be part of the NFMS to ensure social and environmental integrity of REDD+ activities.

The FCPF grant aims to support the implementation of the abovementioned components. The grant will also support the establishment and operationalization of a National REDD+ Unit through the provision of human, technical and operational resources.

The delivery partner of the grant is the World Bank.

2. Purpose of the position

To support the implementation of tasks outlined in the Readiness Grant Agreement, a REDD+ Unit will be established. In this regard, the Forestry Department is seeking to contract a REDD+ Adviser to head the REDD+ Unit. The REDD+ Unit will comprise of 2 technical officers (1 GIS/RS monitoring specialist; 1 carbon stock assessment specialist), 1 project officer, 1 communications officer, 1 executive officer (finance) and 1 driver.

The FCPF grant will support the positions of the REDD+ Adviser, 1 technical officer (carbon stock assessment specialist) and the communications officer. The other positions will be supported by the Forestry Department. The REDD+ Unit also serves as secretariat to the National REDD+ Steering Committee.

The REDD+ Adviser will be responsible for ensuring the effective implementation of all tasks outlined in the Readiness Grant Agreement. He/she is expected to collaborate closely with other government agencies, non-governmental agencies, civil society organisations, the private sector, and development partners to achieve this end. The REDD+ Adviser will report to the National REDD+ Focal Point - the Deputy Conservator of Forests (Services).

3. Tasks

In close consultation with the National REDD+ Focal Point and the National REDD+ Steering Committee (RSC), the REDD+ Adviser will:

A. Management and Administrative Tasks

i. Managerial and operational tasks

1. Directly supervise and guide the staff of the REDD+ Unit to ensure fulfilment of their TORs and evaluate their performance annually.
2. Oversee the day-to-day management and operation of the Fiji REDD+ Unit
3. Ensure the timely submission of quarterly workplans and budgets to the Forestry Department Finance unit
4. Liaise closely with the Executive Officer (Finance) of the REDD+ Unit and the Finance Unit of the Ministry of Fisheries and Forests to ensure proper financial management of the grant.
5. With the REDD+ Unit, prepare the progress reports as per the Grant Agreement.
6. Ensure the timely undertaking of the annual budget audit to the World Bank.
7. Regularly report to, and act on directives from, the National REDD+ Steering Committee.
8. Support the National REDD+ Focal Point with the preparation of reports, information papers, cabinet briefs and other documents for the purpose of reporting to national and international agencies, bodies, and fora.
9. Supervise the organisation and implementation of national, divisional and community-level awareness programmes.
10. Ensure that the REDD+ activities undertaken through the FCPF grant are well communicated and reported nationally, regionally and internationally.
11. Ensure efficient and effective Secretariat service to the RSC.

ii. Project planning

12. Ensure a participatory and multi-sectoral consultative process in all phases of the implementation of tasks under the readiness grant agreement including the implementation of various consultancies.
13. Be responsible for the development of an annual operational planning system for implementation of all tasks outlined in the Readiness Grant Agreement.

iii. Monitoring and reporting

14. Develop and implement a monitoring and reporting framework for project implementation.
15. Prepare and coordinate the mid-term review and implementation completion report of the grant implementation ensuring inputs from relevant stakeholders.

B. Technical Tasks

16. Strengthen the involvement of the various divisions and units of the Forestry Department in the planning and implementation of REDD+ readiness activities.
17. In collaboration and in partnership with relevant agencies and key stakeholders, facilitate the finalisation of the national REDD+ Strategy. This includes the drafting of TORs for consultants to undertake the analysis, supervising the consultants, facilitating the consultation process and reviewing the reports
18. In consultation with relevant stakeholders, develop and deliver a training program for Forestry Department officers and other supporting agencies to capably implement REDD+ activities. This includes MRV (measuring, reporting, and verification) activities and database management In consultation with relevant partners, draft TORs for short-term consultants, supervise short-term consultancies, carry out quality assurance of consultants' reports deliverables and make recommendations where necessary for further action.
19. Provide technical and policy advice to the RSC Technical Working Group in their role in guiding the development of MRV systems and determining Fiji's REL/RL. This includes monitoring the performance of consultants, reviewing consultancy reports and making recommendations and drafting national monitoring procedures and methodologies.
20. Provide technical and policy advice to the RSC Safeguards Working Group in their role in guiding the development of social and environmental safeguard structures (such as the Environmental and Social Management Framework and the Safeguards Information System). This includes the provision of pertinent information to allow for informed decision-making, monitoring the performance of consultants, reviewing consultancy reports and making recommendations, and the drafting national safeguards monitoring procedures and methodologies.
21. Coordinate and supervise the development of the National Forest Monitoring System (NFMS). This includes the contracting and supervision of consultants, facilitation of consultation and collaboration processes, training of local officers, provision of technical and policy advice to the REDD+ Steering Committee and required awareness-raising on the NFMS
22. Advise and regularly inform the National REDD+ Focal Point and other country negotiators on international REDD+ developments to support with negotiations and consultations at the regional and international level.
23. Support the professional development of the REDD+ Unit officers by ensuring the provision of appropriate training, exposure, experience and organizational development.
24. Maximise learning exposure of REDD+ technical officers as his/her understudies with the intention that the technical officers will capably take over the technical advisory role of the REDD+ Unit.

25. Undertake any other actions related to the project under the instruction of the national REDD+ focal point and/or the National REDD+ Steering Committee.

4. Minimum qualifications, experience and competencies

The candidate should have following minimum qualifications and competencies:

- A Master's degree in forestry, natural sciences, climate change, environmental policy or equivalent.
- At least 5 years work experience in the area of REDD+ and/or in forestry and climate change.
- In lieu of a Master's degree, a Bachelor's degree with at least 10 years working experience in the forestry sector, out of which at least 5 years is in the area of REDD+
- Work experience in the Forestry Sector in Fiji
- Technical experience in carrying out forest carbon inventories and monitoring
- Knowledgeable of international REDD+ policy developments especially decisions arising from the UNFCCC negotiations
- Familiar with the current monitoring requirements for REDD+ activities as discussed under the UNFCCC
- Familiar with the UNFCCC environmental and social safeguard requirements for REDD+ and current international standards
- Experience with multi-stakeholder dialogue and in carrying out participatory consultative processes with an understanding of the required consultation and participation process for REDD+
- At least two years in a management position with financial management and fiduciary experience.
- Proven quantitative and qualitative analytical skills
- Proficient computer skills (especially with MS Office applications) and familiarity with Geographic Information Systems (GIS) and Remote Sensing (RS) applications
- Fluent in both spoken and written English.
- Proven excellent communication and reporting skills.
- Excellent organisational skills
- High attention to detail and timeliness, particularly in the collection, organisation and analysis of information
- Resourceful, creative, and highly adaptive to new work environments.

The following will be an advantage:

- Experience in the utilization of various communication media
- Facilitation skills utilising participatory tools
- Familiar with the REDD+ developments in Fiji

Time Frame

The time frame of the position will be from 15 June 2015 – 31 May 2019. This will however be reviewed annually and dependent on performance.

5. Reporting

The REDD+ Adviser will report to the National REDD+ Focal Point - the Deputy Conservator of Forests (Services).

The REDD+ Adviser is expected to prepare and submit 4 annual reports by the following deadlines: 01 June 2016 (2015 annual report); 01 June 2017 (2016 annual report); 01 June 2018 (2017 annual report) and 01 June 2019 (2018 annual report)

In addition, the Adviser will supervise the preparation and submit the following documents to the National REDD+ Focal Point and the National REDD+ Steering Committee:

1. Quarterly workplans and budget
2. Quarterly progress reports
3. Mid-term review
4. Draft TORs of consultancies
5. Briefing papers on progress of implementation of activities in Fiji
6. Informational papers on international REDD+ developments
7. Implementation completion report.

6. Key Performance Indicators

1. A functioning "reporting and evaluation" framework
1. Timely delivery of quarterly progress reports and annual reports
2. Fiji's Reference Emission Levels/Reference Level determined
3. Fiji's National Forest Monitoring System (NFMS) developed
4. Environmental and Social Management Framework (ESMF) for Fiji in place (developed following an all-inclusive, participatory and multi-sectoral consultation approach)
5. Safeguards Information System in place
6. Successful submission of mid-term review report
7. Successful submission of the implementation completion report

7. Remuneration

An annual gross salary of F\$135,000 - 150,000 is offered. Starting salary will be contingent on experience and qualifications.

All applications to be received by Friday 05 June 2015