REQUEST FOR CONSULTANCY

Consultancy: Capacity Building for Administration and Management Plan Monitoring

WWF Pacific is working together with communities and partners towards: All Pacific peoples and nations are empowered, climate resilient and prosperous, with nature thriving and visibly and measurably recovering - a ‘People and Nature Positive Pacific’. WWF works across Papua New Guinea, Fiji, and Solomon Islands with offices in each country and a regional hub to serve communities and protect this region’s rich and unique biodiversity.

We have three goals that outline our ambition and the cross-cutting nature of our work and what we are working towards long-term: empowered Pacific peoples, integrated ocean management and climate resilient Pacific nations. Our overarching focus is on community and ecosystem resilience combined with area-based conservation, working towards 30x30 and safeguarding the lands and waters of the Pacific. We focus on conservation priorities across 30x30: community-led conservation, sustainable fisheries and blue foods, conserving marine species, reducing deforestation, Pacific policy leadership, Gender Equality, Disability and Social Inclusion (GEDSI) mainstreaming and sustainable blue economy.

The project that this consultancy will support is the Sustaining Coastal Fisheries Management through Community Business Project funded by the New Zealand Government’s Ministry of Foreign Affairs and Trade. It proposes to develop and pilot a community business model as a means to boost livelihoods and promote sustainable fisheries.

The project is implemented in two-community qoliqoli in the province of Macuata. The qoliqoli are located within the Great Sea Reef or Cakaulevu, identified as the third longest barrier reef system in the world. These sites were selected for two reasons, the location of the qoliqoli and significance in perpetuating marine biodiversity and fisheries for the benefit of communities within the site and beyond. Secondly, the qoliqoli are one of nine in the north of Fiji that currently supplies fish that feeds a significant proportion of Fiji’s population- aside from the coastal communities located along the Great Sea Reef itself, it also supplies Suva the capital and the greater Suva areas which contain a quarter of the country’s population.

The project is developing an innovative approach that: a) builds the ecological resilience into community fisheries to secure food and livelihoods; b) enhances the economic value of marine resources from coastal fisheries that reinvests into community fisheries management and c)
strengthens co-management of fishing grounds with Fiji’s national fisheries agencies, which tie in with MFATs priorities to sustainably manage natural resources and protect the environment.

Scope of Works

The Consultant will be responsible for Capacity Building Training on Basic Administration skills such as, record keeping, meeting minutes, and presentation basics. The consultant will also be responsible for conducting training on leadership and effective communication.

Deliverables

The consultant is expected to deliver the following:

- Capacity building on Basic Administration skills training;
  - Record keeping, meeting minutes, presentation basics
  - Team Building & Development
- Leadership and effective communication training
- Evaluation of training and possible next steps that can be developed with other funding
- Comprehensive report detailing the workshop
- Evaluation report

Required Qualifications & Experience

The successful person (s) is required to meet the following criteria:

- Relevant international/regional and national body accreditations to undertake this training
- Has experience with undertaking these trainings with well-known organizations and companies
- Has experience with working with NGOs
- Is able to undertake trainings or explain the concepts in iTaukei language

Competencies (not limited to):

- Communication Skills:
  - Understanding the fundamentals of effective communication, including verbal and non-verbal communication.
- Written Communication:
  - Knowledge of proper grammar, punctuation, and writing style.
- Technology and Tools:
  - Proficiency in using communication tools such as email, messaging apps, and video conferencing software.
- Administrative Skills:
  - Understanding the role of administration in an organization.
How to Apply?
Interested parties are requested to submit a curriculum vita and a cover letter with the subject line “Consultancy: Capacity Building for Administration and Management Plan Monitoring” to: ppo.hr_recruit@wwtpacific.org Please also indicate in your application how you found out about this advert.

Other Requirements:
1. Taxation or exemption Certificate (if eligible)
2. Taxation Number
3. Names of 2 referees to confirm credibility of past engagements

Deadline for applications: 5pm (Fiji Time) on Friday, 25th October, 2023. Work is expected to begin from the date of signing. The expected end date for completion of the deliverables report is no later than Thursday, 30th November 2023.