Terms of Reference

Consultancy assignment

Consultancy for Capacity Building for Administration and Management Plan Monitoring

9th October 2023

Supervised by: Unaisi Malani – Tagicakibau and Margaret Vakalalabure

Work location: Qoliqoli Cokovata Committee and Nadogo Development Committee, Macuata, Fiji

Duration: 4 weeks

1. Background

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’. From Papua New Guinea with the third largest tropical rainforest in the world and home to over seven percent of the world’s total number of species, to the Solomon Islands with record numbers of fish species; to the world’s third longest continuous barrier reef system in Fiji. The richness and diversity of species found in the Pacific is globally significant. Papua New Guinea and Solomon Islands both form part of the Coral Triangle, the centre of the world’s marine biodiversity. Some of the most coral reefs less exposed to climate change are found in Fiji and Solomon Islands. 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 Governments 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

2. Objectives of the consultancy

The Consultant will be responsible for delivering the following objectives:

Building of the Nadogo and Qoliqoli Cokovata Community Committee members’ capacities to undertake basic administrative and effective communication skills as well as learn through interactive session’s leadership and ethical practices to support the Community Business as well as to support the monitoring of the Fisheries Management Plans and other plans

Deliverables are outlined below (Table 1).

3. Scope of work and methodology

- Capacity building Training on Basic Administration skills
  - Record keeping, meeting minutes, presentation basics
- Leadership and effective communication

4. Deliverables/expected outputs

See table 1 below.

5. Required profile

Expertise/knowledge Required

- Communication Skills:
  - Understanding the fundamentals of effective communication, including verbal and non-verbal communication.
  - Knowing the importance of active listening and empathetic communication.
  - Recognizing barriers to effective communication and strategies to overcome them.
- Written Communication:
  - Knowledge of proper grammar, punctuation, and writing style.
  - Understanding different types of written communication, such as emails, reports, and memos.
  - Familiarity with formatting and structuring written documents for clarity and impact.
- Technology and Tools:
  - Proficiency in using communication tools such as email, messaging apps, and video
conferencing software.
  o Knowledge of office productivity software like Microsoft Office or Google Workspace.
● Administrative Skills:
  o Understanding the role of administration in an organization.
  o Knowledge of organizational processes, including record-keeping, scheduling, and data management.
  o Familiarity with time management techniques and tools.

Experience and skills required
● Relevant international/regional 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

6. Application

● CV outlining relevant experience
● Cover letter outlining experience, proposed methodology for the consultancy and proposed number of days and daily rate to complete the assignment

Applications should be submitted to: ppo.hr_recruit@wwfpacific.org
### Table 1: Consultancy Activities and Outputs/ deliverables:

<table>
<thead>
<tr>
<th>Objective:</th>
<th>Activities and Scope:</th>
<th>Outputs/deliverables:</th>
<th>When</th>
</tr>
</thead>
</table>
| 1 Building of the Nadogo and Qoliqoli Cokovata Community Committee member's capacities to undertake basic administrative and effective communication skills as well as learn through interactive session’s leadership and ethical practices to support the Community Business as well as to support the monitoring of the Fisheries Management Plans and other plans | Basic Administration and Effective Communication Introduction Skills training facilitation                                                                                                                  | • Capacity building on Basic Administration skills training  
  ▪ Record keeping, meeting minutes, presentation basics  
  ▪ Tem  
  • Leadership and effective communication training  
  • Evaluation of training and possible next steps that can be developed with other funding                                                                 | Oct/November 2023 |
| 2                                                                 | Activity report                                                                       | • Comprehensive report detailing the workshop  
  • Evaluation report                                                                                                                                         | 2 weeks after training          |

**Annex: Additional Resources and References**