

**JOB DESCRIPTION**

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| **Job Title:** | Programme Coordinator |
| **Division/Programme** **and Section/Project (if any):** | Climate change adaptation solutions for Local Authorities in the Federated States of Micronesia (“FSM EDA”) programme, Micronesia Regional Office (MRO) |
| **Location**: | Micronesia Regional Office (MRO), Pohnpei, Federated States of Micronesia (FSM) |
| **Reporting to:** | MRO Director |
| **Number of Direct Reports:**  | 2 (Administrative Assistant, Finance and Procurement Officer) |
| **Purpose of Role**: | The purpose of this position is to lead the Programme Coordination Unit for the Green Climate Fund (GCF) programme “Climate change adaptation solutions for Local Authorities in the Federated States of Micronesia” (FSM EDA programme). The role will include management of the unit, in line with the policy and administrative guidelines provided by GCF, FSM authorities and SPC, and provision of advice and support to ensure efficient programme implementation for beneficiaries and partners. |
| **Date:** | *March, 2022* |

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| **Organisational Context and Organisation Chart** |

The **Pacific Community** (SPC) is the principal scientific and technical organization in the Pacific region. SPC’s **Climate Change and Environmental Sustainability** programme (CCES) leads action on climate change with regional and international partners. Within CCES, the **Climate Finance Unit** (CFU) supports member countries to develop and implement climate change mitigation and adaptation projects and programmes under SPC’s accreditation to the Green Climate Fund (GCF).

“Climate change adaptation solutions for Local Authorities in the Federated States of Micronesia”, a GCF-funded **Enhancing Direct Access (EDA) programme**, will establish a dedicated Resilient Communities Grant Facility (RCGF) to strengthen the capacity of Local Authorities (LAs) in FSM to address adaptation priorities through capacity-building on adaptation project development and management. The total budget (7 years) of the FSM EDA programme is USD 19.7 million including USD 16.6 million of GCF grant financing, and it is classified as Environmental and Social Safeguards (ESS) Category I-2.

The **EDA Programme Coordination Unit** (ECU) will be recruited by SPC and hosted within its Micronesia Regional Office (MRO) in FSM to manage day-to-day implementation of the EDA programme as well as the operations of the RCGF. The ECU will be staffed by this **Programme Coordinator**, anAdministrative Assistant and a Procurement Officer, with further support from part-time positions. The **Programme Coordinator** will report directly to the MRO Director, with additional reporting responsibilities to the Climate Finance Coordinator in SPC’s CFU, which is responsible for oversight of management and financial monitoring of the EDA programme in its capacity as the GCF Accredited Entity focal point.

Figure 1: Organisational chart of the ECU and Programme Coordinator position

Director MRO

CCES Director

 **ECU**

Programme Coordinator

CFU – Climate Finance Coordinator

Administrative Assistant

Finance and Procurement Officer

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| **Key Result Areas (KRAs):** |

The position of **Programme Coordinator** encompasses the following major functions or Key Result Areas:

1. Leadership, management, and delivery of the FSM EDA Programme (40%)

2. Programme governance, monitoring and advocacy (20%)

3. Implementation oversight (30%)

4. External communication (10%)

***The performance requirements of the Key Result Areas are broadly described below***

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| **Jobholder is accountable for** | ***Jobholder is successful when*** |
| **KRA#1. Leadership, management and delivery of the FSM EDA Programme (40%)** |
| * Undertakes strategic planning and adaptive management to ensure that all components, outcomes and outputs of the EDA programme are achieved and the address the needs of local authorities (LAs), the NDA office and other stakeholders.
* Leads the implementation of the work programme in compliance with GCF guidelines as well as FSM and regional long-term sustainable development strategies.
* Ensures the timely dissemination of calls for expressions of interest (EoIs) for the RCGF at all appropriate administrative levels.
* Oversees management of the EDA programme’s financial resources with due diligence and takes responsibility for the development and management of the Annual Work Plan and Budget for submission to the EDA Programme Board (EPB) for approval.
* Oversees the recruitment of staff and consultants for the EDA programme and oversees staff performance planning and management.
 | * Programme implementation meets established targets and independent Mid-Term (MTE) and Terminal Evaluations (TE) assess satisfactory performance.
* EoI calls are made in a timely manner to ensure grant approvals and implementation within the planned timeframe of the project.
* Annual work plans, inception, mid-term and terminal evaluation reports are produced and endorsed at EPB meetings.
* Annual activity-level budgets are provided to MRO Director and Climate Finance Coordinator.
* RCGF grants are managed and implemented according to annual work plans and budgets ensuring the timely delivery and quality of outputs with key targets reached.
* New staff and consultants with appropriate skills and experience are recruited as necessary and staff appraisals and performance planning are completed on schedule.
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| **KRA#2. Programme governance, monitoring and advocacy (20%)** |
| * Finalises and operationalises the EPB governance structure and procedures in accordance with the funding proposal.
* Ensures all implementation and financial requirements as well as reporting obligations detailed in the Funded Activity Agreement (FAA) and Accreditation Master Agreement (AMA) are met and in compliance with GCF and SPC standards and policies.
* Ensures that indicators and M&E system(s) for reporting and integrated approaches to learning and knowledge management are in place.
* Ensures coordination between national, State- and municipal-level stakeholders including convening regular workshops and round tables at relevant levels to ensure appropriate stakeholder buy in.
* Oversees monitoring and evaluation of RCGF grants, including financial management and reporting.
* Facilitates strategic partnerships for programme implementation, resource mobilisation, learning and advocacy at regional and national levels.
 | * EPB is established, includes all relevant stakeholders and effectively screens and approves RCGF grants.
* All FAA and AMA requirements are effectively met in a timely manner.
* Annual audits demonstrate adherence to all relevant policies and requirements.
* SPC CFU supported to meet GCF reporting requirements.
* Established targets met and independent MTE and TE completed satisfactorily.
* Stakeholders are engaged and appropriate forums for cooperation and effective collaboration are functioning.
* Stakeholders meet regularly in appropriate forums to discuss programme needs and progress.
* RCGF grants’ cash flow is maintained.
* RCGF grant reviews and evaluations reflect positively on the EDA programme in terms of achievement, effectiveness, and efficiency.
* RCGF grants and the overall EDA programme leverage additional co-financing, which is reflected in periodic evaluations and reporting.
* Strategic partnerships reflected in increased co-finance and formal partnerships.
* Stakeholder participation reflects successful advocacy.
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| **KRA#3. Implementation oversight (30%)** |
| * Oversees the development and delivery of the climate adaptation decision support framework and training for facilitating agents (FAs), government officials and LAs.
* Ensures mainstreaming of gender-equitable approaches across the EDA programme’s governance and on-the-ground activities.
* Coordinates formulation of guidelines for the participatory identification, demonstration, testing and replication of adaptation practices.
* Coordinates and drives communication on the work of the FAs, EDA staff, consultants, implementing partners and other interested and related parties to the EDA programme to ensure that on-the-ground activities comply with RCGF grant agreements, the Programme M&E framework and the FAA.
* Leads resource mobilisation outreach and engagement in collaboration with SPC’s MRO, the CFU, the NDA office and other parties to ensure post-implementation sustainability.
 | * Frameworks and trainings are successfully developed and delivered throughout EDA programme implementation.
* Gender-equitable approaches are demonstrated through EDA programme activities.
* Climate change adaptation practices supported under the EDA programme contribute climate resilience of local communities.
* Regular communications occur with the FSM NDA, FSM’s Overseas Development Assistance Office and the respective State Offices to advance opportunities for resource mobilisation.
* Outreach and engagement with potential multilateral, bilateral and other donors to identify opportunities for resource mobilisation.
* A resource mobilisation strategy for ongoing replenishment of the RCGF is developed.
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| **KRA#4. External communication (10%)** |
| * Identifies local- and State-level champions and establishes regular communication and engagement with them to increase the profile of the EDA programme at community level.
* Works with the EDA programme communications and MEL experts as well as SPC communications, knowledge management and MEL staff to ensure coherent communication and knowledge management for the programme.
* Oversees the development of a knowledge platform and ensures the EDA programme is connected to regional platforms across the Pacific to disseminate relevant documentation, experiences, lessons learned and best practices to internal and external stakeholders as well as the general public.
* Engages with relevant outreach modalities and national and regional information platforms (e.g. social media) to facilitate knowledge transfer, building from experiences in other programmes and projects in the region.
* Synthesise successful results and prepare and disseminate reports and guidance on best practice approaches and incentive mechanisms for their wider replication and use for expanding networks and identifying opportunities for collaboration.
 | * Champions are identified early in implementation and regular communication is maintained
* FSM EDA programme achieves national and regional recognition as a leading initiative for climate change adaptation.
* National and regional platforms for managing information and sharing of best practices and lessons learned from the EDA programme are established and strengthened
* Information on the EDA programme is disseminated via the knowledge platform and through scientific publications, media publications, presentations and other appropriate communications channels
* Existing local and national technical networks are engaged or new networks established (as needed) to support communities of practice for enhanced national adoption of integrated policies and strategies for catalysing and supporting adaptation actions
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The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

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| **Most Challenging Duties Typically Undertaken (Complexity):** |

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| * Adaptive management of a diverse work programme to resolve challenges and progress the EDA programme activities at the local, national and regional levels.
* Overcoming a complex and highly dispersed geographical context to ensure efficient logistics.
* Maintaining strong and effective monitoring and cash flows to RCGF grants.
* Galvanising national-level stakeholders to partner in EDA programme governance and activities
* Ability to work in complex decentralised political systems (5 governing bodies) to build networks and ensure efficient management in all programme areas.
* Ensure the effective and efficient implementation of the programme.
* Ensure adherence to the good governance requirements of the GCF and SPC.
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| **Functional Relationships & Relationship Skills:** |

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| Key internal and/or external contacts | Nature of the contact most typical |
| **External**Key external contacts are:GCFNational, state and municipal government agencies including state utilitiesBeneficiary communities in the states and municipalitiesPrivate sector and industry association contactsConsultants and firmsCommercial banksAuditors | Consultation and reportingDirect national, state and municipal liaisonService provision and supportProvision of documentsPublic relationsCollaboration |
| **Internal**Key internal contacts are:ECU Administrative Assistant and Finance and Procurement OfficerOther ECU staff and consultantsFSM NDA Office* MRO Director and staff

Climate Finance Coordinator and other CFU staff* CCES Director

SPC HR, Finance, Administration, Publications, ICT and Procurement staff | Receiving and providing information and guidance Direct liaisonRecruitment and staff issues, budgeting, procurement and financial reportingProviding financial information relating to the activities |

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| Level of Delegation: |

Routine Expenditure Budget: Nil

Budget Sign off Authority without requiring approval from direct supervisor: 50 €

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| **Personal 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 position holder 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**

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| Essential: | Desirable: |
| * Postgraduate degree in international development, climate change, natural resources management or related field at university level
 | * Master degree in international development, climate change, natural resources management or related field at university level
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**Knowledge/Experience**

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| Essential: | Desirable: |
| * At least 8 years of relevant experience in international development in cross-sectoral natural resources management or climate change adaptation, with a minimum of 5 years in the North Pacific Region at strategic, technical, regional and national levels
* Demonstrated experience managing high volume and high value procurements
* Managing logistics in challenging and remote locations
* Demonstrated abilities in staff management and performance evaluations as well as managing programmes and resources
* Thorough understanding of project management including project cycles, log-frames, monitoring and evaluation, and risk management
* Proven ability to work with partners and the ability to plan, coordinate and manage complex programs and projects
* Management skills with the ability to identify the most crucial activities and prioritising and sequencing
* Proficiency in English (written and verbal)
* Driver’s licence
 | * Understanding of the sustainable development issues in the Pacific, including the work of stakeholders and partner agencies both in-country and within the region, and an understanding of sector policies, how they fit in broader country development challenges, and trends in the sector's environment
* Ability to integrate inputs from different disciplines to formulate strategies and viable implementation sequences. Strategic understanding of existing regional resource sector policies, how they fit in broader country development challenges, and future sector trends and opportunities.
* Experience with GCF, Global Environment Facility or Adaptation Fund projects is an asset.
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**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 | * Natural resources management, climate change adaptation
* Organisational and project management skills
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| Advanced level | * Ability to lead a team and also work independently
* Capacity building and mentoring
* Prioritisation, decision-making, problem solving and risk management
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| Working knowledge | * Gender and community participation
* Computer literacy and related project management software
 |
| Awareness | * Gender and community participation
* Computer literacy and related project management software
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**Key Behaviours**

*All employees are measured against the following* ***Key Behaviours*** *as part of Performance Development:*

* + Change and Innovation
	+ Interpersonal Skills
	+ Teamwork
	+ Promotion of Equity and Equality
	+ Judgement
	+ Building Individual Capacity

**Personal Attributes**

* + High level of professional integrity and ethics
	+ Friendly demeanor
	+ Demonstrated high level commitment to customer service

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| **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 the work environment - including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.