



Women in Climate Change Project Coordinator - Yap State

Terms of Reference/Request for Application

Job Type: Project Coordinator/Independent Consultant (Great opportunity for someone interested in working in conservation)

Location: Yap State (must be on island, not a virtual position). An office space is not necessarily provided and the coordinator will be expected to work from home and/or find their own space

Contractor/Supervision: Micronesia Conservation Trust (MCT)

Duration: 2 years (starting as soon as possible)

Annual Salary: \$19,200

Deadline: November 24th, 2022 (5pm)

Project Introduction: Micronesia Conservation Trust (MCT), The Nature Conservancy (TNC), and Rare are jointly implementing the project, “Building Community and Ecosystem Resilience through Gender-focused, Nature-based Solutions”. The project is a continuation of a pilot project from TNC that offered a series of workshops on Nature-based Solutions (NbS) and successfully supported 10 women’s groups in Yap in developing community-based climate change adaptation plans for their respective communities and implementing one NbS action in each community. This project will expand this effort to Chuuk and Pohnpei while deepening capacity in Yap and aims to improve community and ecosystem resilience through an integrated, gender-sensitive approach to land and fisheries management through nature-based solutions to climate change. This project is funded by the USAID Pacific American Fund.

Job Description: The Project Coordinator will be engaged as an independent consultant who will provide support and technical expertise for the Pacific America Fund USAID Project coordinated in the Federated States of Micronesia (FSM) by the project management unit. The Project Coordinator will be based in Yap State. S/he along with the Grants Officer, in collaboration with MCT, will be responsible for providing technical leadership to the project, including managing and coordinating project activities with the partners and guiding the implementation of the program components. Specifically, the Project Coordinator will, engage with partners and stakeholders to achieve project objectives, provide oversight on the day-to-day operations of the project including,

procurement, financial management and reporting, communications, monitoring as well as evaluation of project performance.

The specific responsibilities of the Independent Consultant include the following:

- Coordinate and monitor all activities of the project in Yap State, within the agreed budget and timeline, to achieve the expected outputs in consultation with the project management team.
- Report to the Conservation Program Manager via the responsible Grants Officer and project team on the progress of work in the respective state.
- Promote networking and relationship building with stakeholders including MCT, TNC, Rare, NGOs, Communities, and community-based organizations.
- Manage requests for the provision of financial requests.
- Manage and monitor project risks and consult with the project team.
- Manage working relationships with all partners to ensure that their activities/programs are integrated and complementary with those of the project
- Report project deliverables and outputs as defined in the project document based on distinct project specifications.
- Ensure that there is awareness raised on the Building Community and Ecosystem Resilience through Gender-focused, Nature-based Solutions project.
- Monitor and report all activities to the project management team.
- Work in close collaboration with the Project Team, and key partners, in the successful implementation of the project.

Qualifications/Requirements:

- Graduation from an accredited college or university (minimum AS/AA degree)
- Candidates with sound knowledge of contemporary issues on climate change, governance, natural resource management, the importance of conservation, and sustainability and gender issues in Micronesia would be an advantage.
- Ability to work effectively both independently and as part of a team.
- Exceptional verbal, written, and presentation skills in English and Yapese.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Ability to work on tight deadlines.
- Ability to travel within the FSM and abroad for the project.

To Apply:

Please provide the following:

- Letter of Interest
- Resume
- Names and contact information for 3 references

Email documents to:

mctgrantsofficer@ourmicronesia.org and conservation@ourmicronesia.org