1 Overview

The Nature Conservancy (TNC), working in cooperation with the Pacific Invasives Learning Network (PILN) partner agencies, seeks candidates with strong international coordination, facilitation and project management skills to help launch the Pacific Invasives Learning Network - a new, pilot peer learning network for invasive species teams in Melanesia, Micronesia, Polynesia, and Hawai‘i. PILN’s mission is:

To empower effective invasive species management through a participant-driven network that meets priority needs, rapidly shares skills and resources, provides links to technical expertise, increases information exchange, and accelerates on-the-ground action.

PILN recently completed a broad consultation of Pacific island countries and territories, confirming widespread demand for this network and clarifying priority needs for assistance. The consultation summary and case statement for PILN are attached. The full consultation report is available upon request.

This position requires proven leadership, networking and partnership building experience. Knowledge of Pacific island invasive species issues and fundraising experience are highly desirable. The successful applicant will help design and implement the Pacific Invasive Learning Network’s meetings, exchanges, structure and other activities, in consultation with the PILN partner agencies and founding PILN teams. She/He will also strengthen and coordinate the PILN partnership, help identify and secure additional long-term funding, oversee network administration and logistics, and promote the pilot learning network to a wide Pacific Island audience.

The initial contract period is for 7-8 months (September/October 2005 to April 2006) with the expectation that it will be extended for an additional two years, pending funding and satisfactory performance. For this initial period, the location is negotiable. However, the Coordinator must be willing to relocate to Apia, Samoa when the PILN Secretariat is established at SPREP (early 2006). The position will require regular travel in the Pacific region. High priority will be given to a long-term Pacific Island resident for this position.
2 PILN Partners

Nine regional and national Pacific island agencies have committed to work together to establish the PILN and provide active technical assistance and/or support to the participating teams and the PILN Coordinator:

- The Nature Conservancy (TNC)
- Secretariat for the Pacific Regional Environment Programme (SPREP)
- Palau Office of Environmental Response & Coordination (OERC)
- National Park of American Samoa (NPSA)
- IUCN’s Invasive Species Specialist Group (ISSG)
- Conservation International (CI)
- University of the South Pacific (USP)
- United States Forest Service (USFS).
- Secretariat of the Pacific Community (SPC)

PILN and the Pacific Programme of the Cooperative Islands Initiative (PPCII) will also work closely together to meet country needs. The PILN Coordinator is the principal professional staff for this partnership and will receive oversight, guidance, assistance and support from the PILN partners.

3 Duties:

The Coordinator will be required to complete the following work tasks by 30 April 2006:

1. Full review of PILN documents and orientation with previous consultant and PILN partners.

2. Work with SPREP, TNC and other PILN partners to
   - finalize arrangements to establish PILN Secretariat, ideally at SPREP
   - prepare a letter from each PILN partner to clarify and document the roles and resources of each PILN partner  under the MOU
   - identify potential public and private donors and secure additional financing for the learning network. Assist with funding proposals and reports, as requested.

3. With assistance of PILN partners, finalize and implement the PILN application process and recruit 4-7 founding teams by December 2005, including.
   - Wide distribution of PILN announcement, application and recruitment materials to contacts in all Pacific island countries and territories
   - Follow-up consultation with teams that have expressed interest in participating as “founding teams” in 2006. Upon request, help them to identify specific country projects and common needs to include in early network activities and examine ways they can strengthen their team to take full advantage of the network
   - Selection of PILN founding teams in consultation with PILN partners
4. Organize and implement the first PILN meeting in February/March 2006 in consultation with founding teams and PILN partners. Coordinate closely with SPREP staff on Pacific Invasive Species Management (PISM) meeting plans.

5. Initiate planning for the second PILN meeting in August/October 2006.

6. Provide administrative and financial management for PILN. This will include support for annual budget development and management, income and expense reporting, and narrative reports. Some accounting/administrative support will be provided.

7. Maintain internal and external communications for the network, including all key documentation of the PILN pilot (e.g. plans, participant lists, meeting reports and materials, evaluations, communication materials, media coverage, activity calendar).
   - Maintain regular communication with PILN partners to update them on progress of implementation of the pilot network.
   - Prepare and distribute periodic updates to the full PILN distribution network (at least every six months) to summarize and share PILN results, lessons learned and challenges.
   - Respond to requests for PILN information from participants, partners, donors and other interested parties.
   - Produce quarterly reports documenting PILN goals, measures, assumptions, challenges and lessons learned to guide the development of future networks.

4 MILESTONES AND DELIVERABLES:
The following milestones and deliverables will be used to track progress on this contract.

September/October 2005
- Complete orientation and prepare detailed work plan
- Interview all PILN partners on desired role and activities and available resources
- Finalize and implement PILN application/recruitment process
- Begin consultations with interested teams (listed in consultation report)
- Assist with funding proposals, as requested, and begin identifying additional funding opportunities, if needed

November/December 2005
- Complete selection of PILN founding teams and send out announcement
- First quarterly report

January/March 2006
- Organize and implement first PILN meeting

April 2006
- Follow-up on first PILN meeting
- Initiate planning for second PILN meeting
- Submit final consultation report
5 **ENTRANCE REQUIREMENTS:**

1. Proven track record in international coordination, facilitation, consultation, project management and planning, networking and/or partnership building. Experience in the Pacific Islands is highly desirable.

2. Advanced degree or equivalent work experience in management, invasive species, organizational development, conservation, sustainable development, or other relevant field.

3. Proven ability to work independently and collaboratively as a member of multidisciplinary and multicultural teams or partnerships. Ability to work effectively in cross-cultural situations with a wide range of people with diverse backgrounds.

4. Highly skilled at motivating and leading collaborative, results-oriented team efforts to accomplish tangible results. Ability to manage multi-disciplinary teams and prioritize and maintain complex projects in a demanding work environment including multiple deadlines.

5. Demonstrated skills in group facilitation, participatory learning processes, event planning and coordination.

6. Excellent organizational, problem-solving and project coordination skills.

7. Excellent verbal and written communication and interpersonal skills in a multi-cultural environment. Successful track record in writing reports, proposals, and related materials required by private, bilateral and/or multilateral institutions is desirable.

8. Experience with or strong knowledge of international conservation, invasive species, or sustainable development programs and organizations, preferably in the Pacific islands.

9. Willing to travel frequently and on short notice.

10. Commitment to the preservation of significant natural areas and to the goals of The Nature Conservancy.

6 **AMOUNT**

The total cost of this contract is $US45,000, including travel and reimbursable expenses. An estimated $US8,000 will be needed for travel, communications and other reimbursables, with the remainder covering the contractor’s fees. *(This project may be fully or partially funded from the US Federal Government, as such, all rules and regulations that may govern these funds are enacted and will be applied.)*

7 **APPLICATIONS ARE DUE BY: July 8, 2005, 5:00 p.m.**
8 PREPARATIONS AND SUBMISSION OF APPLICATION

Further information – a program outline and the report of the startup consultancy - is available from Therese Fruean thereseF@sprep.org.

All applicants must submit the following:

1) A cover letter briefly summarizing your experience and qualifications for this consultation. Cover letters should not exceed 2 pages.
2) Resume of professional experience
3) List of Referees with contact information (minimum 3)

Applications shall be received no later than July 8, 2005 at two locations:

Applications may be emailed to anewman@tnc.org and frankw@sprep.org or faxed to TNC (+1-808-545-2019) attn Audrey Newman and SPREP (+685-20-231) attn Frank Wickham. We strongly encourage and would prefer email, but will accept faxed or mailed applications. If email or fax is not available please mail applications to:

The Nature Conservancy
PO Box 535
Hoolehua, Hawaii 96729
Attn: Audrey Newman

South Pacific Regional Environment Program
PO Box 240
Apia, Samoa
Attn: Frank Wickham

NB: Please note that mail in the Pacific can be slow and may jeopardize the timely arrival of your application.

THE NATURE CONSERVANCY RESERVES THE RIGHT TO REJECT ANY AND ALL APPLICATIONS, IN WHOLE OR IN PART, OR REQUIRE AMENDMENTS TO THE APPLICATIONS WITHOUT LIABILITY WHATSOEVER. THE NATURE CONSERVANCY ALSO RESERVES THE RIGHT TO AMEND OR SUPPLEMENT REQUIREMENTS AND MATERIALS, IN WRITING, AT ANY TIME PRIOR TO THE SUBMISSION DATE.

9 EVALUATIONS AND SELECTION OF APPLICANTS

Candidates will be evaluated on the basis of their qualifications and effectiveness to meet the objectives and deliverables.