



Project Coordination Unit Intern – Terms of Reference.

GENERAL INFORMATION

Country:	Samoa
Position Title:	Project Coordination Unit Intern
Site Name (location):	Apia, Samoa
# Interns Requested:	1
Desired Start Date:	February 2019
Length of Assignment:	10-12 months

PARTNER BACKGROUND

Partner Organisation Name:	Secretariat of the Pacific Regional Environment Programme (SPREP)
Organisation Type:	Regional Inter-governmental Organisation
Organisation's Mission and Goals:	<p>SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. SPREP's mandate is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations. SPREP is guided by its vision for the future: "The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures". Further information can be found on www.sprep.org</p>
Name and Title of Supervisor:	Melanie King, Manager, Project Coordination Unit, SPREP
Other primary stake- holders (if any):	<p>The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.</p> <p>SPREP supports its members with high-impact projects across the Pacific region. In 2017, SPREP established a Project Coordination Unit (PCU) to support: countries access climate financing through development of concept notes and proposals, implementation of SPREP projects, formalise project management processes, and track and support project health. The PCU helps to align projects with countries' and donors' priorities and improve performance.</p>

BACKGROUND

The overall mission of the PCU is to support SPREP to provide high quality project development and management support for the benefits of its Members, and deliver on SPREP's role as a Regional Implementing Entity (RIE) for the Green Climate Fund (GCF) and Adaptation Fund (AF). The PCU also provides strategic support to Members' engagement with the Global Environment Facility (GEF). To achieve these, the PCU is required to work in a collaborative, cross cutting manner with other SPREP technical programmes and departments, as well as engage and work closely with a range of stakeholders including SPREP Member countries.

The PCU is now operational and consists of a Manager, Project Development Specialist – Climate Change Mitigation, Project Development Specialist – Climate Resilience and Adaptation, and a Project Implementation Support Officer. SPREP currently has a pipeline of GCF and AF projects with majority of these are for Small Islands States.

Since the last Green Climate Fund (GCF) Structured Dialogue with the Pacific that was held in Pohnpei, Federated States of Micronesia from 30 July – 02 August, SPREP's pipeline of projects has increased by more than 100%. Member countries have also approached SPREP directly as an entity to assist them in tapping into their GCF and AF allocation to fund priority climate change projects.

SPREP's Internship programme:

Offers short-term opportunities to young professionals and recent graduates from the Pacific Island member countries and territories. The programme's main objectives are:

- To provide professional exposure to young Pacific islanders;
- To strengthen capacity building in young professionals in the island member countries and territories;
- To promote SPREP's work and especially regional environmental issues and priorities.

Other potential benefits include:

- Practical experience working as part of a team in coordination of a regional project
- Experience working at an intergovernmental organisation
- Opportunities to liaise and network with diverse stakeholders

The attaché will assist the PCU deliver on its mission by undertaking research and reporting. Specifically, the attaché will:

Work areas	Description	Specific deliverables
Conduct research work on specific topics	Carry out research work on climate change regional and national frameworks including existing legislation and regulations focusing on SIS	1 research paper produced
Assist with stocktaking, mapping and aligning SPREP projects as a RIE and other delivery partners /development partners in SIS	Map out Accredited Entity, delivery partner and development partner profiles on climate change activities /financing in SIS	1 document with details of the mapping exercise
GCF /AF concept note(s) and proposal(s)	Work with the PCU to finalise concept notes and submit to the GCF /AF. Also, to finalise proposals for submission to the GCF Board meetings scheduled for either June/July (B23) or October (B24) in 2019. In addition to the Attaché working on his /her country concept notes /proposals there	1 concept note submitted 1 proposal submitted <i>Noting that SPREP currently have 3-4 CNs /proposals</i>

	is the possibility to work on regional concept notes /proposals.	<i>planned for submission in 2019</i>
Explore and update PMIS up to project activity level	Work with the PCU to populate the SPREP Project Management Information System (PMIS) – this will provide an overview of the type of SPREP climate change projects	<ul style="list-style-type: none"> • An updated PMIS • A Brief summarising the work carried out by the Attaché
Country, Delivery partner and development partner consultations	Participate in these consultations as applicable to the above work areas	Trip /mission reports

There will be regularly reporting (brief at the end of each month) to SPREP.

Selection Criteria:

- Undergraduate studies in relevant field
- Ability to cope with sudden increases in workload
- Ability to work in a team and to maintain good relations
- Ability to react quickly and adapt to changing circumstances
- Self-initiator, motivated
- Discretion, diplomacy, tact, rigor
- Attention to detail and organisational skills
- Smart appearance
- Appreciates SPREP's Values and Code of Conduct