



Terms of Reference – RERIPA Project Manager

Contract	
Project	(Research – innovation and impacts of climate change in the Pacific) RERIPA
Expertise	
Category	RERIPA Project Manager
Location	
Duty Station	Pacific Islands Development Forum, Suva, Fiji Islands
Contract Length	
Start Date	<i>October, 2021</i>
End Date	<i>28th February 2025</i>
Part-time/Full-time	<i>Full Time</i>

The Pacific Islands Development Forum (PIDF) was established in 2012, an initiative of Pacific Island leaders, to enhance green/blue Pacific economies through inclusive strategies and multi-stakeholder governance and building on genuine partnerships. It aims to integrate the three pillars of sustainable development (environmental, social and economic) to combine sustained economic growth and societal needs with environmental resilience.

PRESENTATION OF THE POSITION

The position of Project Manager is part of the RERIPA project (“Enhancing Research and Innovation ecosystem to tackle climate change in the Pacific”), funded for 4 years (from March 2021 to 28/02/2025) by the ACP Innovation Fund’s Research and Innovation Programme, implemented by the Organisation of African, Caribbean and Pacific States (OACPS), with funding from the European Union, to be based within PIDF in Fiji.

The overall objective of RERIPA is to; strengthen the research and innovation (R&I) ecosystems of small Pacific countries, as well as networks of actors and strategies for innovative and sustainable solutions to the impacts of climate change. Participatory and multi-actor approaches will be favoured, with the support of; scientific and traditional knowledge, project engineering and partnership structuring.

The project is led by the Institut de Recherche pour le Développement (IRD), which is leading a consortium comprising the; Pacific Islands Development Forum (PIDF), the Pacific Islands Association of Non-Governmental Organizations (PIANGO) and the Vanuatu Meteorological and Geological Department (VMGD). IRD is a French public research establishment operating under the joint authority of the French Ministry of Higher Education, Research and Innovation and the French Ministry for Europe and Foreign Affairs. It takes an original approach to; research, expertise, training and knowledge-sharing for the benefit of countries and regions, making science and innovation key drivers in their development. RERIPA's activities, will be developed under the leadership of the Project Manager, cover the 15 developing countries of the Pacific region: 1. Cook Islands, 2. Federated States of Micronesia, 3. Fiji, 4. Kiribati, 5. Nauru, 6. Niue, 7. Palau, 8. Papua New Guinea, 9. Marshall Islands, 10. Samoa, 11. Solomon Islands, 12. Timor-Leste, 13. Tonga, 14. Tuvalu and 15. Vanuatu.

The Manager, made available to the IRD by the PIDF, under the authority of the Project Coordinator, will report to the Coordination and Management Team (CMT), including PIDF TLPMU (Team Leader Management Unit). The Manager will; plan, steer, supervise, monitor and evaluate the activities of the RERIPA project and ensure its financial and administrative management with the support of the Administrative and Financial Officer. The Manager will participate in the development and maintenance of fruitful cooperation relations with the Secretariat of the African, Caribbean and Pacific Group of States (ACP), the European Union, the consortium partners described above, the project beneficiaries and the political and administrative authorities of the project countries.

I- MAIN RESPONSIBILITIES

Project management

- Oversee and coordinate all project activities and resource planning in interaction with the coordinator (IRD) and all consortium partners, and as per the project deliverables;
- Manage and maintain dialogue with the consortium partners, the Contracting Authority, the Third Parties beneficiaries of the operations, subcontractors, and other relevant public and private actors;
- Effectively coordinate the; preparation, execution and documentation of the follow-up of meetings of the different governance bodies of the project, and the meetings with the Contracting Authority;
- Monitor the progress and implementation of framework agreements and disbursement of funds with the various consortium partners;
- Create and strengthen networking and partnerships with in-country governments, ensuring that there is cohesion with country priority and policies, and that national expertise is mobilised and strengthened;
- Prepare periodic financial, analytical and narrative reports for the project stakeholders, according to the consortium needs, and aligned to the terms of the Contracting Authority
- Responsible for all analysis and the management of risks for the **Project**.

Project implementation

- Oversee the operational implementation of the project, in collaboration with the Coordinator (IRD), the Coordination and Management team, the Consortium partners and the Advisory Committee;
- Monitor the necessary budget(s) for the implementation of the project activities, and ensure its execution is in compliance with the administrative rules of the PIDF, the IRD and the financing agreement signed with the Secretariat of the ACP Group of States and the European Union;
- Prepare Financial and other relevant Reports required by the IRD's management and control bodies;
- Ensure linkages and a smooth and prolific collaboration between project partners and the Third Parties who will benefit from the grants;
- Be the liaison/contact person for the technical and financial partners and monitor the technical and financial implementation of this support;
- Support work carried out by appointed experts, in the execution of the assessments and reports associated with the RERIPA project;
- Facilitate the representation of consortium members in international fora and events relevant to research and innovation, particularly in the Pacific region;
- Contribute to the communication, dissemination, operational and capitalisation activities of the project;
- Facilitate the identification and establishment of research and innovation communities (Living Labs) and establish secure communication channels, between the countries; and project team ;
- Contribute to the development of educational strategies and materials with the project team and Third Parties.

Research and innovation

- Design, with the Coordination and Management team and partners, calls for projects to fund third parties;
- Ensure the dissemination of these calls for projects to the widest possible range of respondents, particularly in the Pacific region, using appropriate means;
- Coordinate the registration, evaluation and selection process of the selected projects, with the support of the IRD scientists in charge of RERIPA and the consortium partners;
- Support implementation, and effectively oversee monitoring and evaluation to maximise results;
- Contribute to the mechanisms set up by the OACPS (R&I Exchange Platform, Policy Support Facility).

Leadership and supervision

- Lead the Coordination and Project Management team and the partnership dynamic;
- Maintain the proper functioning of the project governance in accordance with the fundamental principles and the agreement between IRD and PIDF – Secretariat of the ACP Group of States and European Union on RERIPA.

II- REQUIRED QUALIFICATIONS AND SKILLS

Education

- University qualification of Master 2 (equivalent or higher), in the fields of project management, entrepreneurship and international cooperation for sustainable development;
- Additional scientific training, particularly in the field of climate, will be particularly appreciated.

Experience

- Several years of experience in managing international cooperation projects, including European projects, in the fields of education and training, research, innovation, entrepreneurship and sustainable development;
- Proven experience in project team management;
- Proven experience in general administration;
- Proven experience in public speaking (conferences, seminars, etc.);
- Experience in launching/steering calls for projects/calls for tenders is desired;
- Experience desired, in setting up projects in response to finalised international calls for tenders for research and/or development;
- Experience working internationally, in a multi-site and multicultural context is desired.

Skills

- Excellent project set-up, planning, coordination and management skills;
- Management and mobilisation ability;
- Ability to take initiative and make proposals;
- Analytical, summarising and writing skills;
- Fluency in English; written and spoken French will be appreciated;
- Mastery of computer tools (spreadsheets, databases, word processing, etc.);
- Sense of organisation and priorities, autonomy, method, rigour and meticulousness;
- Relational skills in small groups and in public;
- Knowledge of the issues of business creation, employability, professionalisation, research and development, innovation and digital culture;
- Demonstrated interest in the science behind environmental risk and climate issues;
- Ability to interact with the administrative structures of countries in the Pacific Region.

III- CONDITIONS

- **Place of employment:** Suva, Fiji
- **Status of position:** Local
- **Date of entry into post:** **October, 2021**
- **Special conditions:** Possibility of regular travel in the Pacific region and occasionally in Europe.

Applications, must include a covering letter, a curriculum vitae and, a reference from your current employer to be submitted to the PIDF, to hr@pidf.int by **Friday 8th October, 2021** by midnight Fiji time.

Those shortlisted following the assessment of applications will be invited to attend an in-person interview/video-interview, for which they will be asked to prepare a slide show to support their oral assessment by a panel of experts from the RERIPA consortium (details on the arrangements and conduct of the interview will be provided in due course).

Please note, only successful applicants will be contacted.