



An Australian Government, AusAID initiative.

Assignment Proposal Form

Intake 30 (March 2011 mobilisation)

General Information	
Assignment Code:	30FJEN-A
Assignment Subsector:	Policy and law
Position Title:	Biodiversity Officer
Proposed Start	March 2011
Proposed End:	March 2012
Duration:	12 months
Assignment Location:	Department of Environment office, Suva, FIJI

Host Organisation Details	
Name of Host Organisation (HO):	Department of Environment (DOE)
HO Office Location:	Level 1, PD Patel Building 90 Raojibhai Patel Street Suva
Has the HO hosted volunteers previously?	Yes

Australian Partner Organisation	
Name of Australian Partner Organisation:	Environmental Defender's Office
APO Office Location:	Sydney, Australia
APO Contact Person:	Amelia Thorpe
Position:	International Programs Director
Postal Address:	Level 1, 89 York St Sydney
Phone Number:	02 9262 6989 (Work) (Mobile)
Fax:	02 9262 6998
Email:	amelia.thorpe@edo.org.au

Assignment Information

Position Summary:

The Department is responsible for the implementation of programs related to conservation and sustainable use of natural resources, including compliance with international conventions related to biodiversity (the Convention on Biological Diversity (CBD), the Convention on International Trade and Endangered Species (CITES) and the Ramsar Convention). Department staff have identified several issues which limit their ability to fulfill these responsibilities. In particular, DOE staff do not have a sufficient understanding of the conventions and how they should be implemented in the Fiji Islands.

This assignment will assist DOE staff to build their understanding of and capacity to implement the CBD and other biodiversity conventions. It has the following key objectives:

- Conduct training on conventions related to biodiversity and their relevance for Fiji;
- Provide technical advice to government on technical issues relating to the implementation of the CBD and other biodiversity conventions
- Develop procedures for MEA reporting to comply with convention requirements

Capacity Building Focus:

Management Practices:

- Development of program implementation and monitoring framework.

Human Resource Management:

- Training opportunities for staff and upgrading of skills eg. Reporting, monitoring, evaluation.

Service Delivery:

- Having the skills necessary to undertake core activities
- Having procedures and guidelines in place to guide core activities
- Measurement of success in undertaking core activities
- Making improvements to the way an organisation undertakes core activities

External Relations

- Stakeholder ownership of biodiversity programs.

Assignment Outcomes:

- Conducted training on the biodiversity conventions and their implementation in Fiji.
- Provided technical advice to government on technical issues relating to the implementation of biodiversity conventions
- Develop procedures for MEA reporting to comply with convention requirements

Selection Criteria

Essential Minimum Qualifications:

- Tertiary qualification in Law; International Relations; Policy; Environment; Science or other related discipline.

Essential Minimum Experience:

- Understanding of International Relations, Policy, Biodiversity and Environment.
- Experience in the development of environmental law and/or policy

Desirables:

- Genuine desire to assist the host country
- Awareness and sensitivity to cultural differences
- Excellent communication skill both written and verbal
- Ability to work independently and within a small team
- Ability to take initiative, whilst fully respecting the rights and opinions of the local staff
- Skills and experience in one-on-one training and capacity building
- Demonstrated interest in international climate change law and policy

Support Strategies**Support Strategies:**

- 2 days orientation period
- Provided with necessary workstations in order to carry out assignment
- Weekly meetings with supervisor
- Frequent meetings with other AYADs in the Pacific working on climate change or related area.
- Support from staff and supervisor when the need arises.

Sustainability Strategies

The assignment will set up a framework and mechanisms which will ensure effective implementation, monitoring, and planning of future programs.

Description of the Workplace:

The office is located within the city's vicinity. The AYAD will be provided with a desk/workstation and a personal computer by the Department with access to internet, fax, printer and phone connections also available in the office.

Accommodation:

The ICM will assist the AYAD to find suitable accommodation.

Information on any resources the volunteer should bring with them

Books and printed materials relevant to biodiversity and international law and policy.

Work Plan

Work Plan for the Volunteer <i>This work plan is a draft and should be reviewed during the volunteer's orientation period to ensure it is still relevant to the needs of the Host Organisation.</i>		
Assignment Outcomes <i>(as listed above)</i>	Tasks required to achieve each outcome	Time for each task to be completed <i>(weeks/months)</i>
Orientation	<ul style="list-style-type: none"> Familiarization with Department's policies and programs in respect to Biodiversity Develop detailed work-plan in consultation with Supervisor, counterpart and ICM 	1 month
Conducted training on biodiversity conventions	<ul style="list-style-type: none"> Gap analysis in the Department on staff knowledge about the CBD and other biodiversity conventions Conduct trainings on the CBD and other relevant conventions and their implementation in Fiji Carry out feed back evaluation on the effectiveness of the training 	3 months
Provided technical advice on biodiversity	<ul style="list-style-type: none"> Sit-in and advise the National Environment Council on quarterly basis Research and compile case-studies from other countries on the implementation of the Convention on Biological Diversity. 	Ongoing
Developed guidelines for MEA reporting	<ul style="list-style-type: none"> Research reporting systems adopted by other countries Developed template for Fiji to comply with MEA requirements 	3 months
Monitoring and Evaluation	<ul style="list-style-type: none"> Develop 3 key indicators and corresponding tools to measure achievement of assignment objectives 	Periodically; concluded at End of Assignment.