Terms of Reference
Regional Project Management Unit
Arafura and Timor Seas Ecosystem Action Phase 2 (ATSEA 2)

Reference : VA-2020-03
Title : Communication and Knowledge Management Specialist (Indonesia nationals or residents only, preferably Bali-based)
Duty station : Home based with reporting requirements at Regional Project Management Unit Headquarters in Bali
Section/Unit : Regional Project Management Unit, managed by PEMSEA
Position type : part time contract
Duration : One-year contract with possible extension

1. Background

Partnerships in Environmental Management for the Seas of East Asia (PEMSEA) is an intergovernmental organization specializing in integrated coastal management and ocean governance for the Seas of East Asia. Beginning as a regional project in 1993 under the United Nations Development Programme (UNDP) with funding support from the Global Environment Facility (GEF), 11 countries in the region resolved to transform PEMSEA into a fully self-sustaining regional organization with a mission to foster and sustain healthy and resilient oceans, coasts, communities and economies across the Seas of East Asia through integrated management solutions and partnerships. PEMSEA Resource Facility manages the regional component of the Arafura Timor Seas project phase 2 (ATSEA-2).

The ATSEA-2 project is the second phase of the GEF-financed, UNDP-supported ATSEA program, and is designed to enhance regional collaboration and coordination in the Arafura and Timor Seas (ATS) region. ATSEA-2 will specifically focus on supporting the implementation of the endorsed strategic action program (SAP), a 10-year vision for the Arafura-Timor Seas with the long-term objective “to promote sustainable development of the Arafura-Timor Seas region to improve the quality of life of its inhabitants through restoration, conservation and sustainable management of marine-coastal ecosystems”. The GEF alternative establishes a regional governance mechanism that strengthens the enabling policies and capacities of institutions and individuals, including the integration of Papua New Guinea, resulting in a sustained transboundary response to over-exploited fisheries and increased pressures on the globally significant biodiversity in the ATS region, including the impacts of climate change. Integrated approaches are designed to incentivize local communities to more sustainably use coastal and marine resources, enhancing their own livelihoods while safeguarding the ecosystem goods and services that are the backbone of their socio-economic well-being.

Under the guidance of the PRF Executive Director and direct supervision of the Regional Project Manager (RPM) of the ATSEA-2 Project, the Communication and Knowledge Management Specialist is responsible for both internal and external communications of the strategic activities, including the development and/or implementation of the SAO and national action plans (NAPs) and outcomes of the project as well as monitoring and dissemination of knowledge gained from the project.

The Communication and Knowledge Management Specialist will refine and implement communication strategy, including the development of project website, bulletins, publications and videos in English and national languages of the project, and contribute project information to IWLEARN. The specialist ensures that the project results are disseminated effectively to the most relevant audiences such as the relevant policy makers, advisory bodies, conservation groups, industries and local communities.
2. Duties and Responsibilities

**Communication**, the Specialist will:

1. Implement internal and external communications standards and templates in line with the adopted communication strategy;
2. Develop, maintain, feed and improve ATSEA website and social media presence;
3. Take the lead on content development (research, write and publish communication pieces) for the website and social media;
4. Advise RPM and project team on effective strategies for reaching internal and external audiences on events, opportunities, news, and new resources;
5. Promote and develop working relationships with media houses and project partners;
6. Organise media events such as interviews, panel discussion, town hall meetings, etc., to engage the public and build awareness on relevant issues and opportunities;
7. Disseminate communication materials, key messages and products among the wider range of ATSEA-2 stakeholders, prioritizing key stakeholders (e.g. Project partners and Steering Committee members); identify and prioritize the most cost effective means of dissemination to intended the Project goal(s);
8. Coordinate with National Country Coordinators on the translation of their communication materials;
9. Ensure the compliance of messages, publications, videos, communications with project’s branding and policies;
10. Undertake the above in coordination with the communications team of PEMSEA Resource Facility, ATSEA-2 country teams and UNDP country offices in regards to calendaring media events, developing and disseminating communication materials in print and social media;
11. Carry out additional responsibilities as may be assigned from time to time by supervisor.

**Knowledge Management**, the specialist will:

1. Ensure the use of information and project results generated by the knowledge management platform (ex. PEMSEA SEAKnowledge Bank) and other initiatives into capacity building, training and exchange of experiences;
2. Coordinate and organize the knowledge management activities, setting clear objectives and deliverables based on annual work plan;
3. Promote knowledge sharing and collaborative tools to facilitate sharing of ideas and work among country and regional teams, and project partners;
4. Share experiences across communities of practice and networks on innovative approaches in knowledge sharing, including preparation of case studies;
5. Help monitor and evaluate the knowledge sharing program, including external benchmarking and evaluation programs/opportunities;
6. Liaise and collaborate with PEMSEA Resource Facility and the IWLEARN GEF Project, in disseminating knowledge beyond the project;
7. Perform other related duties as required.

3. Competencies

- Solid knowledge and experience in communications, including strategic communication; knowledge sharing, including e-platforms;
Experience in developing communication products, including technical briefs, program updates, newsletters, etc. for a variety of audiences including members, donors and external partners;

Solid experience with managing and maintain websites and social media;

Working knowledge of GIS to support data visualization activities;

Ability to think and work logically and work precisely with attention to detail;

Ability to write clearly and concisely;

Ability to edit and proofread technical/project reports;

Likes taking photos, audio visual documentation; Initiative, sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds;

Knowledge of specialized software, including e-learning platforms, WordPress, InDesign, and others;

Demonstrable interest in communication, including evidence of uptake and use.

4. Other Desirable Skills

Has own initiative, strong conceptual abilities, sound judgment, strong liaison and networking skills, strong interest in coastal, marine and fisheries sector related to the mission of the ATSEA-2 project.

5. Education

Bachelor degree in communication, public policy, information technology, social development or other related fields.

6. Work Experience

A minimum of 5 years of progressively responsible work experience in the area of communications, particularly in translating policy/technical language to easily accessible language. Experience in working with coastal, marine and fisheries sector is desirable.

7. Submission of Application

Qualified candidates may submit their application together with complete Curriculum Vitae to the Recruitment Officer, via email to recruitment@pemsea.org with copy to the Regional Project Manager at hasusanto@pemsea.org. Kindly indicate the vacancy reference number and post title when applying (in the subject line) by email. The deadline for submission of application is 15 March 2020.

Note:

The consultant will work on part-time basis of up to maximum of 120 days in a year. A workplan will be developed with clear deliverables per month. Monthly payment for work completed will be made upon receipt of an invoice with the approval of the RPM with evidence that the work has been completed satisfactorily.