The East Asian – Australasian Flyway Partnership (EAAFP) is the major international framework established for the conservation of migratory waterbirds and their habitats in the flyway. The role of the Flyway Partnership is to enhance collaboration on the conservation of migratory waterbirds and their habitats as international cooperation is essential to conserve migratory waterbirds throughout the flyway.

The EAAFP is served by a Secretariat located in Incheon, Republic of Korea, established in 2009. The Secretariat is an international organization working closely with the Flyway Partners from national governments, intergovernmental organizations, an international organization, international NGOs and the private sector.

The Secretariat is seeking a Public Partnership Consultant to develop National Partnership Guidelines for EAAFP National Partnerships. National Partnerships, generally lead by National Government Partners, can take an important role in engaging a range of Government Agencies, local governments, non-government organizations and/or community organizations.

The last Meeting of Partners, requested the development of “Guidelines and Recommendations to encourage the further development of National Partnerships” (link). To develop these, the Consultant will need to communicate with relevant Partners and the Secretariat to solicit inputs on the experiences and knowledge on National Partnerships.

This work would be home-based and will require regular on-line communication with the Secretariat based in Incheon during Korea business hours. The contract needs to be completed by the end of December 2020.
The following Tasks have been identified:

- **Task 1: Assessing and developing a guideline and recommendations on the development of National Partnerships for EAAFP to support national implementation of the new EAAFP Strategic Plan 2019 – 2024**
  - Task 1.1 Surveying the national partnerships or similar mechanisms of current EAAFP 18 National Government Partners in relation to mechanisms for national collaboration on the conservation on migratory birds, management of key sites (habitats) and implementation of the EAAFP Strategic Plan, including, but not limited to;
    - Utilizing the existing survey results (conducted in 2018 and 2019 by the Secretariat) in relation to “National Partnerships” and collecting additional opinions (information and advice) from Partners through surveys or interviews to assess the status of the existing or predeterminate National Partnerships;
  - Task 1.2 Synthesizing feedback from a survey of Partners, collating “lesson learnt” from the development and operation of similar coordination mechanisms.
  - Task 1.3 Development of Guidelines and Recommendations for Partners and the Secretariat to implement the Guidelines and strengthen existing National Partnership and/ or new National Partnership mechanisms.
    The guidance material could include information on:
    a) The nature of existing mechanisms and the extent to which these facilitate coordination and management of activities for the conservation of migratory waterbirds and their habitats (especially in relation to implementation of the EAAFP Strategic Plan);
    b) Responsibilities of a National Partnership;
    c) Case studies of existing National partnerships and recommendations for establishing National Partnerships including membership and structure;
    d) A guide for developing terms of reference, and;
    e) Recommended monitoring, evaluation, and reporting.

**Anticipated working days:** upto 20 days.

The Chief Executive of the EAAFP Secretariat will be the primary contact point for the Consultant.

The Secretariat will introduce the successful consultant to the Focal Points of the National Government Partners and other relevant Partners. Communications with some Focal Points may need to be conducted in the national language and the Secretariat will provide assistance in these cases.

**Final Products**
1. Guideline and Recommendations for EAAFP National Partnerships
2. Interview reports
3. Analysis report for surveys and interviews

**Required Qualifications and Experience**

To be eligible for the Public Partnership Consultant on National Partnership Guideline (Home-based) at EAAFP, you must:
1. Understand EAAFP’s mission and knowledge of conservation status in EAAF.
2. Have a degree/s for higher education in Biology, Environmental and Political Science, Administration/Business, Legal/International Studies and Communications or other related fields;
3. Have a minimum of 10 years’ work experience in field of environment, ecology, law, civil movement or government administration, with proven experience in organizing, analyzing, reporting, and all other related duties and responsibilities;

4. Have a proven ability to collaborate with key stakeholders, funders, local community, and governmental officials;

5. Have outstanding communication and organizational skills;

6. Be proficient with MS Office, and communication/analysis tools such as social media, and Survey Monkey;

7. Fluent in English; Speaking additional EAA Flyway languages is a plus.

Starting Date: As soon as possible.

Application Procedure:

This consultancy is home-based and will require a regular online communication with the Secretariat based in Incheon, Republic of Korea during Korea business hours (09:30 – 18:30, KST). The contract completion time is the end of December 2020 (It might be changed depending on the starting date).

Candidates interested in applying should submit in English:

1. A completed EAAFP Application Form (Please find the attached file or visit our website to download: https://www.eaaflyway.net/job-openings/);
2. A resume;
3. A cover Letter (No more than two pages in length);
4. Pre-engagement questionnaire (Annex);
5. A quote for the cost of your services (in USD).

Applications (Application Form, Resume, Cover Letter, Quote) should be sent by email to the Chief Executive, at secretariat@eaaflyway.net by no later than 6:00 pm (Seoul time) on Friday, 11th September, 2020. (Email Title: Public Partnership Consultant on NP Guideline_your name)

If you have any inquiries about this consultancy please contact us via email (secretariat@eaaflyway.net).