Terms of Reference

Regional Flyway Initiative EAAFP Coordinator
(Maternity Leave Replacement Consultant)

1. Job description

- Position title: Regional Flyway Initiative EAAFP Coordinator
- Type of contract: Fixed-term (maternity leave replacement)
- Contract duration: August 2022 – December 2023 (16 months)
- Duty station: EAAFP Secretariat in Songdo, Republic of Korea (Remote work is possible upon negotiation)
- Work percentage: 100% full time if being located in Songdo but a part time is possible if a remote work is justifiable
- Official language: English
- Expected starting date: August 2022 (negotiable)
- Reporting to: Chief Executive, EAAFP Secretariat
- Submission deadline: 10 July 2022, 11:59 PM (KST)

2. Introduction

The East Asian–Australasian Flyway Partnership (EAAFP) is a voluntary regional Partnership that serves as the key international framework to enhance collaboration for the conservation of migratory waterbirds and the sustainable use of their habitats along the East Asian-Australasian Flyway (EAAF). Currently, the EAAFP has 39 Partners made up of governments, international organizations, NGOs and the private sector. The Secretariat of the EAAFP is located in Incheon, Republic of Korea and conducts a range of activities coordinating the day-to-day work of the EAAFP (e.g. communication with international and local Partners, liaising with the host country and city, organization of workshops, raising awareness for the public, fundraising activities, organization of the Meetings of Partners (MOPs) every two years).

The External Relations Team (ERT) oversees developing and managing the resourcing strategy of the EAAFP. The ERT promotes the 10 year EAAFP Strategic Plan 2019-2028 as the basis for external relationships, as well as financial contributions to the EAAFP. The Team also serves as Secretariat’s interface with donors; identifies and engages various donors and funding organizations; develop sustained relationships with donors, and contributes to mobilizing resources for EAAFP; take the lead in grant funding, development financing, and corporate fundraising; coordinate the programmatic operation of the EAAFP Foundation.

One of the key ERT portfolio includes the management of interactions with EAAFP Partners on the Regional Flyway Initiative (RFI) that is led by the Asian Development Bank (ADB) with BirdLife International contracted to lead on the technical assistant component.
Regional Flyway Initiative

The wetlands in the East Asian and Australasian Flyway provide seasonal stopover and winter habitat for over 50 million waterbirds and are rich in other biodiversity. These wetlands also offer valuable services to people through fisheries, recreation and water resources, while maintaining critical ecosystem services like flood regulation and carbon sequestration. However, Asia’s wetlands are under immense pressure from agriculture, unsustainable development, and climate change in the long term.

The Regional Flyway Initiative, led by the Asian Development Bank in partnership with BirdLife International and the East Asian-Australasian Flyway Partnership Secretariat, aims to mobilise large-scale financing and international support to conserve the priority wetlands of the East Asian-Australasian Flyway (EAAF) in the countries of East and Southeast Asia, while leveraging the co-benefits for local communities at these sites. In July 2021, the Asian Development Bank approved the regional knowledge and support technical assistance (KSTA) on Scaling Up the East Asian-Australasian Flyway (EAAF) Initiative. The KSTA adds to long-term, sustained efforts in protecting and managing wetlands along the EAAF. It will: (i) enhance institutional capacity for understanding wetland values; (ii) develop a methodology for priority site selection and a Regional Flyway Initiative (RFI) investment framework; and (iii) develop a RFI sustainable financing mechanism. The TA is expected to result in a portfolio of viable nature-positive investments that enhances wetland biodiversity conservation and sustains socio-economic co-benefits at the highest priority sites.

The EAAFP Secretariat is part of the RFI Technical Assistance (TA) consortium which is led by BirdLife International, to develop and deliver the agreed outputs of the ADB TA project “Scaling Up the East Asian-Australasian Flyway Initiative” to be completed until end of 2023. For more information on the RFI TA project:

- [https://www.eaaflyway.net/regional-flyway-initiative/](https://www.eaaflyway.net/regional-flyway-initiative/)

The EAAFP Secretariat is seeking to recruit a qualified professional as an RFI EAAFP Coordinator consultant to manage the interaction with the Regional Flyway Initiative (RFI) TA team, liaise with EAAFP Partners, and provide subject matter expertise to RFI TA project.

### 3. Duties and Responsibilities

- Manage the day-to-day communication on RFI by liaising with BirdLife International and ADB counterparts;
• Support the Chief Executive in representing the EAAFP Secretariat for implementing the RFI Technical Assistance project and coordinate with the EAAFP Partners in regards to the implementation of the initiative;
• Coordinate the compilation of inputs from the EAAF Secretariat and relevant stakeholders on the RFI TA outputs and share them with the RFI TA team;
• Coordinate the EAAFP’s country engagement effort under the RFI framework by liaising with the EAAFP government focal points that are of potential RFI target countries;
• Coordinate the organization of webinars, workshops, and other knowledge sharing events of RFI in close cooperation with BirdLife International and ADB counterpart.

Others

• Attend relevant meeting, conferences and other events on behalf of EAAFP Secretariat in regards to the RFI;
• Collaborate with the communications team at the Secretariat to produce RFI related knowledge products for the EAAFP website and SNS channels;
• Respond to other RFI related tasks as requested by the Chief Executive.

4. Required Skills and Experience

• University degree in environmental management, conservation, international relations, economics, and or related field;
• Work experience in developing, implementing or managing environment projects or programmes in international conservation organizations, development organizations, NGOs or Conventions;
• Clear understanding of the mission and work of EAAFP is required;
• Direct work experience with or involvement in one of EAAFP Partner organizations is a plus;
• Fluency in English. Speaking any other Asian languages is a plus.

5. How to apply

Please submit the set of documents listed below through email to secretariat@eaaflyway.net by 10 July 2022 with the subject line “Application of RFI EAAFP Coordinator – [Applicant’s Name]”

• CV/résumé
• Letter of Interest

A reference check can be conducted for the finalists.