

Term of Reference
CONSULTANCY FOR SEACONNECT PROJECT PREPARATION GRANT (PPG)
PPG Coordinator
Regional Secretariat
Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security

Background

The Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF) is a multilateral partnership among six countries: Indonesia, Malaysia, Papua New Guinea, the Philippines, Solomon Islands, and Timor-Leste, committed to safeguarding the marine and coastal resources of the Coral Triangle region. The CTI-CFF Regional Secretariat (RS) serves as the administrative and coordinating body for this initiative.

The SEACONNECT Project is a regional initiative funded by the Global Environment Facility (GEF-8), executed by the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF), and supported by Conservation International as the GEF Implementing Agency. The project aims to enhance the management of seascapes and marine protected areas across Indonesia, Malaysia, and the Philippines through a regional integrated approach. The Project Preparation Grant (PPG) phase is designed to prepare the full project document (ProDoc) and CEO Endorsement Request, incorporating safeguards, gender integration, stakeholder consultations, execution modalities, and baseline analysis. The Consultant will coordinate this preparation and ensure compliance with CI-GEF requirements and CTI-CFF Rules and Procedures.

Scope of Work

The PPG Coordinator will provide day-to-day coordination, administrative, and logistical support during the Project Preparation Grant (PPG) phase. The coordinator will ensure smooth implementation of activities, effective communication among stakeholders and consultants, and adherence to the agreed PPG timeline and deliverables. This role will facilitate efficient collaboration between the PPG Lead, technical consultants, government counterparts, executing agency, and the GEF Agency.

1. Coordination and Logistics:

- Coordinate the scheduling and organization of meetings, consultations, and workshops, including logistical arrangements and documentation support.
- Maintain and regularly update the PPG work plan and calendar, ensuring deadlines and deliverables are met.
- Support the flow of information between consultants, government agencies, stakeholders, and the GEF Agency.

2. Administrative and Operational Support:

- Assist with the preparation, formatting, and consolidation of PPG deliverables and reports.

- Maintain organized records of all project-related correspondence, files, and documentation.
- Track progress of consultant outputs and ensure timely submission of drafts and final products.

3. Stakeholder Engagement Support:

- Assist in coordinating stakeholder consultations, ensuring inclusive and effective participation.
- Support the dissemination of materials and follow-up communications with stakeholders and partners.
- Document key meeting outputs and stakeholder feedback, and share with the PPG Lead and relevant consultants.

4. Support to CEO Endorsement Final Package Preparation:

- Assist in compiling the final CEO Endorsement Package, ensuring all required annexes and supporting documents are properly assembled and formatted.

Timeline & Duration

The consultancy is expected to be carried out over a maximum of 50 working days between July 2025 and April 2026, in accordance with the SEACONNECT PPG workplan. Activities will be phased to align with major deliverables and internal review milestones, ensuring timely coordination and submission of required outputs.

Consultant Qualifications

The ideal PPG Coordinator will demonstrate the following:

- A Bachelor's Degree in Environmental Science, Development Studies, Public Administration, Project Management, or a related field. A higher qualification degree is an advantage for this position.
- Minimum of 7 years of professional experience in large-scale project coordination, administration, or support roles in international development and environment sectors.
- Experience supporting GEF-funded or large-scale environmental projects or implementation of a similar large-scale regional project is highly desirable.
- Familiarity with project document preparation processes, especially for GEF CEO Endorsement or equivalent funding agency submissions, is an additional advantage.
- Proven experience planning, organizing, and facilitating multi-stakeholder consultations and workshops, regional meetings, including logistics and documentation. Especially in the Southeast Asia region of the Coral Triangle.
- Strong organizational, analytical, coordination, reporting, and time management skills, with the ability to manage multiple tasks and meet deadlines in a multi-cultural environment, will be preferred.
- Candidates with knowledge of environmental, fisheries management, and sustainable development issues relevant to the Coral Triangle region are desirable.
- Fluency in English (written and spoken) is required; proficiency in Bahasa Indonesia, Malay, or Filipino is considered an asset.
- Candidates who are ready to start immediately will be given preference.

Reporting

The Consultant will report to the PPG Lead Writer

Condition of Application

This position is open only for citizens of CT6 Member Countries (Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands, Timor Leste).

Interested applicants are invited to submit a complete application package that includes the following:

1. Cover Letter detailing relevant experience and motivation for the assignment, specifically addressing the qualifications listed in this ToR.
2. Curriculum Vitae (CV) outlining professional background, academic credentials, and relevant GEF project experience.
3. Contact details of at least two (2) professional references.

Submission of Application

All application materials must be submitted in English via email to regional.secretariat@cticff.org with the subject line: **“Application – PPG Coordinator.”**

The deadline for submission is **25 July 2025**. Late or incomplete applications will not be considered.