

## Terms of Reference

### External Relations Consultant (Maternity Leave Replacement)

#### 1. Job description

- Position title: External Relations Consultant
- Type of contract: Fixed-term
- Duration: July 2022 – December 2023 (17 months)
- Duty station: EAAFP Secretariat in Songdo, Republic of Korea
- Work percentage: 100% (full time)
- Work hours: 09:30 – 18:30
- Official language: English
- Expected starting date: July 2022
- Reporting to: Chief Executive, EAAFP Secretariat
- Submission deadline: 6 June 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, managing funding requests, information exchanges, reporting and related follow-up, including:

- Identify and engage various donors and funding organizations;
- Develop sustained relationships with donors, and contribute to mobilizing resources for EAAFP;
- Take the lead in grant funding, development financing, and corporate fundraising;
- Coordinate the programmatic operation of the EAAFP Foundation;



- Manage the EAAFP Champions Program and Volunteer Program.

The current ERT portfolio includes:

- 1) management of interactions with the Regional Flyway Initiative (RFI) that is led by the Asian Development Bank in partnership with BirdLife International with an aim to mobilise large-scale financing and international support to conserve priority wetlands of the East Asian-Australasian Flyway (EAAF) in the countries of East and Southeast Asia, while leveraging on their co-benefits for coastal communities. The EAAFP Secretariat is part of the RFI Technical Assistance (TA) group 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;
- 2) management of the work plan & budget of the EAAFP Foundation that was established in 2019 in the host country ‘Republic of Korea’ to contribute to providing the EAAF Partnership with a mechanism to support sustainable financing and expand its engagement with various types of organizations for the conservation of migratory waterbirds and habitats in EAA Flyway

The EAAFP Secretariat aims to recruit a qualified professional as a consultant to coordinate the implementation of the ERT’s 2022 Work Plan & Budget, development of 2023 Work Plan, and its ongoing portfolio. The consultant will report directly to the Chief Executive of EAAFP Secretariat.

### **3. Duties and Responsibilities**

#### **Resource Mobilization**

- Manage the resource mobilization efforts of the EAAFP Secretariat, including corporate fundraising and grant funding;
- Support the Chief Executive in implementing the ADB Regional Flyway Initiative Technical Assistance project and coordinates with the EAAFP members in regards to the implementation of the initiative;
- Coordinate the implementation of 2022 Work Plan of EAAFP Foundation and development of its 2023 Work Plan & Budget in cooperation with Foundation Team and Board of Directors of EAAFP Foundation
- Support the EAAFP Finance sub-Committee and Chief Executive by reporting on EAAFP’s resource mobilization status, prioritizing resource mobilization targets, identification of prospective funding opportunities, and facilitate the quarterly FsC meetings;
- Ensure good donor engagement, including sharing information and presenting project results in face-to-face meetings and via phone and internet;
- Manage the EAAFP Corporate Champion Program and Volunteer Programme;
- Develop an EAAFP Corporate Engagement guidelines in consultation with the Finance Sub-Committee.



### Support to 11<sup>th</sup> EAAFP Meeting of Partners

- Manage the ERT's assigned duties and roles to organize the 11th EAAFP Meeting of Partners (MOP11) that will take place 12th -17th March, 2023 in Brisbane, Queensland, Australia.
- The ERT roles include but not limited to the identification of corporate sponsors, managing the MOP11 sponsorship package, handling the booth operations and communications associated.

### Others

- Attend Relevant meeting, conferences and other events on behalf of EAAFP;
- Collaborate with the communications teams to raise the profile of EAAFP;
- Coordinate with the programme team, communication team, finance/admin team and other stakeholders to ensure proper project planning, management and delivery;
- Respond to other tasks as requested by the Chief Executive.

### 4. Required Skills and Experience

- University degree in political, social, economic, business management, environmental management, conservation field is required.
- A minimum of five (5) years of progressively responsible experience in project or programme management in international organizations.
- Work experience in developing and/or implementing international environmental and/or other development programmes involving various development partners, governments, and CSOs is a plus.
- Experience in donor relations, resource mobilization and working with philanthropy is an advantage.
- 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@eaflyway.net](mailto:secretariat@eaflyway.net) by 6 June 2022 with the subject line "Application of External Relations Consultant – [Applicant's Name]"

- CV/résumé
- Letter of Interest

A reference check can be conducted for the finalists.