



Terms of Reference

Junior Researcher Consultant

1. 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.

2. 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 (RFI), led by the Asian Development Bank in partnership with BirdLife International and the East Asian–Australasian Flyway Partnership, aims to mobilise large-scale financing and international support to protect the 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. In July 2021, the Asian Development Bank (ADB) 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) 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. The Secretariat is seeking to recruit a junior researcher to support the coordination and providing inputs from the Secretariat to the RFI TA group and assist the Secretariat for the completion of specific TA outputs that the Secretariat is taking on. For more information on the RFI TA project: <https://www.adb.org/projects/55056-001/main>



3. Job description

- Position title: Junior Researcher Consultant
- Type of contract: Fixed-term (12 months)
- Work percentage: 100% (full time)
- Work hours: 09:30 – 18:30
- Official language: English
- Duty station: EAAFP Secretariat in Songdo, Republic of Korea
- Expected start date: February 2022
- Reporting to: External Relations Manager, Chief Executive

4. Duties and responsibilities

This assignment will include but not limited to following responsibilities:

1) Assist the Secretariat's delivery of the Regional Flyway Initiative TA outputs

The Junior Researcher will assist the External Relations Manager and Chief Executive to implement the set of activities and milestones to deliver three outputs of the TA project.

- a. Output 1: Institutional capacity for understanding East Asian-Australasian Flyway wetland values enhanced regionally
 - b. Output 2: Regional Flyway Initiative investment framework for priority East Asian-Australasian Flyway sites prepared.
 - c. Output 3: Regional Flyway Initiative financing mechanism developed.
- 2) **Partnership and outreach events:** provide assistance in planning and implementing various partnership engagement and outreach events that take place internationally and locally; attend external related events held in Korea and internally online, and draft articles and minutes of the event.

3) Support the External Relations Team work

- **EAAFP Corporate Champion Programme:** assist the planning and implementation of the work plan and promotion plan of each corporate Champion, and provide a logistical support for successful launching of a pilot programme in 2022
- **EAAFP Volunteer Programme:** regularly update the volunteer application status and liaise between candidates and the office along the recruitment process and the certification phase
- **Support for coordinating the EAAFP Finance Sub-Committee:** set up quarterly online committee meetings; draft meeting minutes and follow up on the Committee's recommendations by assisting the ER manager.
- **Support the donor relationship management and resource mobilization:** engage government, philanthropic organization, corporate, and individual donors, and help develop customized proposals if necessary

4) Other duties



- Translation: translate work documents produced by the ER team from English to other languages and vice versa and facilitate simultaneous interpretation at international workshops and meetings as required.
- Administrative Support: Support daily administrative task, such as preparing correspondence, shipping mails, and preparation of weekly team meetings; Assistance in recruiting new interns.

✂ *Researcher's duties can be changed subject to the office circumstances.*

5. Educational Requirements, Minimum Qualifications & Credentials:

- A relevant university degree and preferably a post-graduate qualification in conservation science, environment studies, international relations, international development or a related discipline.
- Good understanding of Multilateral Environmental Agreements, and wetland management.
- Experience in being involved in international or domestic projects on conservation, climate change and international development is an advantage.
- Strong technical skills in data collection, analysis, and writing skills
- Ability to work co-operatively and diplomatically with others, with respect for and sensitivity to diverse cultures and viewpoints.
- Self-motivated and proactive attitude even if with limited supervision.
- Well-developed computer skills (Word, Excel, PowerPoint and WordPress)
- Fluency in English. Speaking any other South East Asian languages is a plus.

6. How to apply

Please submit the set of documents listed below through email to secretariat@eaaflyway.net **no later than 13 February 2022.**

- CV/résumé
- Letter of Interest- (400 words)

A reference check can be conducted for the finalists.