

Terms of Reference for Full Time Project Assistant

Location:	Seychelles
Languages Required:	Written and Spoken English
Starting Date (date when the selected candidate is expected to start):	1 st September 2021
Expected Duration of Assignment:	6 months

Background

SeyCCAT's Coastal Wetlands and Climate Change Project

To promote and support the efforts of Seychelles to achieve climate adaptation, SeyCCAT was awarded funds for the Coastal Wetlands and Climate Change Project (CW&CCP) (aka "Seagrass Meadows project"). This 2-year project began early January 2020 and will extend to March 2022.

Coastal wetlands and coral reefs are among the planet's most biologically rich ecosystems. They serve as nurseries and feeding grounds for a vast array of fish, birds and marine reptiles and mammals. These habitats interface with and protect shorelines from climate impacts such as sea level rise and storms. Coastal wetlands, which include mangroves, seagrass meadows and salt marshes, can play a role in global efforts to mitigate climate change because they are highly effective at sequestering carbon. Despite their importance, these critical ecosystems are threatened by coastal development, poor land-use practices, and warming ocean temperature, and are in danger of disappearing during the next century. Already, half of the earth's mangroves have disappeared in the last 5 decades, and human impacts have destroyed at least a third of the world's coral reefs in the recent decades.

The Seychelles Seagrass and Carbon Mapping Project component in partnership with Oxford University and ICS (+ other partners)

The Seychelles seagrass and carbon mapping component of the project will build the scientific baseline necessary to support the inclusion of seagrass protections into Seychelles' Nationally Determined Contributions (NDCs) to the Paris Climate Agreement. Researchers on this project component will combine satellite remote sensing and ground truthing techniques to collect data that will fill gaps in our knowledge of the extent and distribution of seagrass, and its ability to sequester carbon in Seychelles.

To better understand the location and extent of seagrass, researchers will collect satellite images of seagrass beds throughout the country. Images can be affected by cloud cover, water clarity, and ocean floor features, so local researchers will also collect field data to develop a validated map of seagrass distribution and extent. To estimate seagrass carbon stocks, soil cores will be collected from meadows and analyzed for their carbon content. This carbon data, combined with the field-validated seagrass map, will provide the first countrywide estimate of the seagrass carbon stock, and give policymakers in Seychelles the scientific baseline that will enable them to include seagrass in the country's NDC as a nature-based solution to climate change.

Under the Seagrass mapping and carbon component of the CW&CCP, SeyCCAT and the Island Conservation Society (ICS), in partnership, are seeking a Project Assistant on a full time 6-month contract.

Duties and responsibilities

The Project Assistant's duties and responsibilities will mainly be to assist to coordinate the logistics of the Seagrass mapping project amongst representatives of the participating organizations, including Island Conservation Society, SeyCCAT and others. This will include the following activities:

- Ensuring that all project costs are properly invoiced, and payments made to appropriate creditors.
- Organizing transportation (airplane, boat travel, land transport) as needed.
- Occasional shopping for basic equipment and other needs.
- Occasional collection of seagrass/algae specimens washed ashore to be used in training sessions.
- Organizing venues and food for training or meetings as needed.
- Keeping records of the project activities. A written or other media record will be valuable given that this project is the first of its kind in the world.
- Document the way Seychelles integrates blue carbon into its NDCs. Through a series of interviews provide documentation of what works well, and also what doesn't work. Assess our capacity issues.
- Conduct desktop research of international climate policy to assess the Seychelles' NDCs considering the guidance provided under the Paris Agreement.
- Conduct a desktop study of what other countries are doing regarding their blue carbon policies.
- Conduct desktop research on what other countries is doing in regard to blue carbon financing, exploring GCF proposals, REDD+ and insurance mangroves projects.
- Generate blogs for the SeyCCAT website and social media channels.

Qualifications

Bachelor's degree in resource management, environment, or marine-related topics. Modules and/or dissertation dealing with scientific data is an advantage.

3 years working in an environmental organisation (either GO or NGO), ideally with some experience dealing with administration and accounts.

Skills

- Excellent inter-personal skills and proven ability to promote teamwork among individuals and groups that may not easily collaborate with each other.
- Experience in dealing with administration.
- Planning, coordinating and organizing – Ability to establish priorities and to plan and coordinate work; ability to effectively coordinate a multi-stakeholder project.
- Communications - Excellent communication skills and effective interpersonal and negotiation skills, proven through successful interactions with all levels of stakeholder groups, including senior government officials, business executives, farmers and communities.
- Teamwork – Ability to lead, manage and motivate teams including international and local consultants and other stakeholders to achieve results.
- Fully Microsoft Office literate

Language requirement

- Fluency in written and spoken English. Fluency in French and Creole is an asset.
- Excellent communication skills, both spoken and written in English required.

Remuneration

Remuneration will depend on qualifications and experience of the successful candidate.

Submissions

All submissions must include cover letter and CV, should be sent to to the Coastal Wetlands and Climate Change Project Manager Ms Annike Faure on afaure@seyccat.org

In the subject line for emails/physical applications indicate “Project Assistant for Seychelles Seagrass Mapping and Carbon Project component”

Deadline for submissions **Saturday 31st July** at 5pm and only shortlisted applicants will be contacted.