Terms of Reference
CTI-CFF Capacity Building Repository Curator

About CTC
The Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security (CTI-CFF) is a multilateral partnership of six countries working together to sustain extraordinary marine and coastal resources by addressing crucial issues such as food security, climate change, and marine biodiversity.

Under the CTI-CFF Action 2021 - 2030 (RPoA 2.0), there is recognition of the need for rapidly accelerated capacity and competency improvements across the region to support sustainable marine and coastal management. Achieving this level of human capital in the Coral Triangle will require extensive investment in expanding and accelerating the number, competencies and capacities of marine and coastal practitioners across the region.

To address this need, the CTI-CFF Regional Secretariat in collaboration with development partners, Coral Triangle Center, WWF and USAID, developed the CTI-CFF Capacity Building Roadmap "To accelerate skills-building across the CT to sustain and effectively manage resilient marine and coastal resources and seascape ecosystem services, in support of the RPoA2.0 targets, benefitting nature and communities."

The Roadmap is anchored on five principles:
- Inclusive, promoting equality (between countries, different groups, gender and identities.
- Systematic in its design and collaboratively developed through a team of RS and partners.
- Accountable and Measurable, ensuring that capacity building scaled, accelerated and sustained through the RoadMap will result in improved marine and coastal management across the Coral Triangle, with commitment to invest in capacity building in a coordinated way, linked to impact.
- Relevant and Practical to meet the needs of a wide range of marine and coastal practitioners across the region.
- Aligned with, and in Support of, the CTI-CFF Regional Plan of Action (RPoA) 2.0.

One of the four pillars/strategies of the Capacity Building Roadmap is the development of an online capacity building repository to address the region's unique needs and challenges in marine and coastal resource management. While many web-based platforms exist, none specifically target the Coral Triangle nations (Indonesia, Malaysia, Papua New Guinea, the Philippines, Solomon Islands, and Timor-Leste) or focus on accelerating and sustaining capacity-building efforts in local languages. This initiative aims to create a dynamic, accessible repository featuring Coral Triangle-specific content, including case studies, local knowledge products, and voices from the field. The platform will also provide linkages to broader learning tools, serving as a transformative space for educators, experts, and practitioners.

This repository will support the six Coral Triangle nations by offering accessible, easily navigable resources organized under diverse themes and structured for ease of use. By doing so, it seeks to empower practitioners and organizations to sustain marine conservation efforts and drive impactful change in the region. The repository's open accessibility allows practitioners and interested parties worldwide to access its content. This is seen as beneficial for the Coral Triangle, as it raises the region's profile, enhances its visibility in the global

community, and increases awareness of its diverse marine and coastal efforts and achievements on a global scale.

Essential Functions
We are seeking a passionate and detail-oriented Curator to develop and manage the CTI-CFF Capacity Building Repository. This platform serves as a centralized hub for resources, best practices, and relevant information as well as a directory of experts and capacity building providers to support marine conservation professionals, policymakers, and researchers worldwide. The Curator will oversee content acquisition, organization, and dissemination, ensuring the repository remains a reliable, accessible, and engaging resource for its users.

Key Responsibilities
1. Content Management and Organization:
   ● Curate, classify, and update a diverse range of resources, including, case studies, tools, and documents in the CTI-CFF Capacity Building Repository
   ● Curate and classify list of capacity building experts, organizations, and opportunities to update the platform directory
   ● Develop and implement metadata and tagging systems to enhance content discoverability using the assigned taxonomy
   ● Implement the Capacity Building Repository content management guidelines/SOP

2. Content Acquisition and Curation:
   ● Identify, liaise, and source marine conservation capacity building materials from CTI-CFF Regional Secretariat, National Coordinating Committees, development partners and reputable organizations, institutions, and stakeholders
   ● Evaluate the relevance, credibility, and timeliness of resources to ensure alignment with platform goals.
   ● Ensure that knowledge sharing agreements are signed by agreed partners

3. User Engagement and Support:
   ● Engage with platform users to understand their needs and improve resource accessibility.
   ● Provide technical or informational support to users seeking specific content.
   ● Support the development of the capacity building repository communication plan

4. Platform Development and Collaboration:
   ● Work closely with CTI-CFF Capacity Building Roadmap Core Team (CTI-CFF Regional Secretariat, CTC, WWF Coral Triangle Program) to maintain the platform's functionality and user experience.
   ● Liaise with marine conservation networks, NGOs, and academic institutions to expand the repository's scope.
   ● Provide monthly updates regarding new content to CTI-CFF Capacity Building Roadmap Core Team (CTI-CFF Regional Secretariat, CTC, WWF CTP) to be featured in social media and newsletter.

5. Monitoring and Evaluation:
   ● Regularly assess platform usage metrics and user feedback to refine curation strategies.
   ● Produce quarterly reports on content trends, user engagement, and repository growth

Qualifications:
   ● Master's degree in Marine Science, Environmental Science, Library Science, Knowledge Management, or a related field.
   ● 3+ years of experience in content curation, information management, or a related role, preferably in the environmental or marine conservation sector.
   ● Strong understanding of marine conservation issues, policies, and global initiatives.
   ● Proficiency in knowledge management systems, content management tools, and digital platforms.
   ● Excellent organizational and analytical skills, with keen attention to detail.

- Strong communication skills, both written and verbal, for user interaction and collaboration.
- Excellent English language skills are a must. Knowledge of 1 CTI member country language is preferred.
- Ability to work independently and collaboratively in a dynamic, multi-national environment.

Location: This position will be based in Sanur Office, Bali – with occasional travel for conferences, stakeholder meetings, and training sessions.
Reporting Line: This is a full time position that reports to the Learning & Program Coordinator.
Compensation: Commensurate with experience, with benefits development and health insurance benefits.

Please send your CV through email: hrecruitment@coraltrianglecenter.org
(Applications accepted until position is filled)

Coral Triangle Center is an Equal Opportunity Employe