

Terms of Reference Project Coordinator for M-Connect

About Coral Triangle Center

Coral Triangle Center (“CTC”) is a foundation based in Indonesia with a regional scope and global impact. Established in 2010, CTC works closely with local communities, the private sector, governments, and partners to strengthen marine resource management in the Coral Triangle to protect coral reef ecosystems, ensure sustainable livelihoods, and enhance food security.

We support on-the-ground conservation in Bali, Maluku, as well as in Timor-Leste. We lead learning networks of women leaders and marine protected area practitioners in Indonesia, Malaysia, Philippines, Papua New Guinea, Solomon Islands, and Timor-Leste. We facilitate regional learning exchanges and capacity building across the Coral Triangle region using a gender equality and social inclusion approach.

We are developing our Center for Marine Conservation in Bali as an integrated learning space for training programs, outreach activities, interactive exhibits, and artistic and cultural performances to influence millions of people to care for our oceans and those who depend on them.

We at CTC continue to work towards our aim to inspire people to care for the oceans. Since our establishment in 2010 until 2025, we have protected more than **450,000 hectares** of critical marine habitat. We have trained more than **8,600 people** to support Marine Protected Areas (MPA) and sustainable fisheries management throughout the Coral Triangle region. More than **32,000 people** have visited our Center for Marine Conservation, many of whom have been inspired to take direct action to protect our oceans. In the last three years, we reach an average of **200,000 people** annually to care for our seas via our social media channels. We started our monthly children’s education program and engaged more than **2,000 school** children in Indonesia to become future stewards of our planet. To date we have restored **720 sqm** of coral reef areas using **1,200 reef star** structures in Nusa Penida MPA and support other sites and partners with the restoration of coral reefs in marine protected and conserved areas through training and technical assistance for coral reef restoration and MPA management in Bunaken National Park (NP), Wakatobi NP, Bali Barat NP, Gili Trawangan MPA, Kapoposang MPA, Takabonerate MPA, Banda Sea MPA, North Bali MPA, Sombori Island MPA, and Komodo NP.

CTC is an official partner of the Coral Triangle Initiative on Coral Reef, Fisheries and Food Security (CTI-CFF) to catalyse collective action at the regional level by facilitating the CTI-CFF Capacity Building Roadmap and the Women Leaders Forum (WLF). This partnership aims to enhance effective Marine Protected Area (MPA) management and implement a seascape approach through innovative capacity-building initiatives, community empowerment, and regional knowledge exchanges. The scope of partnership includes plans to improve training for marine resource managers, expand the effectiveness of MPAs, and bolster collaborative efforts to sustain biodiversity and livelihoods.

Position Description

CTC, together with a consortium of 20 institutions consisting of universities, research institutions, government agencies, NGOs, and academic partners, is implementing the *M-Connect: Management of Coastal Networks*

Nurtured through Ecosystem Assessment Collaboration & Technology program funded by the European Research Executive Agency (REA) for a period of 48 months commencing in September 2026.

The project aims to address critical knowledge gaps by investigating connected coastal seascape metasecosystems (CMS-metasecosystems) across protected and unprotected areas in low-lying reef islands throughout island Southeast Asia and the Western Pacific, ranging from the Coral Triangle to Vanuatu. Working closely with Indigenous Peoples and Local Communities (IPLCs), the project will co-develop science-based guidelines for conservation, restoration, and ecosystem service enhancement of CMS-metasecosystems by integrating ecological, biogeochemical, and geomorphological data on ecosystem connectivity with local knowledge systems and socio-ecological priorities. Particular emphasis will be placed on strengthening three key ecosystem services: sustainable fisheries and natural resource provisioning, coastal protection through carbonate production and sediment dynamics, and Blue Carbon potential. By embedding the concept of ecological and morphological connectedness into restoration and conservation planning, the project is expected to increase the long-term success of interventions in CMS-metasecosystems and enhance the capacity of governance actors in the study region. It will further strengthen the coherence between scientific, policy, and community-based frameworks by demonstrating scalable and inclusive co-design approaches, ultimately contributing to resilient coastal ecosystems and communities under climate change.

CTC is seeking a dedicated Project Coordinator to support the implementation of this project. This position will lead the coordination, implementation, reporting, and stakeholder engagement of CTC's project deliverables under this grant in collaboration with consortium partners, government counterparts, universities, and community groups. The successful candidate is expected to have strong experience in international and regional marine conservation initiatives, coordinating multidisciplinary and multicultural stakeholders, and translating science-based information into practical program strategies, policy recommendations, and implementation approaches.

The position requires excellent analytical, writing, coordination and communication skills, including the ability to prepare high-quality technical and grant-related reports, synthesize complex information into clear narratives, and effectively present project progress and recommendations to diverse audiences. Experience in managing EU-funded grants, facilitating consortium collaboration, and working closely with universities and research institutions is highly desirable.

The position is based in Bali with regular travel to project sites in Indonesia, Timor-Leste, and other Coral Triangle countries as required.

Objectives

The Project Coordinator will support the effective coordination, implementation, monitoring, and reporting of the M-Connect project in alignment with the project objectives, consortium commitments, and donor requirements under the European Research Executive Agency (REA) grant framework.

Specifically, the position aims to:

- Manage and coordinate the implementation of CTC's technical and operational responsibilities under the M-Connect consortium project;
- Strengthen collaboration and communication among consortium partners, universities, government institutions, Indigenous Peoples and Local Communities (IPLCs), and other stakeholders;
- Support the integration of science-based knowledge, socio-ecological data, and community perspectives into conservation planning and implementation;
- Ensure timely preparation of technical, operational, and donor reports in accordance with consortium and donor requirements;

- Facilitate knowledge sharing, policy engagement, and regional learning processes to strengthen ecosystem resilience and community-based conservation approaches across the Coral Triangle region.

Key Responsibilities

The Project Coordinator will be responsible for coordinating the implementation of CTC's roles and deliverables under the M-Connect project and ensuring effective collaboration among consortium partners, government institutions, universities, local communities, and other stakeholders. Specific responsibilities include:

Project Management

- Manage and coordinate day-to-day implementation of project activities assigned to CTC under the M-Connect consortium framework;
- Ensure project activities are implemented in accordance with approved work plans, timelines, donor requirements, and consortium agreements;
- Support coordination between field implementation, scientific research activities, and policy engagement processes;
- Facilitate communication and coordination among consortium partners, technical experts, local governments, NGOs and universities/academic institutions.

Stakeholder Engagement and Partnership Coordination

- Build and maintain effective working relationships with consortium partners, government agencies, academic institutions, NGOs, donor representatives, community groups, and other project stakeholders;
- Lead and facilitate stakeholder consultations, meetings, workshops, and collaborative planning processes under CTC's relevant Work Packages;
- Support regional and international coordination processes related to project implementation and learning exchanges;
- Represent CTC in relevant meetings, technical discussions, and consortium coordination forums as assigned.

Reporting, Documentation, and Knowledge Management

- Coordinate with CTC's Science Coordinator to support the integration of scientific findings, socio-ecological assessments, and ecosystem connectivity approaches into program implementation, planning, and stakeholder engagement processes, including translation of scientific and technical information into practical implementation strategies, policy recommendations, knowledge products, and communication materials suitable for diverse audiences.
- Compile, write, review, and present high-quality technical reports, donor reports, progress updates, presentations, and supporting documentation in accordance with donor, consortium, and organizational requirements;
- Ensure project documentation, reporting data, and knowledge products are properly maintained, synthesized, and communicated to support evidence-based decision-making and adaptive project management;
- Support the development of case studies, lessons learned, policy briefs, and communication materials to strengthen regional learning, stakeholder engagement, and visibility of project impacts.

Monitoring, Learning, and Adaptive Management

- Lead the project monitoring, evaluation, and learning processes, including tracking implementation progress and project indicators;
- Identify implementation challenges, risks, and emerging opportunities and communicate recommendations to project leadership;
- Contribute to adaptive management processes to improve project effectiveness and stakeholder engagement.

Administrative and Operational Coordination

- Coordinate closely with Finance, Operations, and Program Support teams to ensure compliance with organizational and donor procedures;
- Support planning and coordination of travel, workshops, meetings, and field activities related to the project;
- Develop Term of Reference for consultant(s) as needed.
- Ensure compliance with CTC policies, donor regulations, and consortium operational requirements.

Reporting & Coordination Line

The Project Coordinator will report directly to the Executive Director and Senior Marine & Conservation Advisor and will work closely with the Conservation Science Coordinator, Program Support Coordinator, Finance & Operations teams, and Communication team on collaterals and outreach materials under this project. S/he will also maintain regular coordination and communication with consortium partners, universities, government institutions, community groups, and other relevant stakeholders involved in the implementation of the M-Connect project.

Requirements Qualifications

- Master's degree in marine and coastal science, natural resource management, environmental science, environmental policy, or related disciplines. PhD degree is an advantage.
- Minimum 10 years of progressively responsible experience in marine conservation, coastal resource management, science-based program development, or regional environmental initiatives, preferably within international or multi-country programs.
- Demonstrated experience in coordinating complex projects involving multiple stakeholders, including government agencies, donor consortium partners, universities or research institutions, and NGOs.
- Excellent writing, editing, and reporting skills in English, including experience preparing technical reports, donor or grant related reports, policy briefs, concept notes, and presentation materials for diverse audiences. Fluent in English and working proficiency in Bahasa Indonesia is a must.
- Strong experience in translating scientific research, socio-ecological assessments, and technical findings into practical implementation strategies, policy recommendations, knowledge products, and program interventions.
- Demonstrated experience in coordinating and managing donor-funded projects, particularly international grants and consortium-based programs. Experience working with European Union (EU) grants or similar international funding mechanisms is highly desirable.
- Strong interpersonal, facilitation, and intercultural communication skills, with the ability to engage effectively across multidisciplinary and multicultural environments.
- Proven ability to work independently, manage multiple priorities, and maintain high-quality outputs under tight timelines.

Skills:

- Strong project coordination and stakeholder engagement skills;
- Excellent analytical, problem-solving, and critical thinking abilities;
- Ability to synthesize and communicate complex scientific and socio-ecological information clearly;
- Strong technical writing, reporting, and presentation skills;
- Ability to work independently and collaboratively with minimal supervision;
- Strong organizational and time management skills;
- Proficiency in Google Workspace, Microsoft Office applications, online collaboration platforms, and data management systems;
- Experience working in multicultural and interdisciplinary environments.

Working Conditions/Physical Effort:

- The position is based in Bali, Indonesia;
- Frequent domestic and regional travel will be required, including travel to remote coastal and island communities;
- The position may require flexible working hours to accommodate coordination, meetings across multiple countries and time zones;
- The Project Coordinator is expected to work in a dynamic, multicultural, and collaborative environment.

Application Process:

This position will remain open until filled. However, applications will be reviewed on a rolling basis and the selection process may proceed as applications are received. Therefore, interested candidates are encouraged to submit their applications at the earliest opportunity.

- Interested candidates shall submit their application to: hrecruitment@coraltrianglecenter.org with subject Project Coordinator M-Connect – [your name].
- The application should be in doc / docx / pdf, with file name:
- [your name] – Cover Letter – Project Coordinator M-Connect
- [your name] – CV
- Please do not attach unsolicited documents due to our mailbox space limitations.
- Amendments to the position's scope of work may be made during the period of the engagement as required.
- Only short-listed candidates will be notified for interviews.

Coral Triangle Center is an Equal Opportunity Employer