

Kotahitanga Mō Te Taiao Alliance

Restoring Lowlands Coordinator – Request for Proposals

Background

[The Nature Conservancy](#) is a global, non-profit environmental organisation and has been operating in New Zealand (as TNC New Zealand Trust) since 2018. TNC has offices across 79 countries and territories around the world. Since 1951, The Nature Conservancy has been working with communities, businesses and people like you to protect more than 125 million acres of land and 5,000 miles of rivers worldwide. We also operate more than 100 marine conservation projects globally. Our mission is to conserve the lands and waters on which all life depends. Our vision is a world where the diversity of life thrives, and people act to conserve nature for its own sake and its ability to fulfil our needs and enrich our lives.

[The Nature Conservancy Aotearoa New Zealand](#) (TNC) is the New Zealand arm of the global organisation. TNC is supporting the Kotahitanga mō te Taiao Alliance to deliver on the KMTT Strategy.

[Kotahitanga mō te Taiao](#) is an alliance comprised of all the Councils and all the iwi in the top of the South Island (Te Taihū and northern Buller/Kawatiri), and key Government agencies including the Department of Conservation, the Ministry for the Environment and Fisheries New Zealand. Our focus is on landscape-scale conservation and restoration projects across the 3.4M hectares of terrestrial, freshwater and marine areas in the top of the South Island that deliver environmental, social, economic, and cultural benefits.

The KMTT Alliance has recently published its ambitious [Strategy Implementation Pathway Plan](#) (see summary graphic below) to give effect to the [KMTT Strategy](#). A key component of this operational plan is the Restoring Lowlands and Connecting Ecosystems workstream, with the Restoring Lowlands Project being a key area of work focused on native reforestation and associated restoration activities.

Opportunity

TNC is seeking an independent contractor to provide professional services for the KMTT Restoring Lowlands Project. This contract is for a fixed term of work, commencing on or near **26th February 2025** and concluding **31st December 2025**.

This contract's focus is on contract management, project scoping, coordination and delivery in the area of native reforestation and associated restoration activities across the KMTT area, including project sites in Buller, Tasman and Marlborough Districts and Nelson City.

The anticipated scope of work will be approximately **15-20 hours per week**, for a total of approximately 790 hours over the above period. The hourly rate of compensation offered is **\$65 per hour (plus GST if applicable)**, all overheads inclusive except with additional budget available to cover

travel costs across the region. The role will report to the KMTT Programme Manager, and its work activities and deliverables will be managed by the KMTT Restoring Lowlands Project Manager.

The successful contractor can be based in Buller, Tasman, Nelson or Marlborough, with preference for a central location.

Role Responsibilities

As Restoring Lowlands Project Coordinator you will provide a key role in delivering agreed reforestation and related restoration outcomes for various sub-projects.

The functions of the coordinator role will include:

1. Work with the KMTT Programme Manager, the KMTT Restoring Lowlands Project Manager, and a range of collaborative project partners and stakeholders to complete sub-projects' agreed outcomes as outlined in multiple contracts' deliverables at specified sites and within confirmed budgets.
2. Work with the Project Manager to develop agreed quarterly work plans and provide monthly reports on project activities in support of the work plans' deliverables.
3. Manage multiple contracts to successfully complete agreed deliverables under the KMTT Restoring Lowlands programme, including restoration planting, weed control, ungulate control, and/or other associated activities. Key sub-projects include:
 - a. Collaborative reforestation at three sites in Buller, Tasman and Marlborough Districts
 - b. Collaborative restoration planting, weed control and/or exclusion fencing at horticulture sites in Tasman District
 - c. Collaborative augmented natural native bush regeneration in Nelson City
4. Work with the Project Manager to design an effective work programme of augmented natural regeneration at specified site(s) and develop one or more resources to provide learnings from this project that can be applied to future projects; manage the completion of these deliverables.
5. Provide draft reporting on project activities to relevant funders.
6. Other related project coordination activities as reasonably assigned by the Programme Manager and/or Project Manager.

Ideal Qualifications

We are seeking an individual with the following experience and skills:

- Proven track record of delivering environmental restoration projects on time and on budget
- Experience managing contracts
- Strong communication skills (both oral and written)
- Strong relationship building skills and experience
- Experience working with and coordinating volunteers
- Experience working with a wide variety of individuals and groups
- Computer proficiency including MS Excel and Word

Proposal Expectations

Proposals should include a description of relevant experience, availability for the role's specified timeframe and hours, and a proposed approach to delivering on the responsibilities of the role.

Proposals should be one page or less, excluding supplemental materials (such as a CV, project experience, sample work, etc.) submitted by close of business on **13th February 2025** by emailing the Project Manager, Hudson Dodd at hudson.dodd@tnc.org.

