



Terms of Reference

Legal and Policy Junior, Te Tau Papa o Avarua Phase 1 Project (TTPA^{P1})

About this document

This document specifies the terms of reference for the services of a Legal and Policy Junior to the Cook Islands Investment Corporation (CIIC) for the Te Tau Papa o Avarua Phase 1 Project (TTPA^{P1}).

Background and purpose

The Te Tau Papa o Avarua Phase 1 Project Outputs include:

1. *Beautification of Avarua Town and Panama Reserve*
2. *Improved walk and cycle ways between Avarua Harbour and the Airport*
3. *Improved public toilets and recreational facilities in central Avarua and Panama*
4. *Restructured and future-proofed Punanga Nui Market*

CIIC is seeking a legal and policy junior with strong research and analytical skills, attention to detail and strong written and verbal communication. The successful applicant will also have good time management skills, with innovative and strategic thinking, is eager to learn and is a team player.

Scope of Services

For the success of the Project, legal and policy work will be required, including (but not limited to):

- Legal contract review;
- Policy development and implementation;
- Legal advice on land matters; and
- Legal advice on commercial and tenancy matters.

The Contractor will provide support and report to the Land and Legal General Manager and the Policy Developer.

Minimum qualifications/experience required

- Bachelor of Laws
- 1.5 years post qualification experience
- Ideally, experience in/knowledge of:
 - Commercial/contract law
 - Policy development
 - The land tenure system in the Cook Islands
 - Cook Islands language and customs

Outputs

- Policy and legal support activities are carried out competently and in a timely manner

Timeframes

The following timeframe is proposed for these services:

Indicative Contract Term*	From April 2023 / 12 months
Standard work hours per week*	8am to 4pm Monday to Friday
Note: *Contract Term and Standard work hours per week are Negotiable	



Performance Standards

The Legal and Policy Junior will be expected to maintain professional standards in its conduct with objectivity and integrity. All external consultations whether one-on-one or in group settings shall be conducted in a meaningful and engaging manner.

The Legal and Policy Junior will draw on existing policies, research analysis and reports as appropriate to the assignment, including but not limited to the Cook Islands Building Code, relevant laws, regulations, standards and policies.

All sensitive information made available to the Legal and Policy Junior in relation to the project shall be held in-confidence.

Delays in Delivery of Services and Outputs

If delays are anticipated the CIIC must be informed at the earliest opportunity