JOB DESCRIPTION

Position title: Environment and Social Safeguards Framework (ESSF) Coordinator

Reports to: WWF-Pacific Regional ESSF Lead

Supervises: None

Location: Papua New Guinea or Solomon Islands

Date: October 2021

I. Background

The WWF Network has adopted a new Environment and Social Safeguards Framework (ESSF) which will enable WWF as a global organization to ensure that our work goes beyond doing no harm, to doing good with regard to the rights and improving the wellbeing of local communities. The ESSF builds on WWF’s social policies and commitments, setting out concrete steps to be followed in all our work in different landscapes and seascapes, and a system to ensure that we can demonstrate that this is happening programmatically nationally, regionally and globally. As part of the global WWF Network, WWF Pacific is also implementing the ESSF to ensure adherence to best practice standards and to make sure that WWF’s work, specifically in Papua New Guinea (PNG) or Solomon Islands (SI), benefits both people and nature.

II. Major Functions

The Environment and Social Safeguards Framework Coordinator (ESSF - Coordinator) will work under WWF-Pacific’s Regional ESSF Manager to assist in championing the development and implementation process of Environment and Social Safeguards (ESS) guidelines in frameworks, projects and programmes, as well as promote Social Policies across all programs, specifically in PNG and the SI. In addition, the position will support other staff regarding social screening of programmes and capacity building of WWF Pacific staff and partners.

The ESSF Coordinator will play a lead role at WWF-PNG and SI in projects and Programme design and implementation, specifically in effecting compliance with social policies and safeguards, screening and capacity building. The Coordinator will work with a range of stakeholders across our priority terrestrial and marine landscapes, in addition to programmes beyond landscapes supported directly by WWF-PNG and SI to:

1. Coordinate the preparation and implementation of the land/seascape Safeguard Screening Tool (SST), project-level screenings, and associated mitigation plans.

2. Improve WWF PNG/SI’s understanding of the perspectives of local communities through stakeholder engagement and Free, Prior and Informed Consent (FPIC), and potential ESS issues in the priority landscapes, including in relation to WWF’s Social Policies and principles and in line with WWF’s commitment to strengthen the social dimensions of its projects, programmes and policy work and address the critical connections to peoples’ rights and wellbeing. The policies are: Human Rights, Indigenous Peoples’ Rights, Gender and Poverty and how these are linked to nature conservation and Natural Resource Management;
3. Facilitate greater ownership and effective participation of relevant local communities, particularly vulnerable groups, in Natural Resource Management, through equitable and locally appropriate governance structures based on mutual respect and equitable collaboration with WWF-PNG and SI;

4. Co-create jointly with communities, initiatives that will enhance harmony between people and nature and contribute to improved wellbeing of communities.

III. Major duties and responsibilities

1. Analytical, Technical and Capacity Building support
   - Assist in social and environmental screening for all programme work, including the development of whistle-blowing and grievance mechanisms for the programmes and WWF-PNG and SI;
   - Undertake ESS risk analysis and lead coordination on the development of associated mitigation plans together with the project teams and, where appropriate, the concerned stakeholders;
   - Advise on and support monitoring of the implementation of mitigation plans and flag any issues or gaps with the landscape lead to ensure that proposed mitigation measures are implemented according to an agreed upon ESS mitigation implementation plan;
   - Implement the project-level checklist on ESS for use during project/program design, development and implementation;
   - Provide technical support for ESS during funding proposal development, design, appraisal and resource mobilization plans;
   - Working with WWF-Pacific's ESSF Manager, support capacity building for staff and partners to build knowledge and skills on ESS and minimize the likelihood of risks arising;
   - Prepare plans associated with ESS (e.g. stakeholder engagement, mitigation, working with Indigenous Peoples etc.) and ensure that such plans are approved by relevant authorities before project implementation;
   - Prepare regular reports (monthly, quarterly, bi-annual, field monitoring) on the ESS risks with appropriate actions to be taken for projects and follow up to help ensure that timely actions are taken;
   - In all activities support others to uphold WWF’s network standards and social policies;
   - Report any key ESS issues and concerns that arise in an urgent and appropriate manner to the management.

2. Representation, Management and Implementation
   - Identify challenges, opportunities, priorities and needs for the development and implementation of project and programme ESS plans and implementation at all levels;
   - In collaboration with programme teams, ensure that the terms and conditions set for programme development are in line with safeguard principles and are adhered to;
   - Provide advice on administrative measures and actions required for ensuring compliance with requirements set regarding ESS measures prior to the validation and implementation of project and programme activities;
   - Analyze environmental and social developments and provide technical and substantive support in setting targets for the realization of all key programmes across WWF-PNG and SI;

IV. Profile

**Required Qualifications & Experience**

- A University Degree in the field of Social Sciences or Development Studies ideally including modules regarding Natural Resource Management (a relevant Master's Degree is an added advantage).
- At least 5 years active engagement and experience working with communities on social development.
- Previous experience in working with communities on social policies and safeguarding.
- Previous experience of working with communities on environmental and social safeguarding in a conservation setting is an advantage.
Required Skills and Competencies

- Experience in and/or demonstrable understanding of environmental and social safeguarding issues.
- Familiarity with the dynamics and key issues related to community-based natural resource management in PNG and SI.
- Ability to work effectively in a multi-cultural and diverse setting.
- Experience dealing with power differentials and inequalities within and across communities is desirable.
- Ability to build good relationships and work collaboratively with diverse stakeholders in a respectful, participatory manner.
- Experience engaging with ‘hard to reach’ members of society is desirable.
- Experience implementing participatory (action) research and co-development of conservation or development initiatives with a wide range of stakeholders is highly desirable.
- A proper command of both written and spoken English and local languages is essential.
- Strong planning and analytical skills.
- Self-driven with a proactive approach to problem solving.
- Ability to work with minimal supervision and as part of a team.
- Ability to implement frequent field trips away from assigned location.
- Adheres to WWF’s values, which are: Courage, Integrity, Respect and Collaboration.
- Demonstrates WWF behaviours in ways of working: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly.

V. Working Relationships

Internal: Interacts frequently with landscapes leads, thematic leads, Coordinators/Managers, Projects Officers and Consultants.

External: Interacts frequently with communities, government departments and other agencies, conservation officials in the country, development agencies, NGOs, INGOs and donors and other staff within WWF Network.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Approved by Supervisor: __________________________ Date: _____________

Accepted by Staff member: __________________________ Date: _____________