



WWF-Laos

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JOB DESCRIPTION

Position title:	Civil Society Project Coordinator, WWF-Laos
Reports to:	Lead for SD4C, WWF-Laos
Supervises:	N/A
Grade (Carrer level):	Professional 2 (P2)
Location:	Vientiane
Date:	March 2021

I. Background

WWF has been working in Laos since the late 1980s in cooperation with the Ministry of Agriculture and Forestry. Our country programme office was first established in Vientiane in 2001. Since then, our team has grown to over 40 Lao, international and volunteer staff working on over 10 projects countrywide with offices in Vientiane, Champassak, Salavan and Sekong provinces. WWF-Laos is part of WWF Greater Mekong Programme Office, which operates in 5 countries: Vietnam, Thailand, Myanmar, Cambodia and Laos. Find out more at www.panda.org/laos.

WWF has been a strong, credible and recognized global force in the world of conservation for the past half-century as we have strived to deliver on our mission of building a world where people thrive in harmony with nature. With our 2015-2020 Strategic Plan, we aim at increasing our conservation impact by focusing on direct threats to wildlife, forests, and water ecosystems, and by increasing our influence and credibility in the Lao PDR. WWF Laos' vision for Laos is that the human footprint stays within the country's capacity to maintain the full spectrum of biological diversity and ecosystems, and the key services they provide, to enhance Lao people's livelihood resilience and contribute to the sustainable conservation of the overall ecological integrity of the Greater Mekong Region.

The civil society project supports WWF Laos' activities in engaging civil society organizations and community-based organizations to strengthen their capacity so they can fully exercise their environmental rights and are enabled to influence decision-making to promote sustainable use and equitable benefit sharing of natural capital and the ecosystem services derived therefrom.

The project helps to establish an enabling environment for civil society organizations to actively participate in natural resources management processes. The capacity building activities raise civil society organizations and community-based organizations' skills not only to exhibit quality participation, but also to monitor those processes and contribute through relevant channels whenever necessary.

II. Major Functions

The Civil Society Project Coordinator supports the planning and management of project activities in relation to CSOs engagement in Sida supported. Leading the Change (LtC) project and USAID supported Mekong for the Future project and leads the monitoring and reporting of project activities in support of all Sida and USAID supported projects. Tasks also include overall supervision of financial and administrative aspects of the project. He/she organizes project execution in line with programmatic objectives, engaging national counterparts and building reputation for quality design and reliable delivery. He/she is accountable for all project deliverables.

III. Major Duties and Responsibilities

- Manage project activities, project budget and create synergies for effective management and report to the Lead for SD4C;
- Together with the project managers of in Sida supported Leading the Change (LtC) project and USAID supported Mekong for the Future project, and with support from the project team, prepare annual project implementation plans with project partners;
- Develop, monitor, review and update projects' activities work plan to ensure that the project attains its objectives as cost-effectively and efficiently as possible;
- Prepare monthly monitoring reports (MMR), 6-months and yearly technical reports against the approved work plan and budget plan, as per donor and Government counterpart requirements;
- Monitor and review the monthly, quarterly and annual budget expenditure reports; provide recommendations/feedback. Based on that report, together with the finance department, prepare expenditure reports vs projects' achievement for project managers of in Sida supported Leading the Change (LtC) project and USAID supported Mekong for the Future project projects and Government counterparts;
- Manage, build and maintain networks and partnerships on biodiversity conservation and civil society with relevant agencies, NGO partners, local authorities and local communities;
- Provide inputs to communications products and campaigns when required to ensure accurate information will be published to promote WWF activities;
- Participate in the recruitment and selection of staff under supervision and consultants;
- Be the focal point of the Sida and USAID-supported Greater Mekong Civil Society Programme in Laos and coordinate, consult and report on programme implementation on a regular basis with the LtC Regional Programme Coordinator and MFF Chief of Party;

IV. Profile

Required Qualifications

- Master's degree in development or social studies, natural resources management, environmental or conservation management, or in relevant fields;
- Qualification in project management and/or in monitoring and evaluation;
- Qualification in civil society development studies an advantage.

Required Skills and Competencies

- At least 7 years of practical experience in managing, supporting and/or advising forestry-related projects or civil-society projects in either international NGOs, International Agencies (i.e. UN, EU) or bilateral development agencies;
- Experience of working with Government officials, local communities and donor representatives;
- Experience in coordinating multiple projects or separate project components;
- Experience in working in a multicultural environment and regional projects;
- Adhere to WWF's values: Courage, Collaboration, Respect, and Integrity.

- Demonstrates WWF behaviours in way of working: Strive for Impact, Listen Deeply, Collaborate Openly, and Innovate Fearlessly.

V. Working Relationships:

- **Internal** – WWF GMPO: Interact on a regular basis with the Lead - SD4C, Conservation Director and Country Director, Project Managers, Province Coordinators, and Regional Technical Advisors. Engage with and support all WWF-Laos staff.
- **External** – Interact with all relevant stakeholders at the community, district, and provincial level of provinces in the landscape. Interact with donors, central government partners, and NGOs on an ad-hoc basis.