JOB DESCRIPTION

Position Title: FGMC Project Coordinator – Palm Oil & Timber

Department: Forest Programme

Reports directly to: Programme Development Manager

Supervises: Palm Oil Project Officer, Timber Project Officer, and Consultants

Office: WWF-Papua New Guinea (PNG) Country Programme

Location: Port Moresby, PNG

Weekly Hours: 37.5

Contract Period: Project is 2 Years (FY21-FY22 & FY22-FY23) with 1.3 years remaining

Date: March 2021

I. Background of the Organization:

WWF has a long established presence in the Pacific region, starting out of Australia in 1990 when the Pacific Programme was established in the Solomon Islands, PNG, Fiji and later Cook Islands. It moved to Fiji in 1995, where the countries’ and regional programme oversight is now headquartered. In 2008 the regional programme was split into the Western Melanesia Programme Office (WMPO - PNG & SI) and South Pacific Programme Office (SPPO - Fiji, Cook Islands and Regional Tuna Programme). The three country programmes (Fiji, PNG & SI) came together as one Pacific Programme in February 2014, as the network restructured to magnify its global conservation impact in the Pacific Region.

The overarching Pacific Programme Office is hosted in the Fiji Office in the capital, Suva. To the WWF network it is known as WWF-Pacific Programme Office (PPO). Internally each programme office is known as Fiji Country Programme, Papua New Guinea (PNG) Country Programme and Solomon Islands (SI) Country Programme.

II. WWF PNG Country Programme

WWF PNG Programme has evolved over two decade’s presence in Papua New Guinea. Since 1990s WWF work built strong focus in both marine and terrestrial conservation in several priority landscapes; Sepik River Catchment (East Sepik Province), Transfly Ecoregion (Western Province), Madang Lagoon (Madang Province), Kikori River Basin (Gulf, Hela, Southern Highlands & Enga Provinces), and Hiri Coastline (Central Province).

However, by 2013 WWF re-structure both at the International office and Pacific region brought huge change and new strategy for respective country offices. Likewise, WWF PNG downsized its programme with closure of all other priority landscapes, except; Madang and Kikori River Basin. In Madang WWF work focused more on marine conservation with Madang lagoon communities as focal group, while Kikori River Basin implemented terrestrial/forest conservation, sustainable natural resource management and livelihoods.

WWF PNG has a current strategic plan for 2016-2020 defining PNG Programmes and strategic goals for programme development over five years, with a strong emphasis on green growth solutions to development.
The new strategy outlines key changes in the way the organization will operate, both in conservation and operationally. The strategy in PNG is embedded in this Pacific Programme Office strategy. This plan is currently under review with new strategies and programme areas for growth by 2021-2030.

III. Vision, Mission & Goals:

**WWF Pacific Programme Vision:** For empowered and resilient Pacific Island communities living our unique culture to conserve and manage our ocean, forests and rivers for improved food security, human wellbeing and a sustainable future.

**WWF Mission:** to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature by:

- Conserving the world’s biological diversity;
- Ensuring that the use of renewable natural resources is sustainable;
- Promoting the reduction of pollution and wasteful consumption

**PNG Country Vision:**

Papua New Guineans caring for and wisely using our land, forests, rivers, seas and wildlife, and preserving cultural heritage to benefit all and build a resilient future.

**PNG Conservation Vision:**

Protect and sustainably manage the biodiversity of priority land and seascape in Papua New Guinea, ensuring resilient communities, culture, industry and economy

**FGMC Programme Extension Grants Round (2021-2023) Project Outcome:**

*Improved governance and more responsible actions in land-use, trade and investment of forest-risk commodities (timber and palm oil) in Gabon, Indonesia and PNG are leveraged through China’s policy engagement and trading influence.*

**Output 6: PNG (Palm Oil)**

National stakeholders strengthen forest governance and sustainable land use and national palm oil standards.

**Output 7: PNG (Timber)**

Legal timber trade flows between China and PNG are improved through the strengthened timber standards and legality requirements.

IV. Major Functions:

Main function required under this position is to coordinate implementation of FGMC Programme Extension Grants Round (2021-2023); *Strengthened multilateral engagement and collaboration with China’s timber and palm oil supply chains to reduce deforestation and forest degradation in Gabon, Indonesia and PNG.* This will be achieved through working on supply chains to encourage Chinese companies to “green” their global value chains; enhancing traceability and legality along the supply chain, and increasing capacity and strengthening policy implementation on the ground to improve forest governance & implementation of sustainable production practices. The role will;

- Coordinate and guide overall project management
- Develop project work plan, budgets and implementation and link with Forest Programme work plan.
- Dialogue and build network partnership & collaboration with national & international partners.
- Coordinate and lead local & national policy and bilateral dialogues, events and meetings
- Provide support for project staff development and training to enhance performance
- Manage Consultants and deliver key milestones
- Conduct field monitoring and project evaluation (M&E), lesson learning and value for money.
- Maintain internal and external communication
- Provide timely reports: donor and internal WWF reports
- Contribute to WWF PNG fund raising and proposal writing.

V. Major Duties and Responsibilities:

(a) Coordinate and guide overall Project management.
- Dialogues to engage with PNG NPOP interim National Technical Working Group (NTWG) committee, introducing the Chinese guidelines of overseas investment, as well as facilitating mutual exchanges at central or regional levels.
- National stakeholder engagement and partnership enabling policy dialogues and bilateral-C90rs are organized in sustainable palm oil development at central or regional levels.
- Lobby key sector government departments (DAL, CCDA, DNPM, DLPP & CEPA) and ministerial support for formalizing PNG NPOP policy submission for NEC approval.
- Participate in the PNG Sustainable Palm Oil Platform and support development of PNG NPOP interim National Action Plan (NAP) framework for the platform, providing Chinese guidelines as references.
- Drawing lessons from China & Indonesia (China Sustainable Palm Oil Alliance & Indonesia Sustainable Palm Oil) platforms to mobilize PNG NPOP National Technical Working Group (NTWG), government and CSO stakeholders in formulating PNG Palm Oil Code of Conduct (POCOC).
- Based on PNG NPOP NAP Strategy framework mobilize relevant key sector key stakeholders (Govt. & industry) and CSO partners in formulating one Provincial Action Plan for sustainable Palm Oil Development in Palm Oil Producing provinces.

(b) Develop Project work plan, budgets and implementation.
- Develop project work plan and budgets and link with Forest Programme FY work plans
- Monitor work plan, budgets and key outcomes.

(c) Conduct field monitoring and project evaluation (M&E), lesson learning and value for money.
- Conduct project monitoring on quarterly basis, and or maintain regular update on work plan and implementation.
- Provide support to project staff to ensure project implementation is efficient and deliver on expected outputs.
- Ensure monitoring database is established to demonstrate evidence-based quantitative and qualitative reporting of outputs and outcomes.

(d) Maintain internal and external communication
- Represent WWF Pacific with regards to the project as required
- Guided by WWF Pacific media and communications policy, inform project success and failures to key stakeholders; WWF PNG SMT, WWF Communications department, as media/web/other communication opportunities
If there are any capacity gaps in project implementation, advice WWF Pacific and WWF China where capacity needs to be built.

Make sure that the project is being delivered in line with all contractual rules and regulations e.g. in reporting, audits, evaluations, procurements, visibility, protocols for media, intellectual property rights etc.

(e) Provide timely reports: Donor and internal WWF Reports
- Monitor donor reporting schedule and WWF internal technical progress reporting timeline and ensure timely delivery of narrative and financial reports.

(f) Contribute to WWF PNG Fund Raising and Proposal Writing
- Participate in proposal writing and fund raising to raise funds to maintain sustainability and growth of KRB-GPPP.

(g) Build stakeholder partnership
- Effectively liaise and build stakeholder partnerships through MoUs with government, industries and local communities to ensure common understanding, participation and sustainability of projects.

V. Requirements:

(a) Experience & Qualifications

Individual with considerable experience in soft/agriculture and forestry commodity markets and supply chains, understanding on national policies and commodity trade and markets. Sound knowledge and understanding on landscape level land use planning and policy context, conservation and protected areas management, species conservation work, sustainable resource management and related livelihoods project management. Demonstrated skills in Programme management, networking/stakeholder engagement & partnerships, policy and proposal writing shall be highly demanding of this position.

- A relevant first degree/Master’s Degree required in preferably Forestry/Agriculture/Natural Resource Management.
- Minimum 5-10 years of experience working in a related field.
- Strong managerial skills and demonstrated project management experience.
- Background in NGO work relating to Stakeholder engagement, partnerships and policy dialogues in agriculture and forestry and related land use development.
- Understanding of gender and knowledge on climate change, resource management issues, and disaster risk management in Papua New Guinea with activities in conservation and/or development projects in PNG or elsewhere is essential.

(b) Required Skills and Competencies:

- Demonstrated ability to work both independently and collaboratively with regional and international teams, particularly in the implementation of cross-country activities and projects
- Extensive and demonstrable knowledge of environmental conservation, sustainable development, or international development.
- Demonstrated ability in policy advocacy and extensive knowledge of forest/terrestrial conservation strategies, research, policy/governance, or resource management at a national and preferably at a regional level
- Demonstrated ability in project management skills including project research & development, project planning, personnel management, monitoring and reporting, particularly in relation to conservation and ensure information flow among the team in WWF Pacific and WWF China is maintained.
- A strong monitoring, evaluation and learning background with expertise and processes for evidence-based reporting and building a learning and evaluation culture within WWF Pacific;
• An enthusiastic, creative, solutions-oriented personality able to energize the project team, think outside of the box in terms of solving problems and creating new ideas within the team
• Excellent interpersonal skills and a proven track record working with a multi-disciplinary team, including advanced experience in presentation and facilitation.
• Proven ability to work effectively with a range of partners in participatory approaches and in working with government counterpart agencies, NGOs, community-based organisations and regional fisheries organisations
• Culturally sensitive and an effective good communicator
• Proven track record of working to strict reporting timelines and budget, working under pressure and with minimal supervision.
• Excellent oral and written communication skills in English and fluency in Tok Pidgin is highly desired
• Demonstrated excellent PC based computer skills, preferably with current Microsoft Word, Excel and PowerPoint.
• Have flexible approach and a willingness to work outside normal hours including travelling regionally and internationally.
• The person hired will be expected to travel within PNG and the WWF Pacific Programme’s Country Offices as required.
• Technical experience of the commodity supply chains and trade linkages in the Asia-Pacific is desirable;
• Identifies and aligns with the core values of the WWF organization: **Courage, Integrity, Respect & Collaboration.**

**VI. Working Relationships:**

**Internal:**

• Develop a close professional working relationship with PNG Country Programme Development Manager, PNG Interim Country Manager, PNG Finance and Administration Manager and HR Officer.
• Work well with project field staff and other WWF staff members.
• Engage with WWF Network as and when required.

**External:**

Establish and maintain relationships with:

• National Stakeholders (Govt. & CSOs): PNG CEPA, PNG CCDA, PNG DNP, PNGFA, PNG DLPP, PNG DAL, UNDP
• Provincial Administration of four provinces of Palm Oil Producing Provinces
• Industries – Palm Oil

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.

Reviewed by Supervisor: __________________________ Date: ____________
Approved by WWF Director Pacific __________________________ Date: ____________
Accepted by Staff Member: __________________________ Date: ____________