Name: 
Position Title: Environment & Social Safeguards Specialist
Reports to: Country Representative

I. Major Functions: Under the supervision of the Country Representative, the Environment & Social Safeguards Specialist will ensure the safeguarding of social policies, governance and human rights-based approaches in conservation. S/he will be responsible for coordination and implementation of environment/social safeguard related aspects under WWF Nepal’s varied programs. S/he will also take on an independent role in dealing with complaints from external parties affected by WWF projects in relation to the application of safeguards.

II. Major Duties and Responsibilities:

1. Mainstreaming social aspects/GESI/Good Governance/Inclusive conservation/HRBA into Conservation
   - Develop and update Governance framework to support WWF Nepal’s work and ensure timely implementation through interaction with thematic teams
   - Support program development unit to ensure meaningful inclusion of marginalized communities while developing new proposals
   - Ensure integration of social issues in all stages of project/program management cycle.
   - Ensure human rights-based approaches (HRBA) are incorporated in grant agreements and carry out regular monitoring
   - Undertake social mapping of WWF Nepal’s working sites and provide technical input in design of interventions
   - Provide technical support in developing/reformulating natural resource policies and guidelines to ensure social safeguards are well integrated
   - Act as focal point for WWF Nepal’s Grievance Mechanism (Project Complaint Resolution Mechanism (PCRM)) as the member secretary, and ensure it’s effective functioning in coordination with the PCRM team

2. Capacity Building:
   - Build internal capacity at WWF Nepal in social policies – primarily HRBA, free prior information consent (FPIC) and gender equality and social inclusion (GESI)
   - Build capacity of field program and relevant program stakeholders such as local bodies, civil society organizations and IP communities on issues related to GESI, HRBA, FPIC integration of social policies and good governance
   - Build capacity of program staff on WWF Environmental and Social Safeguards Framework - Integrated Policies and Procedures
   - Analyze capacity gaps of projects and project sub-grantees in regard to Environment and Social Safeguards
   - Develop capacity building/training materials on WWF’s varied social policies, including but not limited to HRBA, FPIC, GESI, etc. for sub- grantees, government line agencies and other target groups based on the gap analysis.

3. Free Prior Informed Consent (FPIC)
• Conduct periodic assessments to identify indigenous and local communities in WWF Nepal’s project areas in coordination with program units
• Conduct meaningful consultations with concerned indigenous people and local communities in project areas and create a process document contributing to the FPIC process
• Assess and evaluate various options and identify appropriate mitigation measures
• Lead the Free Prior Informed Consent (FPIC) process prior to annual project planning by program units.

4. Monitoring & Communication of Safeguards Compliance and Reporting
• Periodic review of ESSF mitigation plan and monitoring reports submitted by the landscape leads
• Monitor safeguards compliance in close coordination with the M&E unit in a timely manner
• Communicate project/programs safeguards issues to field programs, Senior Management Team and the Country Representative.
• Provide clear and transparent project related information to Indigenous People (IP), their affiliated organizations, local communities, sub-grantee and other key stakeholders

5. Assessment of conservation interventions
• Analyze the outcome and impact levels of any program intervention and ensure feedback is incorporated into the project/program management cycle
• Support field programs in conducting GESI analysis at grassroot levels and/or community (right holder) and institutional (duty bearer) levels
• Support field programs in assessing knowledge and skill gap of stakeholders, especially sub-grantees at the community level

6. Networking
• Ensure regular communication with the focal points of Social Development for Conservation (SD4C) in WWF Network and Governance custodian in aspect of inclusive conservation
  Keep updated on network standards in relation to social policies and ensure WWF Nepal’s programs are in strict adherence.

7. Publications & Learning Documentation
• Provide content and site-specific information to the Communications unit for publications regarding WWF interventions and strategies with a focus on case studies and lessons learned (successes and failures)
• Provide content to Communications unit in developing GESI knowledge-based products and documents as per project requirements
• Provide content to M&E unit to incorporate lessons learnt on GESI and Environment and Social Safeguards

8. Other Duties
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.

III. Supervisory Responsibility: Consultants and Intern
IV. **Working Relationships:**

1. **Internal:** Work closely with all Programs and Operations staff members, consultants and researchers

2. **External:** Interacts frequently with WWF Network, other organizations, public libraries, Resource centers etc.

V. **Minimum Work Requirements:**

**Qualifications:** A Bachelor’s degree in Social Work, Sociology, Anthropology, Applied Social Science, Environment Science or other related discipline.

**Experience:** The candidate must have a minimum of 6 years of experience in safeguard related work or other related areas. The individual should have sound knowledge in safeguards, social policies, IP related issues, gender and social inclusion, livelihood, conservation policies and current development issues in Nepal. Experience of working with field-based conservation and development initiatives, diverse community groups in various altitudinal gradients in the country and government agencies is desirable.

**Skills and Abilities**

- Excellent English and Nepali language skills. Working knowledge of the local language will be an added advantage
- Good knowledge and skill in Microsoft office packages
- Excellent cross-cultural and people skills and ability to interact with locals, Indigenous People, government officials, Community Based Organizations and NGO staff
- Adaptive Management Skills
- Strong communication, coordination and facilitation skills
- Strong negotiating and analytical skills
- Ability to work in a multidisciplinary and multicultural team.

Accepted by
Employee: ________________________________

Supervisor: ________________________________

Approved by
Country Rep: ________________________________