Vacancy Announcement

National Project Officer, Grassroots Capacity Building for REDD+
RECOFTC, Myanmar Country Program

Application deadline: 2\textsuperscript{nd} November 2014

Background

RECOFTC – The Center for People and Forests holds a unique and important place in the world of forestry. It is the only international not-for-profit organization that specializes in capacity development for community forestry and devolved forest management. RECOFTC engages in strategic networks and effective partnerships with governments, nongovernment organizations, civil society, the private sector, local people, and research and educational institutions throughout the Asia-Pacific region and beyond. With over 25 years of international experience and a dynamic approach to capacity development—involving research, analysis and synthesis; strategic communication; training and learning networks; and piloting and demonstrating—RECOFTC delivers innovative solutions for people and forests.

RECOFTC’s new 5 year strategic plan 2013-2018, which launched in October 2013, aims to consolidate and expand its engagement in eight program countries – Cambodia, China, Indonesia, Lao PDR, Myanmar, Nepal, Thailand, and Vietnam. RECOFTC will continue to engage with other countries in the region and beyond where it can add value and play an important role in community forestry.

The Asia-Pacific region is undergoing remarkable economic and social transformations. Unprecedented growth in China, Thailand, Vietnam, India and Indonesia alongside emerging efforts to overcome poverty in countries such as Cambodia, Lao PDR, Myanmar, Nepal and Papua New Guinea are having massive impacts on the forests and local communities of the region. Therefore RECOFTC aims to make a difference on the ground for people and forests through the demonstration of proven practices and processes. Lessons learned from these focal countries will be documented and made widely available through knowledge management.

RECOFTC in Myanmar

Myanmar is an original signatory to RECOFTC’s charter in 1987 and was active in the early years of the organization. Over the course of 20 years, RECOFTC has trained a significant number of Myanmar nationals, many of whom are in key forestry positions in government institutions and civil society today. Even before recent political changes elicited strong international interest in Myanmar, RECOFTC has been working in the country with various partners such as JICA, UNDP and local NGOs and has significantly ramped up its country engagement in the last year. RECOFTC formally established its Myanmar Country Program in 2012, and in the following year signed an MoU with the Ministry of Environment Conservation and Forestry, to promote sustainable community-based forest management by developing and strengthening institutional and local capacity and improve the life of local communities and the sustainable management of natural resources in Myanmar.

The Myanmar country program activities are growing rapidly and a number of projects are currently ongoing to develop capacity of local stakeholders on community forestry, social forestry and climate
change and REDD+. In this context, Myanmar is one of the five focal countries of a regional project implemented by RECOFTC that is funded by Norad – Grassroots Capacity Building for REDD+.

Grassroots Capacity Building for REDD+

The Grassroots Capacity Building for REDD+ is a regional project, being implemented in five countries – Indonesia, Lao PDR, Myanmar, Nepal and Vietnam. The overall objective of the Grassroots Project is to develop the capacity of grassroots stakeholders so that the message of REDD+ is conveyed clearly and transparently to them, helping them to take informed decisions and to take part in the ongoing REDD+ process in the country. In Myanmar, the project is being implemented since January 2013 and the current phase of the project will finish in December 2015. It is being implemented in partnership with three partner organizations – Forest Department, Wildlife Conservation Society (WCS), and Friends of Wildlife (FoW). While the Forest Department provides overall advisory support along with supporting national level capacity development events, other two partner organizations implement site specific capacity development activities. WCS is focusing on REDD+ capacity development in Sagain region in northern Myanmar, while FoW is supporting REDD+ capacity development in Yateshe township in Bago division, where FD and International Timber Trade Organization (ITTO) are already implementing a capacity building project for developing REDD+ activities in the context of sustainable forest management. The project team in Myanmar encourages all the partners to support each other in terms of sharing expertise, human resources, knowledge and experience, to build synergy and efficiency in the project implementation. In near future project is likely to expand to Ayeyarwady delta with support from a fourth partner organization.

RECOFTC is currently seeking a National Project Officer to support the implementation and expansion of the activities of the REDD+ Grassroots Project in Myanmar. The position will be based in Yangon. The contract duration is initially for one year.

POSITION SUMMARY

The National Project Officer is primarily responsible for the implementation of the activities under the Grassroots Capacity Building for REDD+ project in Myanmar, in close coordination with the Training Coordinator and the partner organizations. The National Project Officer will also liaise closely with the regional project management team based in Bangkok in order to achieve the project’s goal.

RESPONSIBILITIES

The position will report directly to the Myanmar Country Program Coordinator and will work closely with the National Training Coordinator in Myanmar. The main responsibilities of the National Project Officer are as follows:

Coordination, communication and outreach

- Take forward the coordination and implementation of the grassroots project activities in Myanmar in collaboration with the National Training Coordinator, the regional project team and the partner organizations;
- Coordinate with climate change networks and other key organizations and stakeholders working on REDD+ in the country; liaise with relevant officials/members or department(s) on a regular basis to disseminate the projects’ achievements and lessons learned, and represent the project in national and international events related to REDD+ in the country;
Lead the development/revision of training and capacity building materials for REDD+

- Support to facilitate the review and updating of a range of training and resource material on REDD+ in Burmese for the grassroots stakeholders. These materials need to be regularly updated with emerging issues and dialogues in REDD+, in close association with the National Training Coordinator and the partner organization;
- Support development of communication strategies and ensure high quality communication products; translate and edit and/or identify a translator and editor, in addition to a designer and printer to finalize and publish project’s communication products, and coordinate their wider dissemination in the country;

Deliver the training and awareness program on REDD+

- Support the National Training Coordinator to design and deliver a range of training and capacity development programs on REDD+ at national, sub-national and grassroots level in collaboration with partner organizations;
- Organize awareness raising activities at the grassroots level, consultation events, focus group discussion, policy roundtables, and issue based discussions under the leadership of the National Training Coordinator and in partnership with local partners;

Documentation of project experiences, impacts and their dissemination

- Identify and suggest key themes for documenting lessons learned from the project, in consultation with the National Training Coordinator, partner organizations and regional project team;
- Coordinate the organization of policy dialogues at the grassroots level and local level, with policy makers, CSOs, NGOs, women, ethnic minorities and other key stakeholders at sub-national level in the identified project areas;

Monitoring and evaluation

- Coordinate the monitoring and evaluation of the project activities in the country. This will need to be done in close coordination with the National Training Coordinator, partner organizations and the regional project team;
- Be responsible for compiling data from all training events in excel format and share them regularly with the regional project team;
- Be responsible for and lead the documentation of experiences of the project beneficiaries and stakeholders, in order to assess the outreach and impacts of the project activities;
- Actively participate in regional and national level reflection workshops and take responsibility to share the project’s progress in coordination with the partner organizations;

Preparing Annual Plans

- Be responsible for preparing annual plan of action for the Grassroots project, along with budget estimates and realistic timelines;

Reporting

- Coordinate with partner organizations to ensure timely submission of technical and financial reports of the planned project activities as per the agreed terms and conditions;
- Send monthly progress report of the project activities and engagement in other related activities of the grassroots project;
Contribution to other activities of RECOFTC in Myanmar

- Provide support to RECOFTC’s other ongoing projects in Myanmar, as required;
- Network with other natural resource and environment organizations and projects to share and learn lessons on capacity building for community forestry;
- Contribute in the implementation of Myanmar Country Engagement Strategy;
- Perform other tasks as assigned from time to time by the Myanmar Country Program Coordinator and Training Coordinator.

QUALIFICATIONS AND EXPERIENCE

Essential

- Bachelors degree in Education or Natural Resource Management
- Minimum 5 years working experience in training and capacity building in natural resource management, and development of relevant training materials
- Good knowledge of climate change issues, especially REDD+ in Myanmar
- Experience in applying participatory tools and methodologies in capacity building or training programs
- Experience in training course design, development, delivery, coordination, planning, networking, facilitation and material development
- Proven ability to write in a clear and concise manner and to communicate effectively
- Skill in preparing capacity building or training concept notes, training proposals, and reports
- Excellent written and verbal skills in Burmese and English
- Knowledge of Microsoft Office applications including MS Excel
- Myanmar National Only
- Available for regular travel to the field

General

In addition to job specific skills and experience, all RECOFTC staff should possess the following characteristics (including attitudes and skills)

- Interpersonal communication skills and the ability to work as an active member of teams. This implies flexibility and open-mindedness
- Initiative and ability to make informed independent judgments but commitment to team work
- Ability to work in a variety of cultural and institutional contexts

Interested candidates are requested to submit CV and a cover letter indicating why they are suitable for this position along with salary requirements and current contact details of three referees, including recent supervisors to myanmar-recruitment@recoftc.org. Please quote the position title in the subject line of the email. Only short-listed candidates will be notified. RECOFTC has a competitive
compensation package. However, offers shall be based on salary history, relevant experience and qualifications of the selected candidate.

To learn more about RECOFTC, please visit our website www.recoftc.org

Women are strongly encouraged to apply. RECOFTC is an equal opportunity employer and the successful candidate will be selected based on merit.

*RECOFTC reserves the right to offer the position at a lower grade.