TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>CEPF Programme Officer for the Balkans</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION:</td>
<td>Balkans region (unspecified)</td>
</tr>
</tbody>
</table>

Job description

1. OVERALL PURPOSE OF JOB

Responsible for the programmatic oversight of the CEPF investment in the Balkans, ensuring successful implementation of the grant-making programme in-line with the CEPF Ecosystem Profile investment strategy. They will achieve this through the engagement, capacity building and technical support of civil society in the eligible countries of the Balkans (Albania, Bosnia and Herzegovina, North Macedonia and Montenegro). They will be responsible for managing the large grant portfolio of projects, and will support the small grant portfolio development by building the capacity of staff within BPSSS (BirdLife Serbia), who coordinate the small grant mechanism. They will also provide strategic fundraising support to CEPF, and help develop the long-term sustainability of the CEPF investment.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
- RIT Manager, BirdLife Secretariat
- Director of local office (where relevant)

REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
- Small Grant Coordinator for the Balkans, based with BPSSS (BirdLife Serbia) (programmatic management)

PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES:

Within the BirdLife Secretariat:
- Small Grants Manager
- Programme Officers in other sub-regions
- Communications Team

Within the BirdLife Partner organization where based (if relevant):
- Organisational management staff within BirdLife Partner.
- Colleagues with BirdLife Partner.

With other BirdLife Partners:
- RIT staff members based with other BirdLife Partners; Liaison with Programme Officers and staff within the RIT, including those based at BirdLife Partners in France (LPO), Slovenia (DOPPS) and Serbia (BPSSS).

PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:
(Include nature of work relationship)
- CEPF Grant Director: provide strategic, administrative and technical support related
to the Balkans.

- **CEPF Grant Manager**: provide administrative and technical support related to the Balkans
- **CEPF Applicants**: provide information to applicants.
- **CEPF Grantees**: support grantees to deliver on their grant obligations.
- **Stakeholders**: engage, promote and provide information on the CEPF Balkan portfolio.

### 2 (a). KEY WORKING RELATIONSHIPS GRID

<table>
<thead>
<tr>
<th>Contact</th>
<th>Level (1-3)</th>
<th>Contact</th>
<th>Level (1-3)</th>
<th>Contact</th>
<th>Level (1-3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BirdLife network / other NGOs</td>
<td>2</td>
<td>General public</td>
<td>2</td>
<td>Policy makers (institutional/politicians/corporations)</td>
<td>1</td>
</tr>
<tr>
<td>BirdLife advisory groups, committees, reg. councils</td>
<td>1</td>
<td>Press &amp; media</td>
<td>1</td>
<td>Funding organisations (institutions, foundations, corporations)</td>
<td>2</td>
</tr>
<tr>
<td>BirdLife Global Council</td>
<td>0</td>
<td>Regulators/legislators/auditors</td>
<td>0</td>
<td>Individual donors/members</td>
<td>1</td>
</tr>
<tr>
<td>Suppliers/service providers</td>
<td>1</td>
<td>Scientific community</td>
<td>1</td>
<td>VIPs/royalty/high worth individuals</td>
<td>1</td>
</tr>
</tbody>
</table>

**Level of Contact**

1. = General Informing. “Appearance, first impressions”. May have some independent outside exposure and contact, primarily informative.
3. = Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.

### 3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

#### By main work area:

**Promote stakeholder engagement**

- Promote and explain the CEPF programme to civil society and other stakeholders in the Balkans.
- Identify key stakeholders in the Balkans and maintain a contact list; including civil society organisations, private sector, donors and government.
- Support effective communication with the Balkan governments.
- Ensure all key documents are translated into local languages.
- Conduct meetings and events to engage and inform stakeholders about the CEPF strategy.
- Liaise with BirdLife Communication Team on news stories and best practices.

**Support the grant-making process**

- Provide strategic advice to the RIT, CEPF Secretariat and Advisory Committee on the planning and implementation of the Balkan programme.
- Support the Call for Proposal process by translating key documents and inputting to the content of the documents.
- Conduct workshops to explain the application process to applicants.
• Support project applicants in the designing of their projects to ensure alignment with CEPF investment strategy.
• Technically review grant applications for the Balkans following set procedures and checking for eligibility of CEPF requirements, including World Bank Social and Environmental Safeguards.
• Maintain a network of external experts to assist with application reviews.
• Prepare responses for large grant applications in local languages.
• Ensure all granted projects are in-line with the CEPF Investment Strategy and contribute to a coherent portfolio of mutually supportive grants.
• Provide technical support to grantees in designing and finalising their project proposals for conservation outcomes.
• Provide operational support to grantees on CEPF tools and processes to finalise their proposals.
• Provide local language support, as well as logistical and technical knowledge to the CEPF Secretariat for the proposal finalisation stages.

Monitoring grants and building the capacity of grantees
• Maintain a workplan for effectively managing and communicating with grantees.
• Support all large grantees in their project implementation; so they understand their grant contracts and deliverables, CEPF processes and mitigate any issues.
• Build the capacity of large grantees through technical support and advice on project implementation.
• Ensure large grantees complete all necessary tracking tools, reports and forms throughout their project implementation.
• Ensure all large and small grants adhere to World Bank Social and Environmental Safeguard guidelines and CEPF policies and procedures.
• Support large grantees to produce timely and accurate reports.
• Ensure large grantees adequately support their sub-grantees and partners.
• Review all large grantees reports, provide feedback and liaise with the RIT and CEPF Secretariat on any actions to be taken.
• Ensure all large grant documentation is correctly filed on CEPF databases.
• Support the monitoring of conservation outcome statistics for all grants.
• Conduct monitoring visits to the field or grantee offices to monitor grant progress and provide support to grantees.
• Support and organise supervision missions by CEPF, RIT or donors to grantee projects and sites.
• Provide local language support and technical knowledge to the CEPF Secretariat for the whole project cycle of implementation.
• Conduct workshops/training programmes to build the institutional capacity of grantees to ensure efficient and effective project implementation.
• Facilitate exchange visits and other mechanisms for exchanging experience among CEPF grantees.

Lead the long-term sustainability of the Balkan program
• Build the capacity of BPSSS (BirdLife Serbia) to help them deliver on the RIT sub-grant responsibilities of managing their small grant mechanism in the Balkans; training and supporting the small grant processes.
• Provide mentorship, support and guidance to the Small Grant Coordinator for the
Balkans, based in BPSSS (BirdLife Serbia).

- Support fundraising efforts to allow further funding for the region.
- Form synergies with other donors in the region, aligning programmes and forming joint calls for proposals where relevant.
- Share information and seek synergies with other ongoing and pipeline conservation programmes in the region.
- Build a network of CEPF grantees within the Balkans, forming synergies and links between projects.

**Contribute proactively to RIT deliverables**

- Prepare a bi-annual progress report on activities.
- Prepare travel expense reports where required and timesheets of working hours.
- Provide and present information and grant data for ad-hoc meetings and reports.
- Participate in RIT meetings for training and strategic planning.
- Conduct exchange visits with other RIT members to share lessons learnt and best practices.
- Contribute to key strategic meetings, such as Advisory Committee meetings, Mid-term and final Assessments.

### 4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

<table>
<thead>
<tr>
<th>RESPONSIBILITY AREA</th>
<th>LEVEL OF AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial/Budgetary</td>
<td>None</td>
</tr>
<tr>
<td>Contracts – Funders</td>
<td>None</td>
</tr>
<tr>
<td>Contracts – Staff/Consultants</td>
<td>None</td>
</tr>
<tr>
<td>Contracts – Service providers</td>
<td>None</td>
</tr>
<tr>
<td>Legal Responsibility</td>
<td>None</td>
</tr>
<tr>
<td>Other</td>
<td>None</td>
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</tbody>
</table>

### 5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>KNOWLEDGE/SKILLS/ATTRIBUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum General Education</td>
<td>Essential: Degree level or equivalent experience in environmental conservation or capacity development.</td>
</tr>
<tr>
<td>Job Specific Education/Qualification</td>
<td>MSc will be an advantage, especially in a conservation related field.</td>
</tr>
<tr>
<td>Job Specific Knowledge</td>
<td>A good knowledge and understanding of conservation and development issues in the Balkans, preferably with direct, practical experience. Also interest or experience in capacity building, including support to civil society organisations.</td>
</tr>
<tr>
<td>Experience</td>
<td>A proven track record of technical conservation experience; project management/support, including administration, organisation, reporting, and communications; and/or grant-making experience.</td>
</tr>
<tr>
<td>Management &amp; organisational skills</td>
<td>Essential: High motivation and desire to achieve; attention to detail, organisational skills, and ability to work to high standards with tight deadlines. Ability to support and train other members of staff, and grantees. Ability to work independently and with team members based in different locations.</td>
</tr>
<tr>
<td>Communications skills</td>
<td>Essential: Excellent written and oral communication skills. Ability to confidently present meetings and conduct workshops for stakeholders, and to meet with high-level decision makers from different sectors.</td>
</tr>
<tr>
<td>Analytical Skills</td>
<td>Essential: Ability to analyse problems and generate creative and pragmatic solutions.</td>
</tr>
<tr>
<td>Creativity &amp; Initiative</td>
<td>Essential: Flexibility and ability to work independently.</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>Essential: Computer literacy in all standard Microsoft office applications and social media.</td>
</tr>
<tr>
<td>Languages</td>
<td>Essential: Excellent oral and written English, as well as fluency in one or more local Balkan languages.</td>
</tr>
<tr>
<td>Travel requirements</td>
<td>Ability to arrange and undertake travel in the Balkan region, minimum one visit per country per year, when possible. Ability to travel within the Mediterranean region at least once per year.</td>
</tr>
</tbody>
</table>

**OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES**

<table>
<thead>
<tr>
<th>Prepared by:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liz Smith</td>
<td>July 2020</td>
</tr>
</tbody>
</table>