1. OVERALL PURPOSE OF JOB

Implement the capacity development strategy for the BirdLife in Africa
1. To ensure that Partners receive the institutional support necessary to grow within the BirdLife Partnership and attain their full potential in terms of organisational capacity, resource mobilisation, constituency building and conservation results.
2. To ensure implementation of relevant detailed activities of Hatch and/or other capacity development projects as planned.

2. STAFF RELATIONSHIPS

REPORTING TO: Partnership and Capacity Development Coordinator, Africa

REPORTING TO JOB HOLDER: Consultants and Volunteers

PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
- BirdLife staff in Dakar Office
- Capacity Development Unit (leadership and support)
- Network and Capacity Development Team (close consultation, liaison and support)
- BirdLife Secretariat Head of Divisions (close consultation, liaison and support)
- All BirdLife Partner staff working as “Partner buddies” (Programmatic leadership and support)
- All staff of the Partnership, Capacity and Communities Department and Staff engaged in the BirdLife Partner Development Officer system
- The BirdLife Policy and Advocacy team to ensure capacity development for mainstreaming of biodiversity into decision-making (close consultation and liaison)
- Finance and Administration Manager: guidance on all capacity development related administrative matters (consultation)
- Staff working in the communications unit of BirdLife

PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
- Staff of BirdLife Partners involved in building the capacity of Partners in the context of Partner to Partner Cooperation
- BirdLife Partner staff involved with capacity development, network
3. KEY WORKING RELATIONSHIPS

<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 Organisation Staff</td>
<td>3</td>
<td>General Public</td>
<td>2</td>
<td>Institutional policy makers/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>2</td>
<td>Institutional Funders</td>
<td>2</td>
</tr>
<tr>
<td>BirdLife Global Council</td>
<td>0</td>
<td>Regulators/Legislators/Auditors</td>
<td>1</td>
<td>Individual donors/members</td>
<td>2</td>
</tr>
<tr>
<td>Suppliers/Service Providers</td>
<td>2</td>
<td>Scientific Community</td>
<td>1</td>
<td>Royalty/VIPs/High worth Individuals</td>
<td>0</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". Frequent exposure as lead contact, representing BirdLife to highly influential people. Responsible for complex and sensitive/high risk communications.

By main work area:

**The Capacity Development Officer has the following responsibilities:**

1: To ensure, in consultation with BirdLife partners, the organisational stability and resilience by addressing priority organisational needs and instituting corrective measures.
   - Support the implementation of partnership-wide revised QAS assessment to monitor progress towards new 2023-32 BirdLife Strategic plan.
   - Assist Partners to update Quality Assurance Data (QAS) to reflect current positions on meeting BirdLife criteria for organisational development.
   - Provide standardised thematic support to priority partners to address organisational needs highlighted in QAS results (e.g., governance, financial planning and reporting, fundraising strategy and development of unrestricted-funding sources, etc.).
   - Provide technical support and tools to support the efficient delivery of conservation programmes
   - Develop materials and processes for specific areas/topics identified as needed for capacity development of partners, including training, mentoring and coaching of partners, peer learning and other methodologies.
   - Produce webinars, videos, tools and guidelines in different languages

2: To deliver all customised capacity development-related activities
   - Deliver all customized capacity development-related activities in diverse areas of organizational development (i.e., program management, resource mobilization, and monitoring and evaluation) and technical capacity development.
   - Assist Partners to identify and access a wide range of fundraising sources and mechanisms
   - Support the formulation of project proposals comprising capacity development activities, for submission to donors
   - Provide technical support to partners to pilot new revenue streams (e.g., nature-based tourism)
Closely coordinate with relevant Supporting Partners and beneficiary Partners to develop organisational capacity development interventions to complement the objectives of Hatch and strengthen the BirdLife Partnership in West Africa.

3: To enhance BirdLife Partner staff’s capacity to support continued organisational development and learning

- Develop simple and efficient M&E plan to monitor partner’s progress in organisational development.
- Encourage Partners to use online toolkits, policy portals and publications on various programmes.
- Adapt, translate or create tools to meet Partner’s identified organisational needs.
- Provide training to Partners in the effective application of tools.
- Support the development of Thematic Working Groups or Communities of Practice across the Partnership as deemed necessary to support organisational development.
- Organise regional partner exchange visits and workshops to foster peer support and learning.

4: To promote BirdLife Capacity Development achievements under HATCH

- Contribute towards communicating and promoting Hatch to internal and external audiences.
- Refresh Partners’ communication approaches and ensure they are better targeted to demonstrate innovation, impact and opportunities for engagement of new donors.
- Support the publication of case studies and communication tools on Hatch website and other relevant platforms to increase the visibility and grow the supporter base for all Hatch partners in West Africa.
- Encourage and contribute to experiences and lessons learned from Hatch via sharing and developing relevant materials, case studies, workshops etc. and collecting and analysing relevant data.
- Support the development of Hatch together with the Secretariat colleagues within the Capacity Development Programme.

5: To monitor and evaluate the impact of capacity development interventions in Africa.

- Participate in developing a robust monitoring and evaluation system for capacity building.
- Undertake country visits in Africa to evaluate the implementation of capacity development by Hatch and other projects when and if necessary.
- Provide technical and financial progress reports on implementation of projects in Africa.
- Coordinate with appropriate stakeholders in all aspects of activities planning, monitoring, and implementation.
- Participate in relevant Network and Capacity Development meetings, workshops and trainings.

Others
- Any other duties as delegated by the Partnership and Capacity Development Coordinator.

5. 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>Up to GBP 10,000 on approved projects</td>
</tr>
<tr>
<td>Contracts – Funders</td>
<td>None</td>
</tr>
<tr>
<td>Contracts – Volunteers/Consultants</td>
<td>Yes</td>
</tr>
<tr>
<td>Contracts – Service providers</td>
<td>None</td>
</tr>
</tbody>
</table>
### 6. 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>University Degree level general education, or equivalent experience.</td>
</tr>
<tr>
<td>Job Specific Education/ Qualification</td>
<td>Post-graduate qualification in management. Professional experience of NGO development and capacity development, supported by practical experience.</td>
</tr>
</tbody>
</table>
| Job Specific Knowledge | • Good understanding of NGO development and Capacity Development Programme development  
• Strong commitment to conservation and understanding of the need for conservation capacity-building.  
• Facilitation skills in international, multi-cultural settings. |
| Experience | • Established track record (guide at least 3 years) of relevant experience in NGO Development and Capacity Development.  
• Working knowledge of Africa.  
• Significant hands-on training and strategic planning delivery experience.  
• Experience with grant management. |
| Management & organisational skills | • Ability to motivate people from a range of backgrounds.  
• Ability to understand and accept changes in priorities, and adapt to different people and situations easily.  
• Ability to manage multiple tasks and allocate time effectively against competing demands.  
• Ability to work unsupervised and take the initiative to get a job done when necessary and appropriate.  
• Ability to work in different institutional environments (corporate, nonprofit, university). |
| Communications skills | • Excellent communication, interpersonal and diplomatic skills.  
• Ability to use social media effectively. |
| Creativity & Initiative | • A self-starter, willing to propose and try new ways to improve situations.  
• Effective at analysing complex environments and resolving problems with practical solutions.  
• Ability to motivate and guide staff particularly in non-line-management relationship. |
| Computer Literacy | Computer literacy to a high level. |
| Languages | Fluent in English. Portuguese language skills an added advantage. |
| Travel requirements | 10-12 weeks per year international travel (taking into account COVID 19 restrictions). |

### OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES

1. Experience and interest in conservation capacity-building.  
2. An international ‘outlook’ and understanding of different cultures.  
3. Discretion with confidential matters of all kinds.  
4. A can – do attitude and strong will to succeed.  
5. Strong inter-personal skills

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Prepared by: Tharcisse Ukizintambara  
Date: 07/11/2022