

FOREST PROJECTS MANAGER, GUINEAN FORESTS OF WEST AFRICA (GFWA) HOTSPOT

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| JOB TITLE: | Guinean Forest Projects Manager |
| DIVISION/DEPARTMENT: | Africa/Conservation |
| LOCATION: | Dakar, Senegal (West Africa Sub-regional Office) |

1. OVERALL PURPOSE OF JOB

The Guinean Forest Projects Manager is responsible for the successful delivery of the BirdLife International Africa Forest conservation work in the Guinean Forest of West Africa (GFWA), ensuring projects delivery and contributing to the achievements of the BirdLife Guinean Forest Conservation Strategy objectives. This mainly involves close collaboration with BirdLife Partners in the GFWA countries, providing them with advisory, technical, and capacity building support as necessary, ensuring the smooth, efficient, and effective delivery of the projects in the countries concerned.

2. STAFF RELATIONSHIPS

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| REPORTING TO (LINE MANAGER): |
| <ul style="list-style-type: none"> • Africa Forest Coordinator |
| REPORTING TO JOB HOLDER (LINE MANAGED STAFF): |
| <ul style="list-style-type: none"> • Volunteers/interns or consultants if they are recruited. |
| PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT |
| <ul style="list-style-type: none"> • Deputy Regional Director for Africa (<i>technical assistance and strategic support</i>) • BirdLife Africa Secretariat teams, especially: Policy and Communications (<i>policy advocacy support/visibility</i>), Preventing Extinctions (<i>Science/site and species data</i>), Sao Tome Office (<i>exchange of good practices</i>), Finance & Administration (<i>F&A support</i>), Partnership and Capacity Development (<i>capacity development</i>), Fundraising (<i>information & support, projects development, assistance to Africa Partnership when relevant</i>); IBA & KBA Officer. • Gola Technical Advisor for Sustainable Finance (<i>share progress/approach Sustainable financing agenda of in the Gola Landscape that can be shared</i>) • Birdlife Global Secretariat teams, mainly but not limited to: Climate and Forest, Legal, Fundraising, Science, Partnership & Capacity Development as needed. |
| PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK |
| <ul style="list-style-type: none"> • BirdLife Africa Partners in the GFWA, including but not limited to Guinée Ecologie, Conservation Society of Sierra Leone (CSSL), Society for the Conservation of Nature of Liberia (SCNL), Ghana Wildlife Society (GWS), SOS Forêts, Nigeria Conservation Foundation (NCF). • BirdLife supporting Partners from outside Africa, especially Royal Society for the Protection of Birds (RSPB), Nature and Biodiversity Conservation Union (NABU), Vogelbescherming Nederland (VBN), Ligue pour la Protection des Oiseaux (LPO). |
| PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES |
| <ul style="list-style-type: none"> • Gola Rainforest Conservation LG (managing the Gola Rainforest National Park – PAPFor project) • The Biodiversity Consultancy (leading the Simandou NbS project, phase 1), Earthshot (leading the carbon scoping and feasibility – both NbS project, phase 1 and Mount Béro projects), and ImpactAgri (leading the agriculture feasibility Assessment - NbS project, phase 1 project) • The Critical Ecosystem Partnership Fund / GFWA programme manager (supporting on demand consultation & development of future investment in partnership with BirdLife) • Donors, mainly the EU Delegations in both Liberia and Sierra Leone, Prince Albert Foundation, L'Occitane Foundation, Rio Tinto, other potential donors. |

3. KEY WORKING RELATIONSHIPS

| Contact | Level (1-3) | Contact | Level (1-3) | Contact | Level (1-3) |
|-----------------------------------------------------|-------------|-----------------------------------|-------------|--------------------------------------------------------|-------------|
| BirdLife Network /Other Organisations | 2 | General Public | 2 | Institutional policy makers /Politicians/ Corporations | 2 |
| BirdLife Advisory Groups, Committees, Reg. Councils | 1 | Press & Media | 1 | Institutional Funders | 2 |
| BirdLife Global Council | 0 | Regulators/Legislators / Auditors | 1 | Individual donors/ members | 2 |
| Suppliers/Service Providers | 2 | Scientific Community | 2 | Royalty/VIPs/ High worth Individuals | 1 |

Level of Contact

1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.

2.= Presenting/Representing/Reporting "Relationship management". Frequent exposure representing BirdLife. Maintaining individual contacts. Frequently managing information flow.

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.

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:

Ensure successful delivery of forest conservation projects in the Guinean Forests of West Africa biodiversity hotspot:

- Ensure good implementation and closing of existing projects, providing effective co-ordination of the projects and management of their inter-dependencies including oversight of any risks and issues arising. This includes the following (although this list will evolve over time as projects close and new ones get implemented):

"Conservation of the Gola Forest Landscape" - Gola PAPFor, funded by the EU and implemented in Liberia and Sierra Leone (EUR 3.7m), closing in December 2023.

- Regular follow-up with project implementation partners to ensure progress (RSPB, SCNL, CSSL, GRC LG),
- Provide technical assistance as necessary, suggest adaptive management to Line Manager,
- Coordinate with Communications Team & implementing partners to ensure visibility,
- Conduct quality check of materials submitted by implementing partners and fix with partners as necessary before sharing with Line Manager.
- Support partners to ensure proper closing of the project.

"Securing a sustainable future for the Guinean forests" project, funded by the Prince Albert II Foundation, is implemented in Sierra Leone and Sao Tome & Principe (EUR 700k) ending in September 2023.

- Regular monitoring/update of project implementation progress with implementing institutions (BirdLife STP team, RSPB),
- Help organize the Forest Working group sessions with the Partners in the GFWA,
- Coordinate communications work to ensure lessons learnt feed the peer learning process as part of the GFWA Forest Conservation strategy and promoted through the Forest Working Group platform,
- Support implementing partners to ensure proper closing of the project.

"Ensuring a sustainable future for Mount Béro Classified Forest" project, implemented in Guinea and funded by Fondation L'Occitane (EUR 600k) ending in March 2026.

- Provide technical advice and support to Guinée Ecologie on all activities happening during Quarter 1 and 2 of the project to ensure progress towards all four outcomes of the project: i) Improved Knowledge of Mount Béro biodiversity & emissions reduction potential, ii) Pressure on Mount Bero's resources effectively reduced, and iii) 100 ha of Degraded areas being restored, and iv) Increased capacity for sustainable agricultural practices and income from green value chains for benefitting 1,500 community members.

“Nature Based Solutions (NbS) - Simandou Port Mangroves/Agriculture” project – Phase 1, funded by Rio Tinto (EUR 222k) ending in October 2023, but might continue for another 4 years is GE/BLi maintained for phase 2.

- Guinée Ecologie will lead on the ground implementation of activities during phase one. This will involve undertaking feasibility assessments (social feasibility, livelihoods, legal and political feasibility), designing a comprehensive stakeholder engagement strategy (stakeholder mapping, community engagement and accountability), as well as identifying, designing and implementing early wins/no regret actions (e.g. community nurseries, restoration pilots, cookstoves, etc.).
- BirdLife International will provide support to Guinée Ecologie to ensure high quality outputs delivery on the above-listed responsibilities for the partnership. This will be done by providing targeted guidance and support to Guinée Ecologie in different ways, including but not limited to via direct support to the development of responsible site interventions, provision of advocacy expertise for strategic national and sub-regional engagement, provision of oversight and technical review of deliverables; facilitating BirdLife International’s key personnel/experts support to Guinée Ecologie on specific aspects but also, via direct capacity building on specific areas the Forest Programme Officer has expertise on.

- Coordinate write-up of timely, high-quality reports and other deliverables with project partners and consultants, in line with donors’ requirements.
- Provide guidance, technical & organizational support to projects team members, partners, and consultants and strategic support to civil society and government institutions in the GFWA; toward delivering programme expected outcomes and impacts.

Cultivate strategic relations to leverage opportunities for fundraising:

- Identify key stakeholders to build strategic partnerships with, and to potentially joining efforts with for improved likelihood of successful resources mobilization for biodiversity & forest ecosystems conservation in the GFWA hotspot.
- Coordinate integration of BirdLife’s projects in the conservation of Forest, Biodiversity & PAs landscapes of the countries supported.
- Explore synergies with other conservation actions in the GFWA.
- Foster collaborations that will enhance project delivery and visibility.
- Support the Africa Forest Coordinator in projects development and fundraising efforts, and expand, BirdLife’s conservation activities in the GFWA based on the Forest Conservation strategy, and consistent with the West Africa Conservation Strategy.

Contribute to develop capacity of Partners:

- In collaboration with the Partners, their Partner Development Officer (PDO) and the Partnership and Capacity Development (PCCD) Team, support partners’ needs assessment analysis and develop capacity strengthening plan, then support its implementation in specific top-priority needs.

Other duties:

- Assist in preparation of materials from Africa region to feed into the BirdLife Global Forest Coordination Team
- Assist the Africa Forest Coordinator in consolidating information/data from partners,
- Any other duties as delegated by the line manager.

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

| RESPONSIBILITY AREA | LEVEL OF AUTHORITY |
|-------------------------------|----------------------------------------------------------------------------------------|
| Financial/Budgetary | Up to GBP 10,000 on approved projects |
| Contracts – Funders | N/A |
| Contracts – Staff/Consultants | Consultants on approved projects whose fees do not exceed GBP 2,500 |
| Contracts – Service providers | Travel and purchase of services not exceeding GBP 1,000 according to approved projects |
| Legal Responsibility | N/A |
| Other | Presentation and negotiation on behalf of BirdLife at national meetings, as mandated. |

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

| REQUIREMENTS | KNOWLEDGE/SKILLS/ATTRIBUTES |
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| Minimum General Education | <ul style="list-style-type: none"> Post-graduate degree in environment/natural resources management, social sciences, rural development, environmental economics, forestry, or other relevant fields. |
| Job Specific Education/Qualification | <ul style="list-style-type: none"> Master's degree in the above or other relevant fields |
| Job Specific Knowledge | <ul style="list-style-type: none"> Good understanding of forest and biodiversity conservation in the context of West Africa, more specifically the Guinean Forests of West Africa biodiversity hotspot |
| Experience | <ul style="list-style-type: none"> Proven work experience in project/programme management, Field-based experience in forest management, natural resources governance, private sector collaboration and community development. Knowledge and practice of public consultations methodologies, more specifically with natural-resources dependent local communities. Knowledge/experience in the following would be preferred: Mangroves restoration community engagement, social safeguards, alternative livelihoods. Knowledge and practice of public consultations methodologies, more specifically with natural-resources dependent local communities. Knowledge/experience in conducting Free Prior Informed Consent process would be an asset. |
| Management & organisational skills | <ul style="list-style-type: none"> Excellent project/project management skills, including financial management, monitoring, and applying adaptive management as necessary. Ability to bring people from a range of backgrounds to work together for achieving a given goal. Excellent facilitation and institutional capacity building skills Ability to work and take the initiative to achieve results without constant, tight supervision. Ability to handle multiple priorities at a time deliver quality work under tight deadlines. Good attention to details, and excellent organizational skills. |
| Communications skills | <ul style="list-style-type: none"> Communicate effectively in writing to a varied and broad audience in a simple and concise manner |
| Analytical skills | <ul style="list-style-type: none"> Good analytical skills required |
| Fundraising skills | <ul style="list-style-type: none"> Ability to design fundraising project proposals |
| Creativity & Initiative | <ul style="list-style-type: none"> Promotes innovative ways to solve biodiversity conservation and community development issues. 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 | <ul style="list-style-type: none"> Microsoft Office Suite competency required. GIS/remote sensing skills would be an asset. |
| Languages | <ul style="list-style-type: none"> Fluency in written and spoken English required. Working proficiency in French would be an asset |
| Travel requirements | <ul style="list-style-type: none"> The position holder will be based in the BirdLife West Africa Office in Dakar, with frequent travels to the GFWA countries as required. Travels might involve extended stay at a time in any of the GFWA countries covered. |
| OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES | |
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| Prepared by: | Date: |
| Maminiaina Rasamoelina | 02 March 2023 |