



## JOB DESCRIPTION

<b>Position title:</b>	<b>Regional Project Manager, FLEGT Project, WWF-Greater Mekong</b>
<b>Directly reports to:</b>	Manager, Landscape Conservation Program, WWF-Greater Mekong
<b>Technically reports to:</b>	Regional Forest Coordinator, WWF-Greater Mekong
<b>Supervises:</b>	Consultants when required
<b>Technically supervises:</b>	Project Managers of FLEGT Project in WWF-Laos and WWF-Vietnam Regional Project F&A Officer Regional Project M&E Officer Regional Project Communications Officer
<b>Validity:</b>	Four years, full-time (April 2014–March 2018)
<b>Location:</b>	Vientiane, with frequent travel to field sites in Laos and Vietnam

### Background

WWF-Greater Mekong – on the ground in Cambodia, Laos, Myanmar, Thailand and Vietnam – is working to conserve the region’s biodiversity and build a secure and sustainable future for people and wildlife. WWF has a long history of engagement in the Greater Mekong. We helped establish conservation programmes in Thailand in the early 1980s, have been active in Cambodia, Laos and Vietnam since 1990, and most recently established a presence in Myanmar in 2013. WWF-Greater Mekong works with government, industry and civil society partners to ensure that, as the region develops, it doesn’t squander the natural riches that so many depend on, and that drive its economic future. We aim to support the countries of the region in realising their shared vision of a poverty-free and ecologically-rich Greater Mekong.

WWF-Greater Mekong has established the regional FLEGT project “Common Access to the VPA Process in Laos and Vietnam” to strengthen local capacity for multi-stakeholder development and implementation of Voluntary Partnership Agreements (VPAs) in Laos and Vietnam. VPAs are bilateral treaties between the European Union and a trading partner aimed at improving forest governance and ensuring the legality of wood exports to Europe. Vietnam is currently negotiating a VPA, and Laos is about to launch negotiations for one. WWF is supporting VPAs as a way for both Laos and Vietnam to meet their goals to conserve existing natural forests and increase forestry’s contribution to green economic growth.

The project, which is due to start in April 2014 and will run for four years, is financed by the European Union through a grant from the Thematic Programme for Environment and Sustainable Management of Natural Resources, including Energy (ENRTP). It is organised around six main outputs, at the core of which is capacity building and awareness raising for more informed and inclusive participation in VPA processes. The objective of these interventions is to ensure that the VPAs in Laos and Vietnam explicitly and adequately account for the needs and interests of smaller, weaker stakeholder groups such as civil society organisations, forest-dependent communities, and small and medium-sized enterprises (SMEs).

The Regional Project Manager will lead the regional and national project teams, and will be responsible for the timely achievement of the project’s objectives in accordance with donor

## **I. Major Function**

The Regional Project Manager will be responsible for leading the planning, management, implementation and monitoring of the regional FLEGT project, and for managing project resources effectively and efficiently so as to achieve the project's objectives within the set timeframe and available budget.

## **II. Major Responsibilities**

### **A. Project Management (30%)**

- Lead the overall coordination and management of the regional project team and national project teams in Laos and Vietnam, including responsibility for all day-to-day project management and administration at the regional level.
- Develop regional annual work plans within the overall objectives and results set out in the project document, with budgets and appropriate performance indicators, and reflecting adaptive management principles.
- Support the national project teams in Laos and Vietnam to develop country-level annual work plans with active inputs from project partners and national project steering committees.
- Provide technical support and guidance to the national project teams in Laos and Vietnam for planning and implementing national-level activities to ensure satisfactory project implementation and regional coordination of country-level project activities.
- Monitor, analyse and maintain an overview of the progress of project implementation to ensure that timely technical, managerial and administrative support is provided to the national project teams.
- Review and provide technical comments on studies, mission reports and other project outputs.
- Oversee the development and maintenance of timely and efficient financial and administrative management systems for the project.
- Oversee the implementation of the project's risk management framework, and ensure that new risks are identified, assessed and incorporated into the framework as they arise.
- Develop and facilitate communication and information-sharing mechanisms among the regional project team, national project teams, and project partners.
- Convene, organise and lead strategic and operational meetings of the regional project team, including other relevant WWF staff when required, at the regional level.

### **B. Fundraising, Partnership Development and Networking (15%)**

- Lead the development and implementation of a resource mobilisation strategy aimed at securing required project co-financing and additional resources to support possible expansion or extension of the project.
- Develop and maintain effective collaboration, cooperation and mutual support among a wide range of external organisations and individuals who can assist in the project's activities.
- Develop and implement an information-sharing mechanism for

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partners, government counterparts and project steering committees in Laos and Vietnam to keep them aware of the project's activities and to seek feedback from them for continuous improvement.

**C. Communications, Advocacy and Outreach (15%)**

- Oversee and provide support to the regional project Communications Officer in developing and implementing a communications and visibility plan for the project as a whole.
- Lead policy analytical and advocacy work for the project, including maintaining a strategic understanding of FLEGT-related processes and outcomes in the Greater Mekong region, and engaging governments, donors, businesses, NGOs and other regional stakeholders in dialogues on key aspects of forest governance and trade policies.
- Represent the project and its achievements in meetings, conferences, workshops, and to the media, at national, regional and international levels.
- Publicise the work of the project and the efforts of WWF and its partners in the region, making up-to-date information available to public audiences through appropriate presentations, articles and other media.

**D. People Management (15%)**

- Lead, technically supervise and monitor the performance of regional and national project teams.
- Take part in the recruitment, selection and annual performance evaluations of staff under supervision (in particular, Project Managers of the FLEGT Project in WWF-Laos and WWF-Vietnam, and the Regional Project F&A Officer).
- Work with WWF-Greater Mekong HR Unit to identify development needs and opportunities for staff under supervision.
- Provide orientation and training to WWF and partner staff to help them understand the project when required.
- Identify, select and develop TORs for consultants engaged in regional-level activities, and monitor the work of consultants to ensure they meet contractual requirements.

**E. Monitoring, Evaluation and Reporting (25%)**

- Lead the formulation and implementation of a monitoring, evaluation and learning plan for the project as a whole, in accordance with the project document and WWF standards and procedures, and in consultation with the regional project Monitoring & Evaluation Officer.
- Support the national project teams in Laos and Vietnam to develop and implement country-level monitoring, evaluation and learning plans with active inputs from partner organisations and national project steering committees.
- Coordinate knowledge management of project outputs and outcomes, including the development and maintenance of a regional database of all technical reports, presentations, maps, data and pictures produced by the project.
- Provide appropriate inputs into WWF-Greater Mekong performance and impact monitoring systems and products.
- Prepare and submit regular project technical and financial progress reports in accordance with donor contractual requirements and WWF standards and procedures.

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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. Also, percentage time expenditures are indicative only, and actual time breakdown may differ in practice.

### III. Working Relationships

#### 1. Internal

- **WWF-Greater Mekong:** Interact regularly with / keep updated: other Strategy Managers, Technical Advisors, Project Managers, and Country Programme staff. Engage with and support other WWF-Greater Mekong staff where appropriate.
- **WWF Network:** Coordinate and consult with: Public Sector Partnerships Unit and Project Finance Unit at WWF-International (for matters related to grant administration and reporting); WWF European Policy Office (for matters related to WWF's wider FLEGT policy and project portfolio); GFTN Support Unit (for matters related to forest industry engagement, fundraising and Network communication); and focal points in related projects.

#### 2. External

- Develop and maintain positive relationships with relevant government agency staff, local partners, donors, FLEGT support institutions (EFI, FAO, World Bank ITTO, etc.), and other project stakeholders.

### IV. Requirements

#### 1. Education and Qualification

- Master's degree or higher in forestry, natural resources management, environmental governance, trade and development, or a related field.
- A qualification in project management, business administration or a related field is an advantage.

#### 2. Knowledge

- Good understanding of forest governance and trade issues, including regulatory and market instruments to control illegal logging such as FLEGT/VPAs, EU Timber Regulation, US Lacey Act, public procurement policies, certification, etc.
- Knowledge of FLEGT-related processes, initiatives and support institutions in the Greater Mekong region.
- Knowledge of the social, political and institutional context for forest conservation in the Greater Mekong region.
- Good understanding of development partnerships, fundraising, donor strategies and cooperation relations in the Greater Mekong region.
- Knowledge of project management principles and best practices, including M&E approaches and quality assurance.
- Knowledge of WWF's monitoring standards and systems is an advantage.

#### 3. Experience

- At least 5 years of experience in managing international development or conservation projects, 2 years of which should be in the Greater Mekong region.
- Experience in leading multicultural teams based in different countries.

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- Experience in managing projects or programmes with diverse funding inputs, including government aid agencies and private sector donors.
  - Experience in managing or facilitating multi-stakeholder processes in forestry, natural resources management or a related field is an advantage.

#### 4. **General Professional Competencies**

- Team and relationship building
- Due process and consultation
- Building consensus and negotiation
- Proactive learning and professional development
- Communication
- Problem solving
- Fluency in written and spoken English and either Lao, Vietnamese or Thai

#### 5. **Technical Skills**

- Planning and scheduling
- Budget and financial management
- Risk management
- Monitoring and evaluation
- Report writing
- Policy development and advocacy

#### 6. **Personality**

- Culturally aware and respectful
- Self-motivated and results-oriented
- Enthusiastic and resourceful

### V. **WWF's Mission and Values**

1. It is part of every staff member's terms of reference to contribute to **WWF's mission**:  
WWF's mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:

- *conserving the world's biological diversity*
- *ensuring that the use of renewable natural resources is sustainable*
- *reducing pollution and wasteful consumption.*

2. It is also part of every staff member's terms of reference to embody **WWF's values**. WWF's core values help describe what makes WWF a unique and special place to work. WWF's values guide individual employees, shape interactions between all employees and departments, and foster strong relationships with our external partners and supporters.

We are:

- **Engaging**

Open, available, accessible

- **Optimistic**

Inspiring, positive, ambitious, successful

- **Determined**

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Passionate, urgent, results-oriented

- **Knowledgeable**

Science and facts based, wise/smart, intelligent, expert

Prepared by: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Manager, Landscape Conservation Program, WWF-Greater Mekong

Reviewed by: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Conservation Director, WWF-Greater Mekong

Reviewed by: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
HR Director, WWF-Greater Mekong

Approved by: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Regional Representative, WWF-Greater Mekong

Accepted by: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Staff member