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## **JOB DESCRIPTION**

<b>Position title:</b>	Green Economy Technical Advisor, WWF-Greater Mekong
<b>Directly reports to:</b>	Manager, Conservation Finance Programme, WWF-Greater Mekong
<b>Supervises:</b>	Consultants when required
<b>Technically supervises:</b>	-
<b>Period:</b>	December 2013 – December 2015
<b>Location:</b>	Cambodia or Vietnam with travel to country offices as required

### **Background**

WWF-Greater Mekong works to halt the loss of the region's extraordinary biodiversity, and to ensure that human use of the region's natural resources is sustainable and equitable. We recognize that unsustainable economic activity is a major driver of environmental degradation and the shift to a "green economies" approach embraces the management and governance of natural capital — to maintain ecosystem functioning, provision of ecosystem services and equitable access to and sharing of resources within the planetary boundaries. Green economies approaches must fit within and be coherent with the broader concepts of sustainability: economic, social and environmental. This should also be in congruence with the intent and purpose of Strategic Plan of WWF-Greater Mekong (FY 11 - FY 15). Placing an emphasis on green economies also recognizes that change needs to occur at all levels of economic activity, from global to local.

The Greater Mekong Subregion (GMS) is one of the most biologically diverse and productive regions on the planet. But, the region's biodiversity is under enormous pressure from rapid economic development. WWF-Greater Mekong's initiative on green economy (GE) aims to help policy makers in the GMS accelerate a transition to a GE, which delivers well-being for all within environmental limits. The GE initiative focuses on two pillars: protecting and enhancing natural capital, and improving regulatory frameworks. This strategy aims to secure changes in policy and practice in GMS countries, with an emphasis on regional collaboration, that build on and enhance the natural capital at the core of the sub-region's economic future and social inclusion.

Almost all GMS nations are currently or will soon develop a Green Economy or Green Growth strategy or plan for their nation. These are all in early phases and some have not been fully mainstreamed into national plans, but it is clear from these initiatives, that there is political will to consider the implications of a Green economy approach in development strategies. We seek to build on this momentum to ensure national and regional incorporation of GE principles into policy and practice at local, national and regional levels.

This initiative is also timely because ambitious commitments of GMS countries to shift their development path away from the degradation of their ecosystems and toward GE would position the GMS to capture the attention of investors at the upcoming Rio+20 UN Conference on Sustainable Development. The central theme of the Rio+20 conference is green economy in the context of sustainable development and poverty eradication, and GMS governments have signaled that they would like to use this occasion to raise the profile of their efforts to shift toward a green economy.



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## **I. Major Function**

The Green Economy Technical Advisor will lead the development, coordination, and implementation of WWF-Greater Mekong's green economy strategic initiative and ensure that it contributes to delivery of key objectives of the WWF-Greater Mekong Strategic Plan. S/He is also responsible for ensuring WWF-Greater Mekong's preparation and engagement in the Rio+20 UN Conference on Sustainable Development is strategic and supports the aspirations of the region's citizens and leaders.

## **II. Responsibilities**

### **A. Strategy and Work plan Development**

- Review and update WWF-Greater Mekong's GE strategy based on inputs from the WWF Network, partners, and other stakeholders, and other information;
- Develop, implement, review, and update the work plan to achieve the objectives of the GE Strategy;
- Ensure the strategy and work program are developed and implemented so as to complement other regional green economy-related work by governments and other partners
- Coordinate with institutional partners in the region to facilitate a process among the governments to develop an agreed 'Green Economy Vision' for the GMS and present it together at Rio+20;
- Connect with GE leaders in the WWF network and beyond to ensure practical implementation of the GE strategy.

### **B. Fundraising**

- Work with the Strategy Managers, Country Directors, the WWF network and PIA shareholders/GAA Gatekeepers to identify opportunities for new and continued funding;
- Support relevant proposal cycles including development, submission, follow-up, implementation, monitoring, and reporting;
- Develop project proposals relevant to the sustainable forest management and market links aspects of the WWF-Greater Mekong Strategic Plan to ensure the funding needed to deliver on related strategies;
- Provide support for staff of country offices in coordinating and developing proposals.

### **C. Advocacy, Partnership Development, and Networking**



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- Convene multi-stakeholder consultations to build a broad constituency for managing the region's natural capital as a pillar for moving to a GE in the GMS, building on a range of policy leveraging opportunities occurring this year, such as Rio+20, GE-GG in Myanmar, and the ASEAN Summit in Cambodia;
- Represent the organization in relevant forums such as conferences, symposium, and relevant government and community meetings and workshops to communicate and promote our work with private sector and bilateral donors;
- Develop relationships with key stakeholders across the WWF Network to strengthen engagement and develop opportunities;
- Develop and maintain effective contacts with organizations and individuals who can assist in the activities.

**D. Research and Analysis**

- Research and analyze case studies posed by unsustainable development in the GMS
- Conduct research and analyses to identify innovative incentives that:
  - in general, support the transition to a green economy in the GMS;
  - support economic decisions - especially regarding infrastructure and land use - that protect, restore, or enhance natural capital in the GMS; and
  - utilize economic analyses in WWF's priority landscapes using innovative tools (e.g., InVEST, Marxan, and other TEEB tools) that values the region's natural capital and incorporate these values into the decision making process
- Contribute to preparation of regional, national, and landscape scale assessments of natural capital and ecosystem service values

**E. People Management**

- Take part in the recruitment and selection of any staff under technical supervision;
- Provide orientation and induction support for new staff to help them understand the program when required;
- Develop job descriptions (JD) for consultants and monitor the work of the consultants to ensure the deliverables as JDs
- Work with HR Departments on the capacity building on GE in WWF-Greater Mekong across the region.

**F. Communications**

- Work in close coordination with relevant communications staff of the WWF-Greater Mekong as well as other communications staff of the WWF network to communicate issues and achievements to defined target audiences;



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- Lead in preparing and disseminating communications on natural capital aimed at influencing economic decision making in the region;
- Facilitate knowledge exchange between relevant projects and programs within WWF Asia Pacific and the broader WWF International Network.

**G. Monitoring, Evaluation & Reporting**

- Monitor progress against work plan to ensure that WWF's green economy objectives are achieved in as cost-effective and efficient way as possible;
- Lead the preparation of Technical Progress Reports to the WWF Network;
- Lead the preparation and collection and compilation of all inputs of report to donors when required;
- Provide support for the monitoring, evaluation, and reporting of all WWF-Greater Mekong green economy and green development work as requested.

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.

**III. Working Relationships**

**1. Internal**

- **WWF-Greater Mekong:** Interact on a regular basis with Strategy Managers, Technical Advisors, Country Directors, Conservation Programme Managers, and Policy Coordinators. Engage with and support WWF-Greater Mekong staff.
- **WWF Network:** Coordinate and consult with appropriate policy or programme leaders

**2. External**

- Interact with appropriate government, NGO, academic and private sector contacts

**IV. Requirements**

**1. Education and Qualification**

- Master's degree or other relevant qualification in natural resource or environmental economics or related fields

**2. Knowledge**

- Thorough understanding of conservation, economics and natural resource management issues in Greater Mekong Region
- Expert knowledge in green economy



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- Excellent understanding of development partnerships, fund-raising, donor strategies, functions and international relations

### **3. Experience**

- 5 years of practical experience as Chief Technical Advisor for a programme or project with focus on application of economic tools and analyses in conservation and/or sustainable natural resources management in developing countries – especially in Southeast Asia
- Experience in managing programmes/large projects funded by a diversity of sources including governments and aid agencies, private sector donors with annual budget of 1-2 millions USD
- Experience in coordinating/working with diverse international teams in multi cultural environment
- Experience in engaging high-level government officials
- Experience in proposal writing for large projects
- Experience on social/community development work and/or policy advocacy would be an advantage

### **4. General Skills**

- Leadership
- Financial management
- Presentation and communications
- Networking
- Teamwork
- Planning, organisation, facilitation and coordination
- Problem solving
- Fluency in written and spoken English
- Fluency in Thai, Lao, Khmer, or Vietnamese languages is an advantage
- Proficiency in MS Office

### **5. Technical Skills**

- Proposal development
- Influencing
- Quantitative analysis and modelling
- Coaching and capacity building/development
- Monitoring and evaluation
- Report writing
- Virtual support



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**6. Ability**

- Strong team player with ability to work in virtual teams
- Travelling frequently

**7. Personality**

- Cross cultural awareness
- Enthusiastic
- 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 which are Engaging, Optimistic, Determined and Knowledgeable.

Prepared by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Manager, Conservation Finance Programme, WWF-Greater Mekong

Reviewed by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Manager, WWF-Greater Mekong

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

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