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## **JOB DESCRIPTION**

<b>Position title:</b>	CoC Officer-Rattan Project, WWF-Laos
<b>Reports to:</b>	Project Manager-Rattan Project, SL Landscape, WWF-Laos
<b>Supervises:</b>	N/A
<b>Grade (IPE scores):</b>	46
<b>Location:</b>	Vientiane Capital
<b>Date:</b>	1-Jul-2014

### **I. Background:**

The IKEA-WWF Rattan Project (Phase 1 and 2) (2006-2011) set-up best practices, which were applied to the rattan supply chain in 3 countries, Lao PDR, Vietnam and Cambodia. Threats to the rattan resource are still high and it's crucial that the sustainable practices put in place during the first phases will be embedded in to private and public intervention in the rattan industry. During 2010/2011 the best practices market link has been established between 7 villages in Kamkeut district, Bolikhamxay and Swiss retailer COOP. FSC-certified rattan products have been sold in the Swiss market – the world premiere of certified rattan. COOP is now willing to invest more in the rattan. At the same time IKEA agreed to continue supporting the project from September 2014 to August 2017). Now the project has additional fund from SDC supporting the existing activities and scale up rattan FSC certification and sustainable rattan supply chain including strengthening the rattan SME in Lao PDR.

### **II. Major Functions:**

The Project CoC (Chain of Custody) Officer provides support to the Rattan Project Manager and Rattan Project Officer in the planning, management, implementation, monitoring and reporting of Sustainable Rattan Harvesting and Production Project activities special Chain of Custody of rattan production. The CoC Officer will work closely with all rattan project staff and project counterpart to ensure compliance with the Project Document and WWF's contractual obligations and ensure close collaboration between the project management, partners, rattan SME, other organization supporting to rattan processing and other relevant stakeholders in the project sites.

### **III. Major Duties and Responsibilities:**

- Develop and implement annual project plan for FSC rattan production and market linkage with European market and others with budgeting
- Develop and adapt the existing CoC guideline to help Lao rattan SMEs to become CoC certified and strengthened in rattan FSC production.
- Developing the rattan and village business plan and market link.
- Develop a guideline on rattan production

- Review of existing development of the rattan flow chart and preparation work for CoC system for Lao Companies (CoC group certification) – field work to Bolikhan and Khamkeut district to assess on rattan flow.
- Preparing also documentations and action plan to develop CoC system and training material for Lao rattan companies that will buy rattan to Lao (FSC Rattan).
- Prepare with the WWF team the different forms needed to put in place the CoC system with the selected villages and Lao rattan SME. Coordinate the formulation of the forms with inputs from project manager.
- Coordinate with Rainforest Alliance and FSC body on the development of the standard for FSC rattan – all documentations.
- Work closely with rattan SME and others consultants in developing variance rattan design to meet the market demand.
- Assist rattan SME in communication with the buyer and rattan service provider in supporting rattan processing and export.
- Coordinate closely with all key stakeholders (national and international organisations) to ensure the smooth implementation of project activities and create synergy and cooperation between projects;
- Meet regularly with Government counterpart, establish and convene regular meetings of the project steering committee.
- Work closely with WWF-Swiss and the Greater Mekong office to formalize and develop partnerships with key private sector players in Laos to continue the promotion of FSC;
- Represent the project in meetings, workshops, conferences, and symposium to present project activities and achievements.
- Provide inputs to communications products/campaigns to ensure accurate information will be published to promote the image of the organisation and project activities.
- Provide regular reports and analysis on the project to Rattan Project Manager to facilitate continuous improvement;

#### **IV. Profile:**

##### **Required Qualifications**

- Bachelor's degree in conservation, natural resource management, bioregional planning, environmental, or in relevant fields. Additional courses on Project Management and business and marketing are advantages
- 3 years of practical experience as Project Officer, 2 years of which should be in related fields

##### **Required Skills and Competencies**

- Experience in working with SME and villager specially rattan and bamboo production and its processing is advantage
- Experience of working in multi-cultural environment and working with regional and international organization
- Experience in conducting studies and coordinating research activities;
- Experience of working with Government officials, local communities and/or donors at all levels;
- Fluency in written and spoken English
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies:
  - WWF Focus
  - External Orientation
  - Delivering Quality Outcomes
  - Building working relationship
  - Communication effectively.

## **V. Working Relationships:**

**Internal** – Work in close collaboration with project staff, finance team of WWF-Laos and other regional staff, other GMPO Country Programmes. Engage with and support WWF-Laos staff. Coordinate and consult with related project focal person within WWF network.

**External** - Liaise and work with Government agencies, donors, communities, partners, private sectors, consultants and international and local NGOs

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.