

TERMS OF REFERENCE

Position title: Trans-boundary Timber Trade Coordinator

Reports to: Trans Boundary Director: CarBi Project

Technically supervises:

1 Lao Timber Trade Manager (full time)

1 Vietnam Timber Trade Officer (part time 50%)

Date: March 01, 2012 – December 31, 2014

Location: Vientiane, Lao PDR with frequent travel to the field (landscape) in Saravane and Xe Kong Provinces, and Vietnam

I. Background

WWF is implementing a comprehensive programme of conservation activities in the Central Vietnam-Southern Lao landscape. It is part of the Greater Annamites priority ecoregion, containing many significant populations of globally threatened and flagship species. WWF aims to protect and restore these species and their habitats and a large part of this work involves strengthening the management of key protected areas.

- a) Improving Protected Area management, in Xesap National Protected Area (Laos) as well as Saola Nature Reserves in Hue and Quang Nam and Bach Ma National Park extension.
- b) Forest restoration of biodiversity corridors in Vietnam.
- c) Reducing cross-border timber trade between Laos and Vietnam
- d) Preparing the project area for REDD funding, by developing a Project Design Document, as well as providing landscape level forest carbon lessons learnt into national REDD processes.

Given the importance of trans-boundary timber trade and illegal/unsustainable logging as major drivers of habitat destruction in Southern Laos / Central Annamites Landscape, WWF engages with enforcement agencies in Laos and Vietnam to improve cross-border cooperation and timber traceability systems to better control illegal logging and trade.

II. Major Functions:

Overall technical responsibility for the planning, implementation and reporting for Result Area 4, "Mitigation of international leakage through timber tracking and control", of the CarBi project, with an emphasis on the Lao PDR, under the supervision of the Project Director and in close cooperation with national and provincial government counterparts, WWF Laos, as well as WWF Vietnam field project teams. The incumbent will also, as Timber Trade Component Leader, be an active member of the CarBi Project Management Team, ensuring the coordinated and synchronized implementation of all 4 Result Areas (Components) of the project, and will also take full responsibility for financial management and reporting on the Timber Trade Component.

III. Major Duties and Accountabilities:

- Coordinate implementation of kick-off activities as a technical focal point for the Lao Department of Forest Inspection (DoFI) and its provincial branches (PoFI).
- Coordination and synchronisation of work plan implementation in Laos and Vietnam; technical management and support to the Lao and Vietnamese Timber Trade Manager and Officer respectively
- Lead in development of all ToRs and oversee the assignment of consultants working under Result Area 4, as well as the supervision of their delivery

- Lead and coordinate with Lao and Vietnamese partners the international leakage assessments at beginning and end of the IKI KfW project; provide technical support to the assessment of forest carbon stocks.
- In collaboration with DoFI, POFI, Provincial Agriculture and Forestry Office (PAFO) and other relevant institutions, select pilot logging quotas based on suitable criteria and coordinate the assessment and revision of current monitoring and timber tracking systems for harvesting quotas.
- Based on a needs assessment, coordination of the procurement process and construction work (e.g. timber trade inspection / border checkpoints) for DoFI, PoFI Salavane and Xekong.
- Coordination and technical inputs to the development of trans-boundary, provincial and district timber inspection strategies and operational plans.
- Participation in key district-level meetings and study tours in Laos and Vietnam;
- Coordination of the development of district trans-boundary enforcement agreements in the project area.
- Feed project approaches and lessons learned into national policy processes, i.e. national inspection strategy under DoFI and FLEGT processes in Vietnam and Laos (Workshops etc).
- Provide general technical expertise to the project teams where needed;
- Communication with Senior Management Team / Strategy Leaders in order to ensure alignment with GM strategic plan 2011-2015.

IV. Supervisory Responsibilities:

- 1 part time (50%) Timber Trade Officer in Vietnam
- 1 full time Timber Trade Manager in Laos
- Consultants as applicable

V. Working Relationships:

1. Internal:

- WWF GM:
Line management by the CarBi Project Director; Technical supervision by the Strategy 1 Manager; day-to-day working relationship with the Lao and Vietnamese Timber Trade Manager/Officer, Trans- boundary Protected Area Management Technical Advisor, Restoration Component Leader, Regional Forest Carbon Coordinator, Landscape Managers. Regular exchange with relevant project field teams. Coordination with the Lao Forest and Trade Platform and GFTN-Vietnam when required.
- WWF Laos and Vietnam Programme Managers
 - i. Quarterly work plan coordination

2. External:

- Laos and Vietnam Government Partners
- WWF Germany when required
- Donors (i.e. KfW)

V. Minimum Qualifications:

1. Qualifications:

- MSc in Forestry or equivalent

2. Experience:

- At least 5 years of relevant professional experience with a successful track record in the global forestry industry (ideally having experience in timber traceability systems);
- Proven experience as an effective manager working within a decentralized, multi-national network (or programme);
- Excellent knowledge of global forestry and conservation issues (e.g. policy, market trends, evolving issues);
- Experience of innovating, adapting and improving systems within a commercial or market related context to achieve strategic objectives;
- Experience in partnership relations management, fundraising and marketing. Familiarity of working with governments, aid agencies, and NGOs.
- Experience in Timber trade and forestry field operations
- Experience in sustainable forest management and community forest projects desirable

3. Skills and Abilities:

- Ability to work in a multi-cultural environment
- Good capacity building/coaching/facilitation skills
- Excellent in written and spoken English
- Vietnamese and Lao language skills are an advantage
- Ability to understand and work with government counterparts

VI. WWF's Mission and Values:

1. It is part of every staff member's terms of reference **to contribute to WWF's mission:**
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:

***Passionate & Optimistic,
Challenging & Inspiring,
Credible & Accountable,
Persevering & Delivering Results.***

Prepared by:

Signature

Date:

Reviewed by:

Signature

Date:

Approved by:

Signature

Date:

Accepted by:

Signature

Date: