

TERMS OF REFERENCE

Position Title	<i>Regional Plastics Coordinator (Cities) – South East Asia</i>
Supervisor	<i>Policy & Advocacy Lead, WWF Coral Triangle Program</i>
Program	<i>Coral Triangle Program</i>
Work location	<i>Options for location in a major city in South East Asia</i>

PURPOSE OF THE JOB

Regional Plastics Coordinator (Cities) – South East Asia in the Coral Triangle Program structure coordinate national plastic pilot project teams in Indonesia, Philippines, Vietnam, Hong Kong and Thailand to facilitate implementation of the Plastic SMART Cities plastics projects through the administration and management of project sub-grants to the 5 participating countries.

Provide regional leadership and support the development and implementation of the Cities Pillar under WWF's No Plastic in Nature Initiative in the South East Asia region. The position will also work in cooperation with WWF's Global Plastics Coordinator, the Global Business, Policy and Cities pillar leads, the Ocean Practice (and its Plastic-Free Oceans ACAI), the Plastics Campaign team and regional Plastics Policy Lead and Coral Triangle Program (CTP) Policy & Advocacy Lead.

ACCOUNTABILITIES

	Key Activities
1. Project/Program identification	<ul style="list-style-type: none"> Identify best practices and knowledge sharing opportunities on plastic pollution prevention and waste collection & management. Scope out potential new projects and sites in the region. Provide information and support as required by WWF offices for input to funding proposals for the Cities Pillar implementation in the region
2. Project/Program design & plan	<ul style="list-style-type: none"> Support Plastics program design and strategy development and implementation in South East Asia region for scaling the Plastics SMART Cities program targets. Provide advice to Cities Pillar Lead to develop and enhance program design, strategy;
3. Project/Program preparation and execution	<ul style="list-style-type: none"> Manage sub-grants for pilot projects on Plastic SMART Cities in 5 countries, including coordinating the financial reports to all relevant donors, drafting narrative reports and ensuring that all administrative cycles are in place and fulfilled both from CTP and from participating WWF country offices in the region Represent WWF in relevant regional foras; Represent WWF Plastic SMART Cities work in the region and liaise with other external partners at the regional level;

4. Project/Program Advocacy	<ul style="list-style-type: none"> Support WWF country offices in revising their annual workplans, identifying gaps and opportunities in their work as well as external factors to achieve the expected results.
5. Stakeholder Management	<ul style="list-style-type: none"> Communicate with the relevant donors (internal to WWF network, private entities etc.) to ensure all changes in plans are communicated and all relevant information is brought to their attention. Provide coordination of the pilot countries in SE Asia for the Plastic SMART Cities pillar under the No Plastic in Nature Initiative; including training in the region, presentations to donors on the different projects etc. Work closely with the WWF national offices implementing pilot projects, to ensure coordination and alignment of the pilot projects with the Plastics SMART Cities program, managing the performance and outcomes of projects; Support WWF pilot projects with identifying and resourcing capacity and funding needs; sourcing technical advice and provide guidance as required. Identifying new sources of funding. Coordinate with the internal financial officers to ensure that all donor requirements are met in terms of changes in budget and that all discrepancies in expenditure in WWF country offices are justified. Coordinate with regional coordinators of the two other pillars (Corporate and Global Policy) of the No Plastic in Nature Initiative.
6. Reports	<ul style="list-style-type: none"> Coordinate financial reporting and drafting of narrative reports, ensuring that all administrative cycles are in place and fulfilled both from the CTP and from participating WWF country offices in the region.
7. Project/Program evaluation	Monitor and evaluate the project/program execution, identify and share best practices, also make adjustment to project/program activities when necessary
8. Team/people management	Work closely with new members of the plastics team in the region, when recruited.

EDUCATION BACKGROUND

Masters level degree in relevant social science, environmental science, management or development area of expertise.

EXPERIENCE

- Min. 8-10 years working experience in in project/program management in international projects; management of consultants, coordination, networking, and outreach for similar initiatives.

- Have the experience in delivering complex multi-country urban development projects, including meeting Government Aid donor requirements
- Experience working in an environmental NGO or relevant international development agency.

Competencies

Core Competency:

- *Achievement Orientation*
- *Ethics & Professionalism*
- *Pro Green*
- *Teamwork*

Specific Competency:

- *Team leadership*
- *Strategic Orientation*
- *Initiative*
- *Conceptual Thinking*
- *Networking*
- *Impact and Influence*

Technical Competency:

- Finance and budget administration, programme monitoring and evaluation and reporting;
- Writing and analytical skills
- Understanding political, ecological, social and cultural context of the Asia Pacific region
- Team building
- Fluency in oral and written English. Asian language an advantage.

