



## TERMS OF REFERENCE FOR THE EAST USAMBARA RESTORATION PROJECT (EURP) FIELD OFFICER

**JOB TITLE:** Project Field Officer

**PROJECT:** The East Usambara Restoration project (EURP)

**SUPERVISOR:** WWF Tanzania Forest Program Coordinator

**SUPERVISE:** None

**DUTY STATION:** Tanga/Korogwe

**GRADE:** XX

**DATE:** 1<sup>st</sup> July 2022

**SUMMARY:** WWF Tanzania seeks to hire a Project Field Officer for the The East Usambara Restoration Project (EURP) to be based in Korogwe - Tanga with frequent travels to the project area including Korogwe and Mkinga Districts in Tanga region. S/he will report to the EURP Project Executant, and to the WWF Forest Program Coordinator.

### 1. BACKGROUND

The Water Towers is a new landscape in WWF Tanzania Conservation Strategic Plan (CSP – II, 2021-2025) priority areas. It covers the Eastern Arc Mountain and Eastern Africa coastal forests which are recognized by IUCN to host high biodiversity hotspots with high species endemism. The WTL harbours the globally known high biodiversity hotspots and centres of endemism. Furthermore, WTL is unique as it includes the largest sources of water in the country, critical for human wellbeing, wildlife, agriculture, livestock, hydropower production and the national economy.

The East Usambara Restoration project (EURP) is a four-year project (mid 2022-mid 2026) to be implemented in the East Usambara coastal forests sub-landscape of the WTL aiming to use innovative and multiple landscape restoration approaches that enhance human wellbeing and wildlife. WWF Tanzania is therefore looking for a person with strong and proven experience in implementing a complex multi stakeholder project in the context of nature conservation and contribute to increased ecosystem services and peoples' livelihoods in order to successfully deliver desired outcomes of the project. Must also have proven community engagement experience in restoration projects.

### 2. MAIN FUNCTIONS

The Project Field Officer will work closely with the Project Executant for the overall project implementation including engagement with implementing local communities, stakeholders and partners. This position will essentially involve considerable interaction with partners in Central and Local Government, National Government Authorities, Private sectors, National and Local Civil society organizations (CSOs), Community Based Organizations (CBO's), Research institutions and local communities.

The Project Field Officer will be the key resource person for implementing the project field activities, assist in developing annual work plans and technical progress reports, work with the Project Executant to develop and regularly tracking of budgets and expenditure for the timely and successful delivery of the project objectives. He/she must have proven track record of working on international conservation organizations, donor funded projects and very good analytical and communication skills. She/he should be able to thrive in environments that are remote, dynamic, and must be fast paced, collegiate and ambitious, and should be able to demonstrate experience in working independently and solving complex problems in remote and challenging environments.

### 3. RESPONSIBILITIES AND SCOPE

- Work with the Project Executant to Implement the above-named project and prepares monthly updates, quarterly and annual technical progress reports.
- Work with the Project Executant on development of project annual work plan, budget, fund advance request and concept notes
- Support the Project Executant to ensure smooth cooperation with WWF Switzerland, other project staff and parties to accomplish project activities and goals.



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- Financial responsibility may include working within available budgets, managing field budget and allowances for local communities and other project partners.
- Ensure creation of high-quality field stories, data bases and undertakes project monitoring and evaluation in collaboration with the Monitoring and Evaluation Officer and the Communications Officer.
- Ensure compliance with WWF internal policies and external requirements.
- Supports proposal development for other projects within WTL
- Under minimal supervision, makes independent decisions based on analysis, experience and judgment.
- Responsible for his/her project performance management, through training and career development with the help from the WWF TCO Forest Coordinator.
- Supervise and guide the field implementing partners including participating villages
- Undertakes any other assignment as assigned from time to time by the Project Executant, Forest Program Coordinator and WTL Lead.

#### **4. MINIMUM QUALIFICATIONS AND EXPERIENCES**

- Bachelor degree in Forestry, Natural Resource Management, Social Sciences, Environmental Science or any other related field.
- Three years relevant professional experience in implementation of natural resources management, forest landscape restoration and community-based conservation projects and experience in coordinating trainings and meetings.
- Strong knowledge and understanding of the Theory behind participatory community based natural resource management, participatory land use planning and community engagement
- Understanding of and sensitivity towards, the culture, gender, religion, race, age and livelihoods context of rural East Usambara, lowland and coastal forest communities in Tanzania.
- A proven ability to work independently without direct supervision, working in a team and willing to travel regularly and to stay for periods and to travel at short notice.
- Excellent communication and interpersonal skills and good oral and verbal communication skills in both Kiswahili and English, with an ability to develop strong relations with Government, local NGOs, CSO, private sectors partners and local communities.
- Good inter-personal and teamwork skills, networking aptitude and ability to work in multicultural environment.
- Very good command in English & excellent writing skills and the ability to prepare clear, and concise reports.

#### **5. WORKING RELATIONSHIPS**

- Internal:** Working closely with Project Executant, Forest Program Coordinator and WTL Lead with regular interactions with the WWF TCO team.
- External:** Liaising with WWF Switzerland Team, other WWF Network staff as necessary, CSOs, Private sector, Government Authorities and Local Communities.

**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.**

Applications must include a complete Cover Letter & CV with full contact details of three referees and should be addressed to the People & Culture Manager, via email: [hresources@wwftz.org](mailto:hresources@wwftz.org) by **Friday, 22<sup>nd</sup> July 2022 at 5.00 pm**. Only the shortlisted candidates will be contacted and the interviews will take place in Dar es Salaam or via zoom video conferencing.

**WWF is an equal opportunity organization and Women are highly encouraged to apply**



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## **TERMS OF REFERENCE FOR THE EAST USAMBARA RESTORATION PROJECT (EURP) EXECUTANT**

**JOB TITLE:** Project Executant

**PROJECT:** The East Usambara Restoration project (EURP)

**SUPERVISOR:** WWF Tanzania Forest Coordinator

**SUPERVISE:** Project Field Officer

**DUTY STATION:** Tanga

**GRADE:** **XX**

**DATE:** 1<sup>st</sup> July 2022

**SUMMARY:** WWF Tanzania seeks to hire a Project Executant for the The East Usambara Restoration project (EURP) to be based in WWF Tanzania Dar es Salaam Office and Tanga with frequent travels to the project area Korogwe and Mkinga districts in Tanga region including. S/he will report to the WWF Tanzania Forest Program Coordinator.

### **1. BACKGROUND**

The Water Towers is a new landscape in WWF Tanzania Conservation Strategic Plan (CSP – II, 2021-2025) priority areas. It covers the Eastern Arc Mountain and Eastern Africa coastal forests which are recognized by IUCN to host high biodiversity hotspots with high species endemism. The WTL harbours the globally known high biodiversity hotspots and centres of endemism. WTL is unique as it includes the largest sources of water in the country, critical for human wellbeing, wildlife and the national economy.

The East Usambara Restoration project (EURP) is a four-year program (mid 2022-mid 2026) to be implemented in the East Usambara coastal forests sub-landscape of the WTL aiming to use innovative and multiple landscape restoration approaches that enhance human wellbeing and wildlife. WWF Tanzania is therefore looking for a person with strong and proven experience in leading a complex multi stakeholder project in the context of nature conservation and contribute to increased ecosystem services and peoples' livelihoods in order to successfully deliver desired outcomes of the project. Must also have proven community engagement experience in restoration projects.

### **2. MAIN FUNCTIONS**

The Project Executant will work for the overall project coordination of the The East Usambara Restoration project (EURP) including engagement with implementing partners. This position will essentially involve considerable interaction with partners in Central and Local Government, National Government Authorities, Private sectors, National and Local Civil society organizations (CSOs), Community Based Organizations (CBO's), Research institutions and local communities.

The Project Executant will be the key resource person for implementing the project activities, developing annual work plans and technical progress reports, managing the project risk register, developing and regularly tracking budgets and expenditures for the timely and successful delivery of the project. He/she must have proven track record of working on international conservation organizations and very good analytical and communication skills. She/he should thrive in environments that are dynamic, fast paced, collegiate and ambitious, and should be able to demonstrate experience in working independently and solving complex problems in remote and challenging environments.

### **3. RESPONSIBILITIES AND SCOPE**

- Implements the above-named project and prepares monthly updates, quarterly and annual technical progress reports.
- Development of project annual work plan, budget, fund advance request and concept notes
- Ensure smooth cooperation with WWF Switzerland, other project staff and parties to accomplish project activities and goals.
- Financial responsibility may include working within available budgets, managing field budget and allowances for stakeholders and partners.
- Creation of high-quality field stories, data bases and undertakes project monitoring and evaluation in collaboration with the Monitoring and Evaluation Officer and the Communications



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Officer.

- Ensure compliance with WWF internal policies and external requirements.
- Actively engage and supports proposal development for other projects within WTL
- Under minimal supervision, makes independent decisions based on analysis, experience and judgment.
- Responsible for his/her project performance management, through training and career development with the help from the WWF TCO Forest Coordinator, and responsible of ensuring performance management of the Field officer as well
- Supervise and guide the field implementing partners including participating villages
- Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect and Collaboration
- Undertakes any other assignment as assigned from time to time by the Forest Program Coordinator and WTL Lead.
- Ensure the project adhere to WWF ESSF procedures developed for the WTL.

#### **4. MINIMUM QUALIFICATIONS AND EXPERIENCES**

- Bachelor degree on Forestry, Natural Resource Management, Social Sciences, Environmental Science or any other related field. A Master degree can be an added advantage.
- Five years relevant professional experience in natural resources management, forest landscape restoration and community-based conservation projects and experience in coordinating and facilitating trainings and meetings.
- Strong knowledge and understanding of the Theory behind Forest Landscape Restoration, Climate Change and application of Nature-Based Solutions for impactful restoration and community benefits.
- Understanding of and sensitivity towards, the culture, gender, religion, race, age and livelihoods context of rural coastal communities in Tanzania.
- A proven ability to work effectively under minimum supervision, working in a team and willing to travel regularly and to stay for periods and to travel at short notice.
- Excellent communication and interpersonal skills and good oral and verbal communication skills in both Kiswahili and English, with an ability to develop strong relations with Government, local NGOs, CSO, private sectors and community partners.
- Good inter-personal and teamwork skills, networking aptitude and ability to work in multicultural environment.
- Very good command in English & excellent writing skills and the ability to prepare clear, concise reports.

#### **5. WORKING RELATIONSHIPS**

- Internal:** Working closely with the WWF TCO Forest Program Coordinator and the forest program team with regular interactions with the WWF TCO team.
- External:** Liaising with WWF Switzerland Team, other WWF Network staff as necessary, CSOs, Private sector, Government Authorities and Local Communities.

**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.**

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