PERU PROJECT COORDINATOR

JOB DESCRIPTION

Effective: Immediately

Reporting to: Head of Programmes

Duration of contract: until April 2023 (with possibility of extension)

The Rainforest Foundation UK

Founded in 1989, the mission of the Rainforest Foundation UK (RFUK) is to support Indigenous Peoples and traditional populations of the world’s rainforest in their efforts to protect their environment and fulfil their rights to land, life and livelihood by:

- Securing and controlling the natural resources necessary for their long-term wellbeing and managing these resources in ways which do not harm their environment, violate their culture or compromise their future.
- Developing means to protect their individual and collective rights and to obtain, shape and control basic services from the state.

Our approach differs from that of other organisations in that we are committed to both human rights and environmental protection. We firmly believe that the best way to protect the rainforest is through empowering Indigenous Peoples and local communities to defend their ancestral lands. We promote the establishment of community rights to rainforest lands, tackling the root causes of deforestation, and paving the way for local people to benefit fairly from the use and protection of forest resources.

RFUK is recognised as a leading force in the protection of tropical forests and their inhabitants. As well as delivering high quality on-the-ground practical projects, often in difficult conditions, the organisation is also known for its strong policy and advocacy work in promoting forest peoples’ rights.

We are part of a network of sister organisations, which also include the Rainforest Foundation US and the Rainforest Foundation Norway, and currently work with over 15 indigenous and NGO partners in the Peruvian Amazon and across West and Central Africa.

The Programmes Team

The Programmes Team at RFUK is responsible for the implementation of our projects, with our work broadly split into the following thematic areas:

- Community-based forest management and land use planning
- Threats to forests from the extractive industries, infrastructure development and agri-business
- Human rights and conservation effectiveness
- Participatory mapping and forest monitoring
- Indigenous Peoples’ rights, gender and social inclusion
The programme: Sustainable cocoa production in Peru

Ashaninka communities in the Ene river basin, a biodiversity hotspot in the Peruvian Amazon, secured ownership over their ancestral lands in the 1990s after a long history of colonialism, exploitation and after enduring occupation of guerrilla group, Shining Path. Since then, they have formed strong representative organisations, articulated their vision of what constitutes “the good life” (kametsa asaike) and adopted specific plans to put it into practice. Sustainable cocoa production is at the centre of these plans, as it provides one of the most important sources of income for Ashaninka families.

RFUK’s work in the Ene aims to enhance the livelihoods of the Ashaninka families by improving the quality and yield of their cocoa production, establishing agroforestry systems to protect forest cover and ecosystem services, and supporting Ashaninka communities to embed cocoa production in wider land use plans, to make sure it contributes to their overall vision of development. Alongside smaller scale projects, and following an initial pilot in 2015, RFUK has worked to develop and secure a Development Impact Bond (DIB) to support this work – the first of its kind in the world.

RFUK works partners with local organisations Kemito Ene and the Central Ashaninka del Rio Ene (CARE) for the implementation of this work. Kemito Ene, awarded the UNDP Equator Prize in 2019 for its community-led enterprise model, puts the wellbeing of its Ashaninka producers at the core of its business model, advocating for territorial security, cultural identity, and the ability to autonomously subsist through sustainable production on their own lands. CARE is recognised by the target communities as a representative indigenous organisation, which has supported them for decades in building strong intra-community governance structures, as well as advocating for their rights with government and a range of external actors.

The innovative DIB approach, which entails a strong focus on the achievement of specific outcomes, will seek to inform practice in Peru and beyond, looking to promote innovative financing mechanisms to support sustainable indigenous agriculture in tropical countries. It will also deploy RFUK’s ForestLink real-time forest monitoring system to counter illegal logging and mining in the area. Success in this project will demonstrate the potential of this kind of work in promoting forest livelihoods while tackling deforestation and climate change.

Responsibilities

The Peru Coordinator will have overall responsibility for managing the Development Impact Bond and the smaller scale projects supporting sustainable cocoa production with Kemito Ene and CARE. As a member of the programmes team, the post holder will participate in the development and implementation of the organisational strategy in the Amazon and will liaise closely with our partner organisations. S/he will be required to spend up to 16 weeks of the year overseas.

The Peru Project Coordinator will be responsible for the following tasks, under the supervision of the Head of Programmes:

1. Project management

   - Develop and manage the project(s) implementation strategy, in line with agreed budgets, log-frame, work plans and procedures, and in close coordination with the Programmes Finance and MEL Coordinator and local partners.
• Under the lead of the Programmes Finance and MEL coordinator and in collaboration with the Tech team, support the implementation of the project monitoring, evaluation and learning (MEL) plan, including supporting partners to monitor specific indicators, collection of baseline and monitoring data, and implementation of the external project verification.
• Work closely with the GIS, Database and Website Officer and the Real Time Monitoring Coordinator to implement the real-time monitoring components of the project.
• Work closely with the Programmes Finance and MEL Coordinator to ensure adequate budget, and financial management of the project(s), maintaining overall responsibility for this.
• Ensure adequate project administration, including coordination of the work plan and ensuring compliance with internal and external deadlines, saving relevant documentation and ensuring overall filing and maintenance of the project folders and donor records.
• Ensure compliance with any other requirements of project management, including specific safeguards and policies and ensure these are implemented within the project, including by local partners when relevant.
• Prepare narrative and financial reports and ensure their timely submission, in collaboration with the Programmes Finance and MEL Coordinator.
• Act as first point of contact with project donors, maintaining good communication and building a strong working relationship with them.
• Maintain a good understanding of national laws of relevance to the project(s) and a good overview of national policy and legal developments ensuring that the project strategy is aligned with them.
• Liaise with relevant government Ministries, national and international institutions and donors, and ensure these are considered in project strategy.
• Undertake up to four monitoring trips per year to review project progress with local partner and undertake any other work required to ensure the implementation of the project (subject to security and health conditions).
• If required, ensure implementation of project audits (in coordination with the Programmes Finance and MEL Coordinator), including developing appropriate TORs, advising on suitable external consultants and monitoring their work.
• Ensure continuous monitoring of the security situation, referring to local information and the relevant security advice agencies and sources, and ensure compliance with RFUK's security policies and procedures.
• Supervise the work of consultants, researchers, interns and volunteers as appropriate.

2. Support to local partners

• Maintain permanent liaison with NGO partners involved in the project(s) to implement and monitor the project.
• Provide extensive support, guidance and mentoring — both on the content of the projects (strategy, activities, etc.) and in matters of general organisational management (following up on due-diligence, etc.) — to local partner organisations.
• Support Kemito Ene in particular to strengthen their business model.
• In conjunction with the Head of Programmes and Programmes Finance and MEL Coordinator, conduct due-diligence assessment of partners involved in the project(s), as appropriate, and ensure follow-up of recommendations as necessary.
• Work closely with partner organisations to build their admin and financial management capacities, particularly to ensure good financial management and compliance with RFUK and donor policies.
• Support implementing partners in the development of relevant communications' tools and strategy, in conjunction with the Communications Coordinator.
• If appropriate, identify and develop other potential local partners in Peru,

3. Other

• Contribute to the development and implementation of the organisational strategy, and a specific strategy for Peru and the Andean Amazon in that framework, and participate in RFUK's strategic development, including attending internal meetings, strategy away days.
• Ensure good coordination with other members of the Programmes Team and regular communication and information sharing with them and the wider organisation including cross-learning between the project and the Community Forests and Real Time Monitoring programmes.
• In conjunction with other programme and non-programme staff, produce to publications standard programme and policy materials, including leaflets, briefings, reports and internet content.
• Assist in the identification and preparation of new opportunities for programme development, including the preparation of funding proposals relevant for the development of the RFUK organisational strategy.
• Contribute to the development of RFUK's organisational knowledge base, such as by providing contacts for the central database etc.
• In close liaison with the Programmes Finance and MEL coordinator, Head of Programmes and Executive Director, lead on relevant policy work including: development of specific policy plans and documents; review of studies, statements and other relevant documents: facilitation of trainings, meetings and workshops etc.
• Represent the organisation in relevant local, national and international fora, on relevant policy issues and in promoting the innovative features of the project.
• Perform other tasks as may from time to time be requested by the Head of Programmes and the Executive Director.
## Person specification

### Knowledge and Experience

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<th>Essential</th>
<th>Desirable</th>
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<td>- Degree in forestry, agriculture, international development or a related subject, and postgraduate degree or equivalent experience in relevant field.</td>
<td>- Livelihoods expertise and experience in capacity building in that area.</td>
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<td>- Experience managing livelihood projects in developing countries, preferably in rainforest areas.</td>
<td>- Working experience in Peru, preferably with indigenous peoples of the Amazon region.</td>
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<td>- At least 3 years’ experience of project management in a charity or in an international development context, including large scale and complex projects.</td>
<td>- Knowledge of Development Impact Bonds or other innovative finance mechanisms.</td>
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<td>- Good knowledge of forest governance and community rights, preferably in South America.</td>
<td>- Knowledge of cocoa production and trade.</td>
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<td>- Experience of working with local partners in developing countries and developing civil society capacity and voices.</td>
<td>- Experience in managing consultants, interns and volunteers.</td>
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<td>- Fluency in both English and Spanish, written and spoken.</td>
<td>- Experience supporting grassroots business development.</td>
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<td>- Financial/budget management in a charity/development project context.</td>
<td>- Experience of downstreaming safeguarding processes.</td>
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<td>- High level of competence in using software packages, including main Microsoft Office applications.</td>
<td>- French language skills</td>
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### Personal skills and attributes

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<td>- Demonstrable personal commitment to defending human rights, in particular of forest communities and indigenous peoples.</td>
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<td>- Excellent interpersonal and communication skills – written and oral.</td>
<td>- Cultural sensitivity and demonstrable commitment to RFUK’s values and to the principles of inclusion and non-discrimination.</td>
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<td>- Careful and conscientious with demonstrable attention to detail.</td>
<td>- Desire and capacity to work on complex issues in a complex environment.</td>
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<td>- Excellent organisational and time management skills with the ability to work under pressure and to multiple deadlines.</td>
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SUMMARY, TERMS AND CONDITIONS

The post is offered on a fixed term contract until 30th April 2023, with possibility of extension and subject to a 6-month probationary period.

The post is a full-time post, based on a 35-hour working week.

The starting salary is from £32,651 to £35,525 gross per annum, depending on experience, including London weighting.

Monthly salary is paid by Bank Automated Credit transfer, on the 25th of every month.

Holidays, sick pay and other benefits are provided in accordance with statutory requirements. 30 days paid leave per year are offered.

Workplace pension (4% employer contribution).

The place of work is Units 2-4, The Atelier, Old Dairy Court, 17 Crouch Hill, London, N4 4AP, although remote working is currently encouraged, under government Covid-19 guidance. Flexible working conditions will be considered for exceptional UK-based candidates.

RFUK’s office is a non-smoking environment. There is no parking provided for the post-holder, although bicycles can be stored at location provided.

RFUK is an equal opportunities employer, and makes no discrimination on the grounds of gender, race, age, physical abilities, religious or sexual persuasion.

If interested, please send your CV (three pages maximum) and a cover letter specifying your motivation to apply for this position and how you fulfil the criteria in the person specification to jobs@rainforestuk.org. Applications will be reviewed on a rolling basis, so candidates are encouraged to apply as soon as possible.

Documents must be submitted in English. In your email, please confirm that you meet the language criteria for this position and tell us where you found out about this opportunity.

Candidates must have the right to work in the UK.