



## JOB DESCRIPTION

### Monitoring and Rights Project Coordinator

**Reporting to:** Monitoring & Rights Manager

#### 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 to:

- Secure and control the natural resources necessary for their long-term well-being and manage these resources in ways which do not harm their environment, violate their culture or compromise their future.
- Develop means to protect their individual and collective rights and to obtain, shape and control basic services from the state.

#### The Programmes Team

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

- Lands and livelihoods: including promoting community land rights, community-based forest management and land use planning
- Monitoring and rights: including community forest monitoring and human rights and conservation effectiveness
- Mapping and technology development: crosscutting use of technology to pursue our goals on lands, rights and sustainable forest governance.
- Latin America: a geographically focussed programme integrating all thematic elements mentioned above.

The Programmes Team also contributes to the organisation's policy and campaigning work.

#### Responsibilities

The Monitoring and Rights Project Coordinator will have the overall responsibility of managing funded projects under the Monitoring & Rights team in **Central and East Africa** as well as maintaining permanent contact with ForestLink partners and users in Central and East Africa to support the work of the Monitoring and Rights Senior Coordinator in these countries. The post holder will lead on the implementation of the ForestLink strategy throughout these territories, working closely with the Monitoring & Rights Manager, Monitoring and Rights Senior Coordinator, Monitoring and Rights Project Officer and the Mapping & Development Team.

The post holder will be responsible for the following tasks, under the supervision of the Monitoring & Rights Manager:

## 1. Project management

- Manage projects in line with strategy, agreed budgets, log frame, work plans and procedures and ensure compliance with donor requirements;
- Work closely with the Monitoring and Rights Project Officer to ensure adequate budget, financial and administrative management of projects;
- With support from the Monitoring & Rights Manager and other relevant staff, ensure **compliance** with any other requirements of projects' management, including by local partners when relevant;
- Prepare narrative project **reports**; and ensure review and timely submission of financial reports prepared by the Project Officer;
- Alongside the Monitoring & Rights Manager, ensure a good relationship with funders of the Monitoring & Rights programme;
- Maintain a good **understanding of national laws and policies** of relevance to the projects and a good overview of national developments ensuring that the projects' strategies are aligned with them;
- With support from the Monitoring & rights Manager, liaise with relevant **government Ministries, national and international institutions** and donors, and ensure these are considered in project strategies;
- Contribute to specific **policy advocacy work** for the projects, including the development of policy plans and documents, review of studies, statements and other relevant documents, facilitation of trainings, meetings and workshops, representation of RFUK and liaison with relevant actors such as government bodies, international NGOs and institutions etc.
- Undertake up to four **monitoring trips** per year (up to 16 weeks) to review project progress with local partners and undertake any other work required to ensure the implementation of the projects (this depends on health and security conditions);
- With technical support from the Monitoring & Rights Manager, Monitoring and Rights Senior Coordinator and other relevant staff, contribute to the implementation of **Monitoring, Evaluation and Learning** plans for the programme, including the development and monitoring of specific indicators, collection of baseline and monitoring data, and implementation of external project evaluations;
- Support the implementation of project **audits**;
- Ensure good **coordination with other members of the Programmes Team**, particularly the Mapping and Development Team;
- 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.
- Under the leadership of the programme manager, coordinate the implementation of the **communications strategy** and production of related outputs for the programme, with support from the Communications Coordinator and other relevant staff.

## 2. Support to local partners

- In conjunction with the Project Officer, support **due-diligence** assessment of partners involved in the projects for review by the Head of Programmes, and ensure follow-up of its recommendations as necessary;
- Maintain permanent liaison with NGO partners involved in the project to implement and monitor the projects;

- Provide extensive support, **guidance and mentoring** – both on the content of the projects (strategy, activities etc.) and in matters of general organisational management, including safeguarding (following up on due diligence) – to partner organisations and their staff responsible for the implementation of the project;
- Support partners in the development and implementation of **policy advocacy strategies** and coordinate RFUK's contribution to these;
- Support partners in the development of relevant **communications** tools and strategy, in conjunction with the Communications Coordinator;
- Support further development of the plan to enhance the protection of Environment and Human Rights Defenders.
- Maintain contact and provide technical and advocacy support to local partners using ForestLink outside of the main funded projects, as long as this is feasible within other tasks and responsibilities.
- If appropriate, identify and develop **new local partnerships**.

### 3. Technical coordination

- Leading on ForestLink deployment across all projects, providing technical support to other staff when needed and ensuring consistent data collection in line with the ForestLink strategy.
- Leading on the production of standardised data collection forms, in line with the ForestLink strategy and with contributions from other members of staff as relevant.
- Work closely with the Mapping and Development Team to oversee the successful implementation of ForestLink applications in all territories where it is being rolled out
- Undertake research, data collection, data systematisation appropriately as required
- Work closely with local community partners and to ensure efficient implementation of ForestLink, and follow up with local partners on outcomes, developments and results of ForestLink monitoring, in order to refer and feed outcomes back into Monitoring & Rights policy work

### 4. Other

- With support from the Operations Team, ensure compliance with data protection rules.
- Represent the organisation in relevant local, national and international fora;
- Assist in the uptake of new opportunities, including the preparation of funding proposals;
- Contribute to the development and implementation of the Organisational strategy;
- Perform other tasks as may from time to time be requested by the Monitoring & Rights Manager, the Head of Programmes and the Executive Director.

## PERSON SPECIFICATION

Detail	Essential	Desirable
Knowledge and experience	<ul style="list-style-type: none"> <li>• Master Degree in law, anthropology or international development or a related subject, <b>or equivalent experience</b>.</li> <li>• At least 3 years' experience in project management in a charity or in an international development context, including large-scale and complex projects.</li> <li>• Good knowledge of forest governance and human rights, preferably in West and Central Africa.</li> <li>• Ability to lead strategic thinking and strategic project development, including programme design and development of funding proposals.</li> <li>• Extensive experience of working with local partners in developing countries and developing civil society capacity and voices.</li> <li>• Excellent negotiating skills and experience in participating in high-level meetings with donors and decision-makers.</li> <li>• <b>Fluent in both English and French</b>, written and spoken.</li> <li>• Financial/budget management in a charity/development project context.</li> </ul>	<ul style="list-style-type: none"> <li>• Working experience in Central Africa.</li> <li>• Experience of downstream safeguarding and risk management processes</li> <li>• Experience or knowledge of community monitoring or "tech for good" initiatives.</li> <li>• High level of competence in using software packages, including main Microsoft Office applications.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Demonstrable personal commitment to defending human rights, in particular of forest communities and indigenous peoples.</li> <li>• Excellent interpersonal and communication skills – written and oral.</li> <li>• Cultural sensitivity and demonstrable commitment to RFUK's values and to the principles of inclusion and non-discrimination.</li> <li>• Demonstrable ability to build coalitions and networks for collaboration.</li> <li>• Desire and capacity to work on complex issues in a complex environment.</li> <li>• Careful and conscientious with demonstrable attention to detail.</li> <li>• Excellent organisational and time management skills with the ability to work under pressure and to multiple deadlines.</li> <li>• Willingness and ability to travel up to 16 weeks per year including in remote forest areas, as well as other occasional travel, such as to European destinations.</li> </ul>	