

JOB DESCRIPTION

- Job Title:** **Monitoring, Evaluation & Learning (MEL), and Administration Officer - Land & Livelihoods Team (bilingual in French and English)**
- Location:** Flexible – London (Bethnal Green) / Hybrid / Fully Remote
- Hours:** Flexible: offering either full-time hours or the possibility of 80% workload, allowing for a 4-day workweek
- Salary:** This job is offered in both the UK and France. Due to higher employer costs in France, the gross salary for this position varies between the two countries. In the UK, it will be GBP 32,534 FTE, while in France, it will be € 30,810 FTE. Please be informed that RFUK operates on a fixed salary grid, and as such, salaries are non-negotiable.
- Reporting to:** Land & Livelihoods (L&L) Manager
- Duration:** As soon as possible to September 2025 (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 to:

- Secure and control 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.
- Develop means to protect their individual and collective rights and to obtain, shape and control basic services from the state.

The Programmes Teams

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 (L&L):** 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.

The “Forests for the Future” Programme in DRC

The adoption of the Community Forests Decree in 2014 and its main bylaw in 2016 in the Democratic Republic of Congo (DRC) is arguably the most significant legal reform related to tropical forests and forest peoples’ rights in recent years. This framework could impact as many as 40 million forest-dependent people and with tens of millions of hectares potentially available to develop pro-poor, community models of forest management.

Since its creation, RFUK has been continuously advocating and supporting the development of community-based forest management in the Congo Basin – something that is now widely recognised as being key to delivering strong conservation and development outcomes. Under a DFID (now FCDO) funded project (2016-2019), RFUK headed a consortium of Congolese and international NGOs that played a central role in laying the foundations for community forestry in DRC. The project:

- facilitated the development and adoption of the National Strategy for Community Forestry;
- consolidated the Multi-stakeholder Roundtable for Community Forestry as a deliberative policy making body;
- accompanied nine communities to apply for their community forest concessions;
- trained and built capacities among civil society and government officials at all levels;
- produced a ground-breaking body of resources, studies and tools to inform best practice in DRC and beyond.

USAID, NORAD and other donors are now supporting RFUK and our consortium partners to build on these efforts to trigger a new phase of development of community forestry in DRC. The project, which runs from September 2020 to September 2025, has the central objective of consolidating community forests as a viable forest use model that enhances livelihoods while protecting forests. To this end, the project is pursuing four main strands of work:

- Promoting land use planning, sustainable management and income generating activities in pilot community forests in Equateur, North Kivu and Maniema provinces;
- Tackling deforestation and protecting biodiversity in target sites;
- Advocating for the continued improvement of the legal framework and promoting transparency and good practice;
- Building capacities in government and local civil society.

In DRC, activities are implemented by a consortium of Congolese NGOs based in Kinshasa, Goma, Butembo, Mbandaka and Kindu.

Within RFUK, the ‘Forests for the Future’ programme is implemented by the L&L team.

The Community Forestry (CF) project in CAR

Facing an ongoing civil war and insecurity in vast areas of the country, the government of the Central African Republic (CAR) is clearly not prioritising the devolution of land rights to local communities. Instead, reliance on Russian support for the pacification of the country has helped Russian economic interests prevail over the interests of local and indigenous populations. This added further complexity to an already unfavourable context: a very restrictive legal framework in terms of community rights, and community forestry in particular; the allocation of the entire tropical forest to industrial logging (80%), strictly protected areas (15%) and other extractive activities; leaving forest and indigenous communities with no legal option to secure their rights to lands and resources.

However, a DFID-funded project (2016-2019) resulted in a historic gain in 2019, with the allocation of the country’s very first community forest. RFUK and its CAR partner had managed to convince government officials to test the [innovative approach of overlapping CF and logging concessions](#), with the aim of informing the revision of the legal framework. Unfortunately, this community forest was

revoked soon after, and the thrust behind this process has virtually ground to a halt. The 24 villages, grouped in 3 community forests, who had gone through a complex application process with our support, had their request validated by the forest administration, but they are still waiting on a political decision to obtain formal recognition for their rights.

Although an official CF allocation would make these prerogatives legally binding to third parties, action at community level can be impactful regardless. So RFUK and its CAR partner have kept on supporting communities on several fronts. The strengthening of local governance not only helps to face threats collectively and enforce communities' management rules; it also enables participatory and inclusive decision-making, notably to initiate income generating activities, and facilitates the equitable redistribution of benefits. The project also supports the improvement of agricultural practices through peer learning (and expert ad hoc advice), as a way to limit pressure on conservation areas and build community resilience.

These pioneers are therefore in a position to inform best practices, in order to scale up CF implementation in CAR, as soon as the political and legal frameworks are revised and more coherent with local realities. The ongoing revision of the Forest Code, supported by the project, is another major step in this direction.

RESPONSIBILITIES

The MEL and Administration Officer will work under the supervision of the L&L Manager, with guidance from other team members.

Primary goal: contribute to the achievement of the "Forest for the Future" and CAR programmes objectives, by:

- monitoring projects implementation against objectives,
- providing comprehensive support to the L&L team,
- directly supporting partner NGOs involved in the projects.

The postholder will be responsible for the following tasks:

1. Support to "Forests for the Future" programme in DRC (80%)

a) **Lead on** – with guidance from the L&L manager:

- **Collection and compilation of data** to update the logframe, liaising directly with partners;
- **Filing of project documentation** in a timely and orderly manner, such as partners' and consultants' terms of reference (ToRs), activity reports, picture and video material, data and policy documents from various parties, etc.;
- **Notes taking and archiving** for internal and external meetings with various stakeholders (partners, donors, DRC authorities, etc.);

b) **Support** the L&L manager and/or other team members with:

- **Team coordination meetings:** organising meetings, drafting of agendas, follow up on action points, etc.;
- **Project MEL:** organising data, tracking progress against logframe, flagging lags in progress to the team, development/revision of monitoring tools for each indicator;

- **Copy writing and editing:** notably to proofread, translate or draft sections of donor reports, or any other programme and policy materials and publications, including leaflets, briefings and internet content;
- **Finance:** verify partners' financial reports and receipts, and carry out other tasks related to bookkeeping and financial reconciliation;
- **Logistics:** support travel preparation and other tasks, covering for the L&L Administrative and Finance Project Officer if unavailable;
- **Project external evaluation:** supporting internal coordination, recruitment and administrative aspects, providing relevant documents and information to the evaluators, planning and supporting data collection in coordination with all stakeholders, coordinating the provision of stakeholder feedback on the evaluation report, etc.;

2. Support to the Community forestry project in CAR (20%)

a) **Lead on** – with guidance from the L&L manager :

- Establishing **good and regular communication with the CAR partner** to ensure mutual understanding;
- Guaranteeing the **timely submission**, by CAR partner, of quality documents, including activity ToRs, narrative and financial reports, updated work plans, budget forecasts, etc.;
- **Financial management**, including:
 - Preparing partner's transfers,
 - Reviewing partner's financial reports and receipts,
 - Updating of financial tracker,
 - Reconciliation of project expenditure with organisational accounts,
 - Preparation of financial reports in compliance with donor and RFUK requirements;
- **Filing of project documentation** in a timely and orderly manner;
- **Notes taking and archiving** for internal and external meetings;

b) **Support** the L&L manager with:

- **Project MEL:** filing and organising data, tracking progress against logframe, flagging lags in progress to the team, development/revision of monitoring tools for each indicators;
- **Budget management**, including the preparation of annual budgets (different versions for partner, donor and RFUK internal use), monitoring budget variances, etc.;
- **Technical inputs:** reviewing of partner's narrative reports, notably to draft donor reports, or any other policy materials and internet content;
- **Policy and security monitoring:** regularly discuss the evolution of the political and security context with the CAR partner, relay information to the L&L manager, and contribute to strategic activity planning;
- **Fundraising:** contribution to the preparation of narrative proposals, budgets and other administrative requirements;

PERSON SPECIFICATION

Detail	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • <u>Fluent in English and French, written and spoken;</u> • Degree in law, anthropology or international development or a related subject, or equivalent experience; • Knowledge of and/or interest in forest governance and human rights, preferably in Central Africa; • Experience and/or interest in project management support in a charity or in an international development context; • Experience and/or interest in working with local NGOs in developing countries; • Experience and/or interest in administering development project budgets, tracking expenditure and processing payments; • Basic knowledge of MEL, project work plans and logical frameworks; • Ability to produce quality financial and narrative reports; • Ability to manage projects in compliance with institutional donors requirements; • Ability to contribute to strategic project development, including project design and development of funding proposals; • High level of competence in using software packages, including main Microsoft Office applications, particularly Excel. 	<ul style="list-style-type: none"> • Working experience in Central Africa; • Interest in land rights and/or natural resources rights; • Interest in advocacy and/or legal support; • Experience reviewing third party financial and narrative reports; • Experience supporting the management of large scale and complex projects with multiple donors ;
Personal Skills and Attributes	<ul style="list-style-type: none"> • Empathy with and commitment to the Rainforest Foundation’s Vision and Mission (interest in Human rights & environmental issues) • Proven ability to work efficiently in a multinational team; • Excellent interpersonal and communication skills – written and oral; • Careful and conscientious with demonstrable attention to detail; • Excellent organisational and time management skills with the ability to work under pressure and to multiple deadlines; • Willingness and ability to learn on the job, keen to undertake training and develop additional technical knowledge and skills. 	<ul style="list-style-type: none"> • Willingness and ability to travel in DRC.

SUMMARY, TERMS AND CONDITIONS

Hours, remuneration and place of work

The post is offered on a fixed-term contract until September 2025, with the possibility of an extension.

While this role is traditionally full-time, consisting of a 35-hour workweek, we're open to considering candidates who prefer an 80% workload.

This role offers flexibility in location, with the option to work from our London office (E2 6GG), in a hybrid capacity, or fully remotely from either France or the UK.

This job is offered in both the UK and France. Due to higher employer costs in France, the gross salary for this position varies between the two countries. In the UK, it will be GBP 32,534 FTE, while in France, it will be € 30,810 FTE. Please be informed that RFUK operates on a fixed salary grid, and as such, salaries are non-negotiable.

Our benefits

- 30 days paid holiday, in addition to Bank Holidays;
- Hybrid working/fully remote option;
- Dog-friendly office in Bethnal Green, East London, with access to discounted gym membership;
- 4 weeks of work from anywhere in the world;
- Budget allowance for travel to the office (capped at £700 a year in 2024);
- IT home office budget;
- Learning and development allowance;
- Employee Assistance Programme (EAP);
- Workplace pension after three months in the role (4% employer contribution regardless of employee contribution).

In addition, we are committed to:

- Enabling our team's career progression within the organisation;
- Recognising our team's achievements, skills, competence and development;
- Being fair, transparent and flexible;
- Balancing the needs and expectations of our partners, donors and the local communities we work with;
- Encouraging and enabling management accountability.

Equal Opportunities

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

Important notice

RFUK has a zero-tolerance approach to any attitudes or behaviours that put our staff, those impacted by our programmes, or the wider community we work with at risk of harm. Safeguarding incidents are considered acts of gross misconduct and are grounds for disciplinary action, up to and including dismissal and referral to relevant authorities.

As representatives of RFUK, staff behaviour must be seen to be of the highest standard and in keeping with RFUK's vision, mission and aims. Therefore, all offers of employment are subject to satisfactory references and appropriate screening checks.