



FAUNA & FLORA
INTERNATIONAL

**Technical Specialist,
Livelihoods & Governance,
Liberia**

Application Pack

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

**Sir David Attenborough,
FFI Vice-president**

Innovative conservation since 1903

FAUNA & FLORA INTERNATIONAL

Fauna & Flora International (FFI) protects threatened species and ecosystems worldwide, choosing solutions that are sustainable, based on sound science and take account of human needs. Operating in more than 40 countries worldwide, mainly in the developing world, FFI saves species from extinction and habitats from destruction, whilst improving the livelihoods of local people. Founded in 1903, FFI is the world's longest established international conservation body and a registered charity.

AFRICA PROGRAMME

Working closely with local partners, FFI's Africa Programme currently supports operations in 13 countries in West, Central, East and Southern Africa, and is implementing a range of projects focused on both terrestrial and marine species and habitat conservation, biodiversity planning, protected area management, institutional development and capacity building, sustainable use and community-focused wildlife management initiatives.

To achieve its mission in Africa, FFI uses different approaches to work with and alongside local partners to focus on the sustainable use and management of natural resources as a means to effective conservation in the long-term. In all its projects in Africa, FFI seeks to:

- Build and support local partnerships with African conservation and community development organisations
- Strengthen institutions to bring sustainability and added value to projects
- Maintain long term presence and relationships
- Reconcile conservation goals with the needs of local people
- Incorporate sound science in decision-making

LIBERIA PROGRAMME

Liberia is home to large remaining intact sections of Upper Guinean Forest rich in endemic and endangered species not found elsewhere. These forests are at risk from extreme and immediate threats, such as slash-and-burn agricultural expansion, mining and poaching. Recently, following years of civil conflict, communities that were returning to their ancestral lands have been faced with further challenges to their livelihoods presented by the biggest outbreak of Ebola HV to date.

FFI began working in Liberia in 1997 and played a crucial role, together with partners, in re-establishing operations in the country's oldest protected area – Sapo National Park – after years of civil conflict. FFI has since worked closely with partners to help identify and prioritise sites for a protected area network across Liberia and establish the foundations for sustainable forest and environmental management. In 2006, the Liberian Government made a declaration to put aside 30% of its forest for a protected area network (PAN). To date, less than 4% of the PAN has been officially gazetted to formal protected status.

Today FFI's Liberia programme focuses on building capacity at multiple levels within Liberia to enable long-term management of natural resources. It supports mechanisms for community-based natural resource management, working through local partners and with industry, and engaging with relevant international, regional and national stakeholders including local communities, non-governmental and civil society organisations, and local and central government agencies.

THE OPPORTUNITY

FFI is seeking a Technical Specialist, Livelihoods & Governance, Liberia to co-ordinate and lead the delivery of socio-economic and governance components across the Liberia Programme's portfolio.

You will have a proven track record in leading community engagement and development approaches in West Africa. You will have substantial experience in field research, data collection, data analysis, stakeholder engagement, participatory assessment approaches and monitoring & evaluation (M&E).

Strong leadership, team-work and multi-tasking skills are essential to the role to ensure effective programmatic delivery against project aims, objectives and timelines. The role also requires a skilled and credible communicator, who is confident in developing and managing relationships with local communities, partner organisations and relevant local and national level stakeholders.

You will be skilled in project development, implementation, capacity building, evaluation and reporting. You will have good project, grant and financial management skills, as well as a commitment to organisational, donor and legal compliance.

TERMS AND CONDITIONS

Start Date:	As soon as possible
End Date:	31 January 2020, with potential to extend subject to business need and funding availability
Probation Period:	Six months
Gross Salary:	USD 33,000 per annum
Location:	This position will be based at FFI's office in Monrovia, Liberia, with regular domestic travel to project sites, coordinating field teams as needed. International travel to FFI's head office in Cambridge, UK may be required.
Benefits:	<p>For national appointments statutory Labour Law requirements regarding labour rights applies</p> <ul style="list-style-type: none">• 15 working days' annual leave entitlement plus national public holidays and other statutory allowances.• Medical insurance
Hours of Work:	This is a full time position, working Monday to Friday from 8.30am to 5.30pm with a one hour lunch break. These hours may vary depending on the requirements of the job in the field.

JOB DESCRIPTION

Job Title:	Technical Specialist, Livelihoods & Governance, Liberia
Reporting to:	Country & Operations Manager, Liberia
Line manages:	No direct line management responsibility but may need to oversee and coordinate field assistants as required

Key Relationships:

Internal

- The role will work closely with the FFI Liberia team, especially:
 - Project Manager, Ziama-Wonegizi-Wologizi Project
 - Project Manager, Wonegizi REDD+ Project
 - Project Manager, Sapu Landscape
 - Socio-Economic Assistant, Wonegizi REDD+ Project
 - Project Officer, Wonegizi REDD+ Project
 - Agricultural Specialist, Wonegizi REDD+ Project
 - Liberia Finance and Administrative Managers
- The role will work closely with the FFI UK team, especially:
 - Senior Technical Specialist, Livelihoods and Governance, Africa
 - Africa Programme team
 - Cross-cutting teams, including Agricultural Landscapes, Conservation Livelihoods & Governance and Conservation Finance & Enterprise

External

The role will work closely with local partners including Skills and Agriculture Development Services (SADS) and Partners in Development (PADEV), as well as with government partners including the Forest Development Authority (FDA) and the Environment and Protection Agency (EPA).

As required, the Technical Specialist, Livelihoods & Governance will represent FFI with government authorities, communities and community-based organisations, international and national partner NGOs and for-profit entities, representing the values and interests of FFI at all times.

Purpose:

To ensure technically strong social approaches are effectively co-ordinated and delivered in the Liberia Programme's projects, working in close collaboration with appropriate colleagues and clearly communicating the impact of this work internally and externally.

Responsibilities:

- Act as the focal point within the Liberia Programme for socio-economic and governance aspects of projects, ensuring alignment of approaches and timing of activities
- Work closely with the Senior Technical Specialist, Livelihoods and Governance, Africa to ensure standardisation of practice, shared learning, strategic and co-ordinated allocation of technical

resources and a good understanding of social aspects of conservation is maintained in the FFI Liberia Programme

Project Implementation

- Lead desk-based assessments and reviews to evaluate the effectiveness of conservation related livelihood projects at FFI project sites in Liberia to inform and improve project delivery
- Lead field-based assessments to develop baselines for the social and economic status of focal communities at FFI Liberia project sites that allow on-going monitoring of programme effectiveness and impact
- Provide technical input and maintain oversight of in-country training, mentoring and guidance for FFI Liberia staff engaged in socio-economic and governance aspects of projects, including M&E, Free Prior Informed Consent (FPIC) and community engagement
- Liaise closely with the FFI Livelihoods & Governance staff working across West African forest landscapes to ensure that objectives are aligned and that methods, data collection, assimilation, input and analyses are harmonised, where appropriate
- Build capacity of enumerators and team members in implementation of standardised social data collection methods
- Provide mentorship to project partners that strengthens established networks and creates opportunities for new collaboration, including transboundary collaboration and data sharing, with relevant national and international organisations engaged in community conservation
- Input to the establishment of appropriate governance structures at FFI project sites to enhance the equity and effectiveness of Liberian protected area management
- Ensure social and cultural assessments and practices are of internationally recognised standards (including High Conservation Value and Climate, Community & Biodiversity Alliance) to allow the accreditation of FFI Liberia projects
- Collaborate with Conservation Enterprise approaches at project sites to mitigate the social impact of conservation interventions through increasing the sustainability of rural livelihoods
- Work with the Communications and Logistics Coordinator, Liberia in designing and planning transboundary conservation messaging for awareness raising and educational activities
- Provide regular cross-project internal reports and communications to ensure that wider programme objectives are aligned and that data collection, assimilation, input and analyses are harmonised, where appropriate

Programmatic Operations and Financial Management

- In collaboration with Liberia Project Managers, input to development of annual work-plans in line with annual fund budgets and anticipated outcomes for livelihoods & governance related activities across the programme
- Work with Liberia Project Managers to ensure management of project finances relating to the livelihoods & governance elements of the programme and ensure all expenditure complies with donor and FFI regulations and FFI Delegations of Authority (DoA)
- In collaboration with Liberia Project Managers, and with support from the Finance Manager, Liberia, and Grant and Operations Manager, Liberia, ensure adequate project cash flow and accountability including quarterly finance planning and reporting for livelihoods & governance activities across FFI Liberia projects
- Work with the Finance Manager, Liberia to ensure maintenance of project financial records that meet FFI's in-country and UK-based institutional auditing requirements and internal and donor reporting and auditing requirements
- Support Liberia Project Managers in providing accurate and timely technical project reports as per FFI and donor requirements.

- In collaboration with the FFI West Africa Programme staff and FFI Monitoring and Evaluation teams, develop, implement and manage processes for the effective monitoring and evaluation of the livelihoods & governance related activities across the Liberia programme

Partner Relations and Staff Management

- In collaboration with the Country and Operations Manager, Liberia and Liberia Project Managers, contract and manage local social consultants and field assistants in Liberia as required to carry out field activities, in compliance with Liberian Labor Law
- As relevant, provide strong and motivational line management and mentoring of relevant staff to ensure efficient, effective delivery of project work, through objective setting, continuous performance management, annual appraisal, training provision and personal development planning
- Develop and support critical project-specific partner relationships locally, nationally and regionally as necessary

Other

- Provide technical input, where appropriate, on other work undertaken by the Africa programme
- Assist FFI in raising additional support (non-financial and financial) to complement project activities as needs and as are identified institutionally, and support programme development for the Liberia programme, including developing and inputting to project concepts and proposals, in line with approved strategic plans
- Work as an active member of the Liberia and wider Africa team and attend Liberia and Africa team meetings as required
- Provide input to the Liberia Programme reports and other communications and public relations outputs and activities as required
- Carry out any other tasks from time to time that may be requested of you as an FFI staff member that are in line with your skills and experience

PERSON SPECIFICATION

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent project implementation and stakeholder engagement skills • Strong knowledge of socioeconomic data collection techniques, including household survey design and participatory rural assessments • Advanced computer skills including data management and statistical analysis, financial systems and MS Office • Strong interpersonal skills, including ability to communicate with a wide range of stakeholders • Proven ability to assess capacity, mentor and develop skills of project staff and partners • Financial management skills, including budgeting and procurement 	<ul style="list-style-type: none"> • Spoken Lorma, Mandingo, Sapo, Grebo or Khran • Competent in the use of statistical packs (e.g. R, SPSS) • Experience in the use of tablet-based survey software (e.g. ODK, ONA, Kobi) • Experience in the use of GIS (e.g. ArcGIS or QGIS)

	<ul style="list-style-type: none"> • Strong problem solving skills • Strong written communication skills, including report writing • High standard of written and spoken English 	
Knowledge and Experience	<ul style="list-style-type: none"> • A degree in conservation biology, ecology, natural resources management, social work, anthropology • Substantial practical experience in socioeconomic data collection and stakeholder engagement • Experience in planning and leading the implementation socioeconomic data gathering efforts • Experience in using participatory rural assessment methodologies • Experience in capacity building and implementation of training activities • Experience working in Liberia and or the wider West African Sub-region • Experience of building community relations and dealing with conflict 	<ul style="list-style-type: none"> • Educated to masters level in social sciences or a related discipline • Interdisciplinary higher education Experience working in the Sapo Landscape • Experience working in the Wonegizi-Wologizi Landscape • Experience in carrying out HCV Assessments • Knowledge of REDD+, the CCB Standards and FPIC principles. • Experience in conflict management and the development of Grievance Redress Mechanisms (GRMs) • An understanding of key issues impacting conservation in Liberia
Behavioural qualities	<ul style="list-style-type: none"> • Willingness to live and work in remote locations with limited resources and amenities for extended periods of time • Self-motivated, independent, flexible and resourceful • Commitment to FFI's mission and vision • Rigorous and diligent approach to work • Team player, demonstrating ability to seek out the views and contributions of others • Ability to build positive personal and organisational relationships • Ability to work within a multi-cultural environment • Pro-active communicator • Genuine interest in the social dimension of conservation activities • Ability to work in and with an interdisciplinary team and to coordinate and align work with several teams within a country programme 	
Other		<ul style="list-style-type: none"> • Valid driving licence

HOW TO APPLY

Applications, consisting of a covering letter, a full CV and contact details for two referees (who will not be contacted without your consent) should be sent electronically to mary.weah@fauna-flora.org

In your cover letter please explain why you feel you should be considered for this post, highlighting your relevant skills, knowledge and experience and how they meet the requirements of the role profile.

The closing date for applications is **Wednesday 08 August 2018**.

Please mark your application '**Technical Specialist Livelihoods and Governance, Liberia**'.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

APPLICANTS WITH DISABILITIES

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, HR Administrator, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org

FFI values diversity and is committed to equality of opportunity