

Job Description

Regional Coordinator-Sustainable Natural Rubber

Supervised by:	Conservation Program Director, WWF-Cambodia
Technical Reporting:	International Program Officer, WWF France
Coordination:	WWF Cambodia, Myanmar and Thailand's ICARE Project Focal Points and Officers
Work location:	WWF Cambodia office in Phnom Penh
Duration:	January 2023 to April 2024

1. Background

WWF is one of the most influential independent nature conservation organisations in the world and operates through its global network in more than 100 countries. WWF has been active in the Mekong region for more than 20 years. The WWF activities in the Greater Mekong Region (Cambodia, Laos, Myanmar, Thailand and Vietnam) are committed to preserving the region's biodiversity and building a safe and sustainable future for people and wildlife. It is a comprehensive, large-scale nature conservation programme covering 600,000 km² of the most biologically diverse, economically significant and threatened forests and rivers in the Mekong Region. WWF Cambodia, WWF Thailand and WWF Myanmar are part of WWF's regional Greater Mekong Programme and are under WWF International.

Rubber production is associated with high environmental risks such as deforestation, as well as social risks, including land grabs and human rights violations. Rubber continues to be a major driver of deforestation in Southeast Asia, particularly in two major deforestation fronts, the Dawna Tenasserim area in Thailand and Myanmar, and the Eastern Plains area in Cambodia, Laos and Vietnam. WWF has worked, for over four years, on the promotion and implementation of sustainable natural rubber practices in Cambodia, Thailand and Myanmar.

With this regional dynamic underway, WWF-France and the three WWF offices in the Greater Mekong Region have decided to broaden and strengthen cooperation between country programs, using a regional approach towards the sustainable management of natural rubber and natural resources, as well as the restoration of ecosystems impacted by rubber, through its commitments on imported deforestation lumber.

WWF-France has positioned itself as a leader in the fight against deforestation and a champion of sustainable agricultural production systems. It is also an influential player in the new biodiversity, climate and development 2030 agenda, notably through the French Development Agency (AFD) and the French Global Environment Facility (FFEM), long standing partners of WWF.



Role Summary and Key Functions

The Regional Coordinator provides coordination support, and serves as a knowledge manager among the Country Project Teams in Cambodia, Myanmar and Thailand on the activities linked to the Towards a Responsible Rubber Industry in South East Asia (ICARE) project. In this way, the Regional Coordinator facilitates discussion where the three countries can share best practices from the project's activities and determine how they can be presented, discussed and solved in other situations/ formats for outreach and strategic partnership purposes.

The Regional Coordinator plays a key role in advancing effective partnerships, allowing for strategic implementation, providing advice and coordinating with other WWF initiatives and other actors on SNR, as well as forest restoration activities in the three countries. The Regional Coordinator is also responsible for coordinating/leading regular discussions between Country Project Teams, as well as WWF-France in order to ensure adherence to the Project Charter and Governance Structure and donor compliances.

Coordination and Project Management:

S/he will lead the coordination between the WWF-France and the Regional-level Projects in close liaison with the National Project Coordinators, prepare and revise project work plan as well as financial plans. S/he will organise and motivate the various meetings of the project include monthly meetings, regular calls with the project manager of WWF France and donors on the implementation of the project. S/he will work closely with the regional finance officer, on all financial and budgetary issues related to the project.

S/he will also be the privileged point of contact with the regional network (WWF Greater Mekong Office), and will be in charge of consolidating the regional information useful for improving implementation and the good conduct of the project.

Draft Agreements of Cooperation (AoC) with the project team in each country as needed. S/he will maintain knowledge management system as well as the organisation and maintenance of the project filing system. S/he will participate in the national Project meetings, technical meetings as well as regional and national workshops.

Knowledge Management, Regional Learning and Monitoring

Provide opportunities for cross-country learning, sharing of lessons-learned and best practices drawn from the project implementation and beyond in close coordination with the project partners. Potential formats could be online and/or offline formats (such as study tours, exposure visits, conference, workshops, training, publications or videos).

Ensure that technical aspects, models and methods applied, and results achieved at country level are documented, shared and known across countries to demonstrate the impact of the interventions.



Support the documentation of lessons learned from the project and provide recommendations for replication and up-scaling. Follow the project work plan to analyse the socio-environmental risks of the project, as well as risk mitigation plan (Environmental and Social Safeguards).

Lead and Contribute so that project technical activities are being effectively monitored their impacts across countries and are reflected in annual project evaluations to (i) analyse project progress towards goals and learning objectives, (ii) communicate those findings externally (e.g. to donor, external partners) and internally (e.g. to project staff), (iii) enable adaptive learning and define actions to improve technical project implementation, (iv) coordinate technical aspects during the development of a phase 2 project proposal. Prepare/lead the preparation of progress reports in compliance with the M&E guidelines, including (but not limited to) inception workshop report, progress reports, annual project performance reports including monitoring of project: Milestones; Financial data; Procurement data; Risk's assessment; Project indicators; Lessons learned; Project Results.

Visibility and Representation

Strengthen visibility of the project by sharing project results and experiences about SNR through participation at events as well as developing jointly with project partners' relevant communication materials.

Liaise with and regularly exchange ideas with WWF colleagues to engage at the international level (e.g. the Global Platform for Sustainable Natural Rubber (GPSNR), the GPSNR working groups, the International Land Coalition (ILC)) and at the regional level (e.g. WWF Forest Hub, Greater Mekong Programme, and WWF offices in China, Lao PDR and Vietnam) and represent the project/WWF in other relevant rubber-related platforms and initiatives (e.g. MLRG Rubber Initiative, Roundtable Rubber in Germany) as required. A direct technical exchange and reporting line will be established to the WWF International Rubber Lead within the WWF network, and with WWF colleagues working on SNR in other countries such as Cameroon, Indonesia, Japan and Malaysia, France and the US.

2. Minimum Qualifications

A. Formal Training:

Masters or other advanced degree in Project Management, Business and Administration, or similar careers

B. Experiences:

- At least 7 years of relevant professional experience with development projects, business management, agri-business, economics and trade are required.
- Having in depth experience and knowledge related to co-financing projects and previous experience with AFD is preferable;



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- Fully conversant with all aspects of rubber production and associated environmental and social risks including a rights-based approach, and ideally with hands on experience with the stepwise approach to sustainable rubber production and supply chains;
- At least 5 years proven experience as an effective manager working within a decentralised, multi-national network (or programme), including management of multi-stakeholder exchange and learning processes;
- Experience in overseeing a multi-stakeholder platform such as a Secretariat/Committee is highly-desirable;
- Experience with proposal development and fundraising strategies is a plus;
- Familiarity local contexts and knowing how to work with smallholder farmers, governments, aid agencies, and NGOs.

C. Skills and Abilities:

- Ability to work in a multicultural environment
- Good Facilitation and coordination with internal and external stakeholders
- Detailed oriented and strategic
- Good at training, mentoring and coaching skills
- Strong communication and people-skills
- Excellent written and spoken English
- Understanding context, culture and enabling environment of each partner
- Ability to adhere and enforce financial compliance
- Ability to work independently as well as within a cross-country team setting
- Publish a peer review level, journal articles, develop and edit case studies and evidence-based reports, policy brief papers are desirable

D. Required Skills and Competencies

- Identifies and complies with the core values of the WWF organisation: Courage, Collaboration, Respect and Integrity;
- Adheres to WWF's brand values: Knowledgeable, Optimistic, Determined and Engaging;
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

3. WWF's Mission and Goals

It is part of every staff member's terms of reference to contribute to **WWF's mission:**

is to conserve nature and reduce the most pressing threats to the diversity of life on Earth,

by working towards the goals of:



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- Zero loss of natural habitats
- Zero extinction of species
- Halve footprint of consumption and production