



ATLANTIC FORESTS Ecoregional Facilitator Terms of Reference

WWF / Vida Silvestre Argentina and Atlantic Forest Program Overview

With remarkable biodiversity, high plant and animal endemism and a diverse cultural blend of people from various parts of the world, the Atlantic Forest (AF) is a unique ecoregion. Spanning Argentina, Brazil and Paraguay, it houses the Guarani aquifer, the largest underground freshwater reserve in the world. It also has a variety of socio-political contexts, communities and governance models that pursue economic opportunities, but leave behind a trail of degradation in the forest ecosystems.

Since 2000, Fundación Vida Silvestre Argentina, WWF-Brazil and WWF-Paraguay have been working together in a trinational Atlantic Forest program under its Ecoregion Based Conservation Initiative. Taking into account that the ecoregion has suffered from forest fragmentation and degradation, working cooperatively and making collective choices on the landscape level can have significant positive outcomes.

The development of this program is based on an Ecoregional Action Plan (EAP), where the three countries formulate the strategies, objectives, goals and activities together, since the relevant issues in the Atlantic Forest are shared in those countries. The long-term vision of the program is “Priority landscapes in the Atlantic Forest are maintained and recovered to guarantee biodiversity conservation, clean water, sustainable production, enjoyable sceneries, and stable climate for human well-being”

Program overview and Role

The implementation team of WWF Brazil, WWF Paraguay and Vida Silvestre Argentina are pleased to advertise an exciting opportunity for individuals wanting to develop and progress their career in Program Facilitation and Management. Under the supervision of the Atlantic Forests Steering Committee, we have an opening in any of these three countries for a passionate Atlantic Forest Ecoregional Facilitator to drive the coordination and management of multiple conservation projects in Brazil, Argentina and Paraguay. As the Atlantic Forest ecoregional facilitator you will also support the drafting of new proposals and development of high level presentations to support our continued conservation impact in this ecoregion. This position will provide you with intellectual challenge, professional growth, career advancements, and the opportunity to contribute towards conservation impacts.

We expect the Ecoregional Facilitator to fill the following principal roles:

1. Cultivate internal and external partnerships with the implementation team to establish a common agenda: guide all participants for a shared vision for change, clear workplans, decisions that are data informed, sharing the lessons learned and good practices.
2. Focus on results and contribute to the delivery of the global goals and new practices of the WWF network by facilitating and mutually reinforcing tri-national or bi-national program/project activities.
3. Facilitate the planning and budgeting of conservation projects with a sound analysis of the issues and support the implementation of the program in a quality manner.

4. Facilitate relationships between the implementing team, AF steering committee, potential donors, and other partners within existing governance structures.
5. Maintain continuous communications internally and help promote learning for adaptive management.

Objective:

“Improve the performance of the Atlantic Forest Ecoregional Program by supporting the tri-national Implementation Team in the design and implementation of conservation practices, and by sharing results respectfully, honestly and transparently to facilitate learning and fundraising.”

Tasks & responsibilities:

1. Profiling and Promoting the Ecoregion:
 - a. Facilitate the development of and consolidate Ecoregional level communication products;
 - b. Organize events to bolster the position the AF Program;
 - c. Share up-to-date program information (e.g. new strategies, results & adaptive management) amongst all participants and, if appropriate, to a wider audience.
2. Planning/ Budgeting:
 - a. Organize Implementation Team meetings for designing and reviewing EAP strategies;
 - b. Set a strategic direction and review conservation priorities;
 - c. Lead the design of shared eco-regional projects, support program coordinators and staff;
 - d. Coordinate setup of the eco-regional workplan, integrating mutually reinforcing activities;
 - e. Promote the adoption of the “New Funding Model” in close coordination with the program coordinators.
3. Fundraising:
 - a. Identify funding opportunities for eco-regional and trans-boundary projects (Multilateral donors, the WWF network, and the private sector);
 - b. Keep an overview of the country offices’ proposals submitted to different donors;
 - c. Manage a pipeline of ecoregional-level proposals and transformational concepts;
 - d. Provide the Steering Committee with a semi-annual overview of Atlantic Forest pipeline/potential funding proposals;
 - e. Present the proposals according to the requirements of the fundraising calls;
 - f. Support program coordinators in networking with donors.
4. Monitoring and Reporting:
 - a. Support decision-making regarding shared indicators, objectives and goals;
 - b. Analyse progress of the AF Program/project results and review donor expectations;
 - c. Analyse operational and financial data of AF program/project;
 - d. Support Program risk monitoring of emerging threats and in the Atlantic Forests Ecoregion.
 - e. Help edit the semi-annual TPRs (technical program reports) to share our results to the WWF network in coordination with the implementation team;
 - f. Support offices to translate WWF’s Atlantic Forests strategy to WWF Global Goals
5. Learning & Adaptive Management:
 - a. Encourage a learning environment and organize regular forums for reviewing progress and analysing results;
 - b. Coordinate evaluation sessions using WWF Switzerland’s Performance Assessment tool;
 - c. Capture and document new proposed strategies / activities through regular review and evaluation;
 - d. Support key management decisions at the project level;

- e. Provide support to the Implementing Team to carry out improvements in management and implementation of program, agreed upon by coordinators.
6. **Steering Committee Support:**
- a. Serve as the secretary of the Atlantic Forests Steering Committee and help the chair to set meeting agendas
 - b. Help organize the Annual Atlantic Forests Steering Committee meeting and regular Implementation team meetings.
 - c. Report to the Atlantic Forests Steering Committee

Qualifications & Requirements:

The minimum qualifications required for the tri-national coordinator are:

1. Hold at least a Master Degree in a related field, e.g. nature conservation, forestry, agriculture, development studies, environmental economy; Have at least 5 years of relevant professional experience, previous working experience in conservation organizations is a distinct advantage;
2. Have knowledge of the specific situation of the Atlantic Forests context, especially regarding its conservation and development;
3. Strong interpersonal communication skills required for working with program staff and partners;
4. Have strong facilitating, analytical and synthesis skills;
5. Excellent communication skills in oral and written communication are essentials to write effectively and be able to persuasively present information and results.
6. Fluency in Spanish and English (and Portuguese if possible) is required, both oral and written,

Position:

Duration: 2 year part-time position (0.5 Full Time Equivalent)

Location: based in Argentina (Puerto Iguazú, Misiones), Paraguay (Asunción) or Brazil (Sao Paulo). Salary to be scaled depending on the hosting country.

Please send your CV (using provided template) and cover letter (max. 1 page) in PDF to adminmisiones@vidasilvestre.org.ar until the 7th of January. Include salary expectations.

Due to the anticipated volume of applications, only successful candidates will be contacted. All applications should be submitted through the provided email address.

Annex 1: Standard Curriculum Vitea template

First and Last Name	CV Photo (optional)	
<u>Educational Background:</u>		
<u>Graduate degree:</u>		
<u>Postgraduate degree:</u>		
<u>Profile (max. 5 lines):</u>		
<u>Professional Experience (Please use below table):</u>		
Position	Institution	Time Period
<u>Courses / workshops / seminars / specialization events (maximum 15 lines please):</u>		
<u>Languages: (Indicate proficiency as Native, Fluent, Intermediate, or Basic)</u>		
<u>Language 1:.....</u>		
Speaking:	Reading:	Writing:

Language 2:.....		
Speaking:	Reading:	Writing:
Language 3:.....		
Speaking:	Reading:	Writing:

Publications (Please list the five most relevant):

- 1.
- 2.
- 3.
- 4.
- 5.

References:
Please list 3 references.

Reference 1:
First and Last Name:
Position:
Institution:
Email and telephone number:

Reference 2:
First and Last Name:
Position:
Institution:
Email and telephone number:

Reference 3:
First and Last Name:
Position:
Institution:
Email and telephone number:

Hobbies and personal interests (Include max. 3 lines):

Personal details:

Postal address:

Telephone:

Email:

Sex:

Date of Birth:

Skype:

Other (Maximum 10 lines. If necessary use this space to detail other aspects of your professional experience):