



Jumuiiko la Maliasili Tanzania  
Tanzania Natural Resource Forum

## PROJECT COORDINATOR Terms of Reference

**Position:** Project Coordinator

**Deadline:** 28th June 2018

**Duty of Station:** Arusha

**Reporting to:** Executive Director

**Purpose of the position:** To coordinate implementation of Ardhi Yetu Program II project, the project that is implemented by consortium partners in addressing climate change, and land rights. As such, these Terms of Reference (TOR) describe the background, tasks and deliverables for Project Coordinator to provide related services.

### 1. General Overview of the Organization

The Tanzania Natural Resource Forum is a network organization registered in 2006 as a Non-Governmental Organization, with the aim of promoting the improvement of natural resource governance to achieve more sustainable rural livelihoods and better conservation outcomes. TNRF works for improved natural resources governance by helping to bridge the gap between:

- People's local natural resource management needs and practices, and
- National natural resource management priorities, policies, laws and programs

TNRF seeks to support its members by improving communication, sharing information, promoting collaboration and strengthening collective action. TNRF has a growing membership of more than 3,800 people and organizations, supporting professional staff, and a steering committee drawn from the membership.

TNRF facilitates member-driven 'Working Groups' on key policy and practice issues that are of direct interest to members. These working groups are very collaborative and provide an opportunity for TNRF's diverse membership to tackle concerns at a range of different levels. There are currently working groups engaged in TNRF's three main thematic areas of forestry, wildlife and rangelands. TNRF communications works at a cross cutting level, producing for example a web-site, weekly e-news, policy briefs in collaboration with partners and participatory film or radio targeted at advocacy. TNRF also successfully engages with other stakeholders in establishing round tables for CSOs, donors, international NGOs and government to discuss emerging issues related to the environment.

### 2. Background of the Project

The Tanzania Natural Resource Forum is implementing a Ardhi Yetu Programm II under Care International funding through Care Tanzania for four years from 2018 to 2021. The project is implemented by other two partners, HAKIARDHI and PAIKODEO. TNRF is implementing climate

change part of the project in four areas of Kiteto, Iringa rural, Simanjiro and Chemba districts. The project aims at helping community to be adaptive and resilient in climate change.

### **3. Core Responsibilities**

- To strengthen relationships with partners and other stakeholders through planning and implementation of AYP Plus activities
- To lead and coordinate project staff to implement project activities in all district covered by AYP Plus
- To effectively ensure that adequate climate change training is provided to both CSOs partners and to community members
- In collaboration with TNRF project coordinator to collect, analyze monitoring data and produce reports on a monthly basis for the programme.
- To work with Communications Coordinator and Monitoring, Evaluation and Learning officer to establish and maintain a learning and advocacy framework for TNRF interaction with partners and members in
- To support MEL officer to develop and maintain outcome monitoring journals; update and maintain a monitoring database.
- To prepare monthly, quarterly and annual reports for submission to the Executive Director and presentation at regular quarterly staff meetings
- To generate information on issues that come up during program implementation and use them for learning purposes as well as for dissemination
- To facilitate communities and organisations to engage and collaborate with local and central government
- To stimulate dialogue among CSOs partners by finding common ground and looking out for win-win situations
- To facilitate participation, information sharing and networking among CSOs and other stakeholders on land rights and climate change issues
- To effectively coordinate representation of small holders' farmers and pastoralists interests at local and national and regional levels
- Coordinate various researches and studies
- To manage all LBI projects and meetings at TNRF.
- Any other assignments assigned by Executive Director

### **4. Outputs**

The AYP Coordinator will be responsible for the following outputs:-

- Produce various Baseline studies and researches on climate change
- Developed training and assessment tools
- Trained land rights monitors (LRMs) , loose coalition members, village and traditional leaders on climate change and resilience
- Develop DvAPCs in 2 districts
- Technical support are provided on loose coalition model to other AYP partners and CSOs
- Developed CAAP in project districts
- Built partnership and networking with other stakeholders including TMA, NLUPC, Private sector, various ministries (POLAG and others) and government agencies, and other CSOs

- Support partners to attend regional and global conference on climate change to share best practice and lessons learnt
- Establish and support District Multi-Stakeholder Forum, and breakfast debates
- Documentation of PSP and CAAP processes, outcomes, and lessons learned)
- Support integration of Climate change in various guidelines that address land use issues
- Regular LBI meetings are conducted
- Represent LBI in various meetings
- Monthly, quarterly and annual correct financial and narrative reports on project progress are provided
- AYP plus and other CSOs partners capacity on Climate change is raised
- Small holder farmer and pastoralist communities climate change issues are recognized by local and national government, development partners, private sector and addressed in their development plans and strategies

## 5. Required qualifications and experience

The coordinator will have the following broad skill-set and attributes:-

- Bachelor degree in law, natural resource management, Community/rural Development). or in any social science discipline. Advanced degree will be an added advantage.
- Skilled in the use of a range of monitoring tools to improve the strategies for achieving outcomes and for improving performance – experience in outcome monitoring or willingness to learn methodologies
- Skilled in training and participatory learning methodologies, preferably with small holder farmer and pastoral communities
- A thorough knowledge of Logical Framework Analysis and knowledge of Organizational Development Issues
- Strong research, analytical, and writing skills is required.
- Ability to work with consultants, develop ToR and ensure best long-term outcomes from consultants’ work
- Proven knowledge of arrangement and procedures of formal and informal institutions in small holder and pastoral communities
- Excellent English and Kiswahili (speaking and writing)
- Computer literate in Microsoft office package

## 6. Terms of Contract

This is a project funded position for which a full and attractive package commensurate with the nature of the position will be offered per 2 annual basis, renewable on the basis of performance and availability of funds.

## 7. Behavior competencies

### I. Core Competencies

<b>Communication</b>	<i>Communicating orally in a clear manner and adjusting one’s use of language to the receiver’s level. Showing one absorbs and understands important (non) verbal information and asking further questions when necessary.</i>
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<b>Integrity</b>	<i>Maintaining high ethical standards both personally and professionally: being incorruptible.</i>
<b>Working with others</b>	<i>Taking responsibility to build and maintain positive relationships and valuing the opinion of others.</i>
<b>Flexibility</b>	<i>Adaptable and receptive to new idea. Willing and able to adapt/change one's behaviour and/or views to changing circumstances in order to attain a set goal</i>
<b>Self-development</b>	<i>Having insight in one's identity, values, strengths and weaknesses, interests and ambitions and taking action in order to enhance one's competences where and when possible.</i>

## **II. Job related Competencies**

### **Vision**

*Distancing oneself from daily routine, exploring ideas for the future, regarding facts from a distance and seeing them in a broader context or in the longer term*

### **Leading groups**

*Providing team/group with direction and guidance and encourages cooperation between group/team members in order to attain an objective.*

### **Networking**

*Developing and maintaining relations, alliances and coalitions within and outside the organisation and using them in order to obtain information, support and cooperation.*

### **Planning and organising**

*Setting goals and priorities, indicating the required actions, time and resources to achieve those goals*

### **Negotiation**

*Obtaining maximum results in situations of different interests in such a way that all parties accept and agree and relationship is not damaged.*

### **Persuasiveness**

*Influencing other people's attitudes and opinions and gaining agreement or support for proposals, plans and ideas*

**How to Apply:** Interested Candidates for this job are kindly requested to send their CV accompanied by a cover letter to [recruitment@tnrf.org](mailto:recruitment@tnrf.org), or P.O. Box 15605 Arusha, Tanzania