



## TERMS OF REFERENCE

**Position: CBNRM Programme Coordinator**

**Expected Start Date: 11<sup>th</sup> August 2014**

**Duty Station: Arusha/Dar**

**Reporting To: Executive Director**

### 1. Overview

The Tanzania Natural Resource Forum (TNRF) is a network organization registered in 2006 as a Non-Governmental Organization. It aims to achieve improved natural resource governance for sustainable rural livelihoods and better conservation outcomes. TNRF bridges the gap between people's local natural resource management needs and practices, and national natural resource management priorities, policies, laws and programs. As a network organization, it brings together members to change policy and practice in the natural resource sector for the better by:

- Building and sharing a knowledge base of practice; and
- Strengthening citizen voice and skills for improved natural resource governance.

TNRF supports its members by improving communication, sharing information, promoting collaboration and strengthening collective action. It remains flexible so it can effectively respond to emerging natural resource issues in Tanzania, while at the same time TNRF has identified key strategic areas of engagement where it seeks to bring about positive change. TNRF facilitates platforms to strengthen dialogue and information sharing and to enable advocacy and strengthen citizens' voices. In facilitating platforms, TNRF focuses its attention on three key strategic areas: Community Based Natural Resource Management (CBNRM), Land Based Investment (LBI) and Communicating Climate Change (CCC).

TNRF seeks to build on what it has done with other partners (e.g. WWF and other National/International Partners) over the past few years in promoting CBNRM through National interventions with regional and international linkages. TNRF also seeks to maintain the relations with stakeholders and quality of service delivery and outputs as for the previous and current projects under this strategic intervention area. In pursuit of these desired outcomes, TNRF in partnership with WWF are currently implementing a 3-year Programme that aim to promote dialogue on CBNRM practices, land and local investments in forest with both national and international linkages. In view of this, TNRF seeks to recruit a CBNRM Programme Coordinator with thorough understanding of this strategic area to oversee the portfolio which covers the thematic areas of forestry, rangelands, wildlife and fisheries. The successful candidate will be responsible for management and coordination of CBNRM programme activities, background analysis

and longer term programme design; fundraising, networking and partnership building; technical oversight of CBNRM related research, management of partnership and consultancies; and organizing and overseeing quality control of events convened by TNRF. The more detailed tasks for this position are highlighted in the core responsibilities below.

## 2. Core responsibilities

- To liaise with external stakeholders in order to better understand external influences, policy processes and people who influence these processes
- To develop the CBNRM annual plan and budget (with support of the accountant), and to report on a monthly, quarterly and annual basis to the Executive Director
- To ensure that financial resources are used in accordance with approved annual plan and budget
- To develop guidelines for supervision of projects that fall under the CBNRM strategic area and to provide guidance to the CBNRM Special Projects Officers (POs) and support Learning and Monitoring functions for these projects; to monitor and evaluate performance and to encourage personal growth and development
- To assist the Executive Director in fundraising activities such as writing proposals and identifying potential donors.
- To provide technical support and assistance to the TNRF's Working Groups
- To maintain reporting standards and enhance monitoring guidelines for CBNRM interventions (in collaboration with the POs)
- To support the establishment and maintenance of a Learning and Advocacy Framework for CBNRM related interventions
- To contribute to strategic planning and development of TNRF policies
- Overall technical support/expertise for the TNRF/WWF Programme
- Oversee, supervise and participate in activities as agreed in the workplan for the project such as inception workshop
- Continue to maintain relations between TNRF through this project with the local government, central government and parliament
- Reports on monthly, quarterly and biannual basis on the progress of the programme and with lessons/challenges in implementing the CBNRM projects that TNRF may take on
- Together with TNRF, represent the project in high profile meetings and conferences which the project has been invited to
- Provide technical backstopping of the studies that will be carried out under the CBNRM intervention

- Liaise with the Land-Based Investments (LBI) Coordinator to ensure effective synergies and impact are achieved across the Strategic intervention areas within TNRF

The approach of the work will be highly participatory. The CBNRM Programme Coordinator will work closely with the Executive Director, LBI Coordinator, CBNRM Special Projects officers and the Communications Team supported by bi-weekly meetings with the team to oversee the implementation of the projects.

#### 4. Outputs

The CBNRM Programmes Coordinator will be responsible for the following outputs:

- The activities under the programme are implemented on timely and up to the standards
- Reports under CBNRM for TNRF reviewed to ensure quality
- Relations with relevant stakeholders maintained and strengthened
- The lessons from the programme/projects are shared with the relevant stakeholders (i.e. local government, central government, parliament, CSOs)
- Promote the TNRF vision and objectives of the CBNRM programme to stakeholders
- Responsible for strategic partnership building, fundraising and policy advocacy
- Effective programme monitoring and evaluation
- Effective management of grants, timely and accurate donor reporting
- Produce communication strategy for various target groups
- Strengthening of the National CBNRM forum and strong linkages with the regional forum
- Effective synergy of interventions and impacts with other strategic intervention areas within TNRF i.e. Land-Based Investments and Communicating Climate Change.

#### 5. Required Qualifications

The CBNRM Programme Coordinator will have the following broad skill-set:

- Solid background in natural resource management issues, with sound knowledge of CBNRM interventions and policies
- Good and wide knowledge and understanding of contextual aspects of CBNRM in East Africa, current policies and analysis, frameworks and legislations
- Excellent facilitation and networking skills
- Practical experience of working with CSOs, government and development partners at national, regional and international level.
- Excellent facilitation and training skills and experience on fundraising including participatory and interactive methodologies.
- A mature reflexive facilitator, able to support the advancement of the TNRF Membership as a broad civil-society community in the pursuit of improved natural resource management, sustainable development and better conservation outcomes.
- Advanced University degree in Conservation/ Natural Resources Management or Social Sciences
- Proven track record in successfully developing, leading and managing projects in the field of conservation, natural resources management, international development or other related fields

- Excellent interpersonal skills, with the ability to network and to develop and maintain strong relationships at all levels with local communities, government agencies, the business community, the not- for- profit sector and the TNRF network.
- Adaptable, flexible, able to take initiative and prioritize amongst competing demands

## 6. Behaviour 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>
<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; 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 group/team 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.*

#### **Management control**

*Controlling the progress of employees' processes, tasks, or activities and of one's own work and responsibilities.*

**Written communication**

*Expressing ideas and opinions by way of appropriately structured documents in clear, grammatical correct writing, employing language and terminology tailored to the reader.*

**Developing others**

*Reviewing and analysing employees'/partners' strengths and weaknesses, distinguishing their talents and development needs, and making sure they are enhanced appropriately through offering coaching and mentoring.*

**7. 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, renewable on the basis of performance and availability of funds. 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)