



TERMS OF REFERENCE

Position: Land Based Investment Programme Coordinator

Deadline: 11th 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 partners (e.g. IIED, ILC/IFAD and other National/International Partners) over the past few years in promoting multi-stakeholder dialogue on land and investment; promoting sound and fair Land Based Investments for local communities. TNRF also seeks to maintain the relations with stakeholders as for the previous and current projects under this strategic intervention area. In pursuit of these desired outcomes, TNRF in partnership with CARE have formed a Strategic Partnership to implement a 4 year Land-Based Investment Programme on land rights titled, "Ardhi Yetu". In view of this, TNRF seeks to recruit a Land-Based Investment Coordinator with thorough understanding of land governance issues at national level with linkages to regional and global trends. The successful candidate will be responsible for management and coordination of LBI programme activities, background analysis and longer term programme design; fundraising, networking

and partnership building; technical oversight of Land-Based Investment 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

- coordinate the collection, analysis and dissemination of pertinent information regarding land governance and natural resources potentials, competition over resources and issues related to sustainable land use, land resources assessment, appraisal, planning and decision support for sustainable agricultural, pastoralism, rural development and environmental management
- provide substantive support, with strategic partners/resource persons to develop a harmonized multi-level learning and advocacy framework on National land governance issues
- To liaise with external stakeholders in order to better understand external influences on land governance, policy processes and people who influence these processes
- To develop the LBI annual plan and budget (with support of the accountant), and to report on a monthly, quarterly and annual basis to the ED; ensuring financial resources are utilized in accordance to the approved plans
- To develop guidelines for supervision of projects that fall under the LBI strategic area and to provide guidance to the LBI 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 identifying available effective partnerships and resource mobilization for developing and implementing Land-based investment interventions as stipulated in the current TNRF Strategy and contribute to strategic planning and development of TNRF policies
- To provide technical support and assistance to the SRMP Project and other LBI related interventions which are implemented by TNRF and its Partners
- To maintain reporting standards and enhance monitoring guidelines for LBI interventions(in collaboration with the POs)
- write and review technical reports, training materials and strategic documents including the analysis of status and trends related to land resources/use planning To
- Overall technical support/expertise for the Ardhi Yetu Programme
- 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 LBI projects that TNRF may take on
- prepare communications and advocacy materials, including content for web pages, media articles and information material for workshops, conferences and other communication events

- Represent the project in high profile meetings and conferences which the Ardhi Yetu Program has been invited to
- Liaise with the Community Based Natural Resource Management Officer to ensure effective synergies and impact are achieved across the Strategic intervention areas within TNRF

The LBI Programmes Coordinator will work closely with the Executive Director, CBNRM Programme Coordinator, LBI 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 LBI Programmes Officer/Coordinator will be responsible for the following outputs:

- Promote the TNRF vision and objectives of the LBI programme to stakeholders
- The activities under the Ardhi Yetu programme are implemented in a timely manner and up to optimal standards
- Responsible for strategic partnership building, fundraising and policy advocacy
- Reports under all LBI interventions for TNRF reviewed to ensure quality
- Relations with relevant stakeholders maintained and strengthened
- The lessons from the LBI programme/projects are shared with the relevant stakeholders (i.e. local government, central government, parliament, CSOs)
- Effective programme monitoring and evaluation
- Effective management of grants, timely and accurate donor reporting
- effective synergy of interventions and impacts with other strategic intervention areas within TNRF i.e. Community Based Natural Resource Management and Communicating Climate Change.

5. Required Qualifications and desirable attributes

The LBI Programmes Coordinator will have the following broad skill-set and attributes:

- Advanced University degree in Natural Resources Management, Law, Sociology, Economics or the equivalent. First degree with relevant, excellent proven experience may also be considered
- Proven track record in successfully developing, leading and managing projects in the field of conservation, natural resources management, development or other related fields
- Good and wide knowledge and understanding of contextual aspects of land investment in East Africa, current policies and analysis, frameworks and legislations
- Knowledge and experience in land-tenure related matters and initiatives in the National and local community context
- Practical experience of working with CSOs, government and development partners at local, national or regional level.
- Experience in inter-institutional collaboration, at both government and non-government levels, in a local and national setting
- Excellent facilitation and training skills and experience on fundraising including participatory and interactive methodologies.
- 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.
- Experience in resource mobilisation and proven capacity in dealing with multiple donors

- A strong communicator (in English and Kiswahili), 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.
- Keen interest in and commitment to advancing the rights of minority/indigenous communities, particularly in relation to their territories, areas and natural resources
- Willingness to travel on a regular basis and work with local organisations and communities in remote areas
- Adaptable, flexible, able to take initiative and prioritize amongst competing demands
- Experience in using web-based tools to enhance communication capacity is an added advantage

6. Behaviour Competencies

I. Core Competencies

Communication	<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>
Integrity	<i>Maintaining high ethical standards both personally and professionally: being incorruptible.</i>
Working with others	<i>Taking responsibility to build and maintain positive relationships and valuing the opinion of others.</i>
Flexibility	<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>
Self-development	<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