

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Technical Manager – Guinean Forests of West Africa
DEPARTMENT:	Africa
DIVISION:	Africa
UNIT	Conservation

1. OVERALL PURPOSE OF JOB

To manage an interim Small Grants Mechanism for the Critical Ecosystem Partnership Fund (CEPF) in the **Guinean Forest of West Africa Biodiversity Hotspot** as part of an interim “Regional Implementation Team” 2024-2025. A set of maximum 14 grants will be made in four countries: Ghana, Liberia, Sierra Leone, Cote d’Ivoire, between July 2024 and November 2025. This job will be mainly for technical management (grant / grantee performance).

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Africa Forest Coordinator
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
<ul style="list-style-type: none"> • none
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> • Finance Unit Coordinator, Nairobi • Finance Officer, Nairobi • Capacity Development Officer, Dakar • Communications Manager, Nairobi • BirdLife CEPF Manager (consultant)
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK: <i>(Include nature of work relationship)</i>
<p><i>Possibly small grants will be extended to the following BirdLife Partners:</i></p> <ul style="list-style-type: none"> • GWS Ghana • SCNL Liberia • CSSL Sierra Leone • SOS-Forets, Cote d’Ivoire
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> • Grant Director / Grants Manager at CEPF • Other national/international organisations that will receive small grants under this mechanism.

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3. KEY WORKING RELATIONSHIPS GRID

In addition to, and as an aid to the descriptive section above, rank each contact group on level 1-3 as indicated below. This is intended to cover the importance to maintain BirdLife's reputation across most of the major contact types relevant to the Secretariat. The level of contact should be assessed with consideration to the level of responsibility and influence and level of independent exposure. The exposure might be in different forms (e.g. verbal or written form) and might be direct or indirect (e.g. presentation or publications/outputs directed to particular sectors).

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	2	General public	2	Policy makers (institutional /politicians/ corporations)	1
BirdLife advisory groups, committees, reg. councils	0	Press & media	2	Funding organisations (institutions, foundations, corporations)	1
BirdLife Global Council	0	Regulators/ legislators/ auditors	1	Individual donors/ members	0
Suppliers/service providers	1	Scientific community	1	VIPs/ royalty/ high worth individuals	0
<p>Level of Contact 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative. 2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow. 3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.</p> <p>Note: There is some additional guidance on this in the role evaluation sheet that should be used alongside new role descriptions.</p>					

3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:
<p>1. Grant-making Administer the programmatic, and support the administrative/financial aspects of the Small Grants Mechanism (SGM), as follows:</p> <ul style="list-style-type: none"> • Support the production of an 'interim Small Grants Mechanism (SGM) manual' • Support the solicitation and review of Grants by Invitation for Small Grants, following the process described in the CEPF-BirdLife proposal/agreement. <ul style="list-style-type: none"> ○ Ensure high quality of applications, and define the expected conservation impacts (support grantees with producing good proposals and logical frameworks) ○ Ensure small grant compliance with CEPF funding terms, including with the investment strategy defined for the GFWA Hotspot • Once award decisions are made, support the CEPF Master Class (expected to be in Ghana in August/September).

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- Once grantees have passed the Master Class, together with the Finance team in Nairobi, manage the contracting of successful grant applications of \$50,000 or less.
 - Ensure all relevant activities, results, impacts and indicators are included in the contracts, as well as safeguards and relevant tracking tools
 - Support due diligence process to ensure grantee applicants' eligibility and capacity to comply with CEPF funding terms.
 - Complete programmatic and safeguard risk assessments before grants are made; and support financial risk assessment and security screening
- In liaison with the Finance Officer, manage disbursement of funds to grantees and set up reporting schedules.
- Support grantees with the implementation of their projects
- Report on the performance and the status of the Small Grants throughout the implementation and close-out of grants.
- Ensure all grant information is uploaded in the Conservation Grants system as per CEPF requirements.

2. Capacity development

Support the Organisational Development of grantees, as follows:

- Work with the CEPF Manager and the West Africa Capacity Development Officer to develop a Capacity Development plan, and support and track progress against this plan.
- Collect and review baseline CSTT and GTT data, and possible existing Organisational Development (OD) plans for the selected grantees.
- Collate specific OD objectives and targets by grantees as included in their proposals, and support efforts to achieve these targets.
- Collect endline CSTT and GTT data as part of the Final Completion and Impact reports of the grantees and assess progress.
- Produce report on 'on-the-job' capacity development support to grantees.

3. Monitoring, Evaluation and Learning

Coordinate, monitor and report back to the RIT and CEPF on the development of a coherent portfolio of CEPF-supported projects, as follows:

- Work with the CEPF Manager to develop a Monitoring, Evaluation and Learning (MEL) plan, and support and track progress against this plan.
- Monitor, track, and document small grant technical and financial performance and prepare semi-annual summary report to CEPF with detailed information of the Small Grants Programme.
- Assist CEPF in maintaining the accuracy of the CEPF grants management database, including on
 - Progress and final reporting
 - Monitoring visits
 - Against CEPF global and portfolio indicators.
- Ensure that grantees complete regular (based on length of the project) technical and financial progress reports.
- Make monitoring visits to at least 80% of the contracted grantees.
- Produce a lessons learned report and share.

4. Communications

Support the Africa Communications Manager with:

- Making information available on Hatch.
- Produce stories to be published on Hatch.

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4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	None
Contracts – Funders	N/A
Contracts – Staff/Consultants	N/A
Contracts – Service providers	N/A
Legal Responsibility	N/A
Other	N/A

5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Essential: BSc or equivalent experience
Job Specific Education/Qualification	MSc will be an advantage, esp. in conservation / development related fields
Job Specific Knowledge	Desirable: interest in and understanding of conservation and development issues, preferably with Guinean Forest knowledge and experience. Also interest in capacity building; support to Community-Based Organisations/Non-Governmental Organisations support; Monitoring, Evaluation and Learning
Experience	Essential: A proven track record of relevant work experience in project management/support, including administration, organisation, reporting, and communications
Management & organisational skills	Essential: High motivation, desire to achieve; attention to detail, excellent organisational skills, and ability to work to high standards with tight deadlines
Communications skills	Essential: Excellent written and oral communication skills
Analytical Skills	Essential: Ability to analyse complex problems, and generate creative and pragmatic solutions.
Creativity & Initiative	Essential: Flexibility and ability to work independently
Computer Literacy	Essential: computer literacy in all standard Microsoft office application
Languages	Essential: Oral and written fluency in English and French
Travel requirements	Willingness to travel at short notice when required
Position based in:	Dakar, Senegal
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	

Created by:	Date:
Maaïke Manten	12 June 2024