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Team Lead, Biodiverse Landscapes Fund Lower Mekong Landscape, Asia-Pacific Programme

“In the past century Fauna & Flora has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,
Fauna & Flora Vice-president

Fauna & Flora

Fauna & Flora saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work with and alongside local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, Fauna & Flora is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

Asia Pacific Programme

Working closely with local partners, the Asia-Pacific Programme currently includes a broad range of species and landscape targeted conservation initiatives in Cambodia, Indonesia, Vietnam, and Myanmar, and has country programme offices in Phnom Penh, Jakarta, Hanoi and Yangon. Around 70 projects are being implemented in the region by a team of approximately 200 staff, consultants, volunteers and partner organisations with an annual regional budget of approximately USD 10 million.

Lower Mekong Landscape Programme

Fauna & Flora is about to begin a new programme of work within the Lower Mekong Landscape covering more than one million hectares of the Annamite mountains, incorporating three large forest complexes and encompassing Cambodia, Laos and Vietnam. Funded by the Biodiverse Landscapes Fund (BLF), the overarching aim of this programme is to reduce poverty and create sustainable economic opportunities for those communities, through the delivery of lasting landscape protection, sustainable management, and restoration, safeguarding biodiversity, and maintaining and improving ecosystem quality.

The programme will be implemented through a consortium of highly experienced INGOs, led by Fauna & Flora, and includes SNV, IUCN and Re:wild, working in close collaboration with local partners and Indigenous peoples and local communities (IPLCs), to ensure activities respond to locally identified and prioritised needs. The programme will take an integrated focus on people, nature, and climate, recognising that benefitting one at the expense of the others is inherently unsustainable. This position provides the opportunity to take a leading role in driving forward this transboundary programme of work and bringing this vision to fruition.

The Opportunity

Fauna & Flora is seeking a highly experienced conservation and/or development professional with experience in running large statutory projects to provide leadership, effective management and delivery of the BLF Lower Mekong Landscape programme within the Asia-Pacific Programme. You will work with Consortium Partner Focal points, BLF Fund Managers, the Independent Evaluator, Country Programme Directors and Fauna & Flora's cross-cutting technical teams to ensure that the most appropriate technical knowledge and experience inform the design and delivery of our work.

We are looking for an individual who has successfully run DEFRA, USAID or EU projects before. You will have a demonstrated commitment to biodiversity conservation and poverty reduction, high-

level technical knowledge, excellent writing skills, and on-the-ground experience working in biodiversity conservation and/or development in Southeast Asia. Your ability to manage integrated landscape - level programmes, diverse teams, deliver complex projects and harness knowledge effectively for adaptive management will be essential to this role. You will be able to build collaborative relationships and working arrangements across remote diverse and dispersed teams, demonstrating cultural awareness and sensitivity. You will be confident working with partner organisations, funders, and other relevant stakeholders.

You will have a substantial proven track record in managing high-level statutory-funded programmes and be skilled in providing strategic advice and technical input to the design, development, implementation, evaluation and reporting of projects.

Highly effective leadership and people management skills are essential to the role to ensure a professional and motivated team that delivers effectively against project aims, objectives and timelines. The role also requires a skilled and credible communicator, who is confident in developing and managing relationships internally, and externally with partner organisations and relevant stakeholders, including donors and funders.

You will be able to demonstrate an understanding of the statutory and regulatory frameworks within which Fauna & Flora operates, as well as a commitment to organisational, donor and legal compliance. You will have an advanced degree or equivalent level qualification in a relevant discipline and/or substantial experience in a related role. Experience working in the South-East Asia region is desirable.

This position is funded in a partnership programme, final appointment is contingent upon final confirmation of funding.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Three year fixed-term contract
Probation Period:	Six months
Gross Salary Range:	Commensurate with skills and experience
Location:	Biodiverse Landscapes Fund Programme Office, Phnom Penh, with regular travel across Cambodia, Laos, Vietnam
Benefits:	For international appointments, Fauna & Flora expatriate benefits apply: <ul style="list-style-type: none">• 25 working days annual leave entitlement• Medical insurance• Annual return flight home• Relocation flight on commencement of employment (if applicable)• Repatriation flight on termination of employment (if applicable)• Relocation allowance/Repatriation allowance

- Accommodation allowance

Hours of Work: This is a full-time position, working Monday to Friday from 8.00am to 5.30pm, with a one and half hour lunch break between 12.00pm and 1.30pm.

Job Description

Job Title: Team Lead Biodiverse Landscapes Fund Lower Mekong Landscape

Reporting to: Director of Operations, Asia-Pacific

Line Manager of: BLF Tenure, Equity & Rights Manager
BLF Monitoring, Evaluation & Learning (MEL) Manager
BLF Communications and Outreach Manager
BLF Risk, Impact and Opportunities Manager
BLF Grant Operations Manager

Key Internal

Relationships: The post-holder must have a highly collaborative approach and will work closely with Fauna & Flora colleagues in Cambodia, Laos, Vietnam and the UK. Key internal relationships include:
Country Directors & Programme Teams, Asia Pacific
Finance Business Partner, Asia-Pacific
Senior Technical Adviser (Conservation Impact & Risk), Asia-Pacific
Development and Communications Teams
SAGE team members
MEL team members
Relevant cross-cutting team members
Technical Adviser - Integrated Conservation and Livelihoods, Cambodia
Technical Specialist, Terrestrial, Asia-Pacific, UK
Director of Operations, Asia-Pacific
Statutory Funding Team, UK
Director, Conservation Finance & Enterprise, UK

Working with: The postholder will routinely engage with Consortium Partner focal points, BLF Fund Managers, the Independent Evaluator, national and local government agencies, local communities and community-based organisations, international and national partner NGOs and for-profit entities, academic institutions, funders and donors, and staff from the Fauna & Flora Asia-Pacific Country Programmes, representing the values and interests of Fauna & Flora at all times.

Purpose:

To ensure the effective management, implementation, technical leadership and overall quality assurance of the DEFRA-funded Biodiverse Landscapes Fund (BLF): Lower Mekong Landscape Programme, guaranteeing that the project follows Fauna & Flora's mission and vision and accords

with policy, procedures and standards, is effectively monitored, and has long-term strategies for sustainability, engagement and fundraising.

To work closely with the Director of Operations, Asia-Pacific, the BLF Consortium Partners, the Country Directors of Fauna & Flora Cambodia and Fauna & Flora Vietnam, and in-country project managers to provide excellent statutory grant management, ensuring sound operational and financial management, in full compliance with Fauna & Flora internal policies and procedures, contracts / grant agreements and relevant statutory and regulatory frameworks, and donor financial guidelines and funding agreements, coordinating technical input from Consortium partners and Fauna & Flora staff from regional, country and cross-cutting teams as appropriate.

Specific Duties:

Programme management

- Provide day to day leadership and direction of all project activities. Develop and update the project plan, ensuring that programmatic directions are technically sound, evidence-based, and consistent with BLF priorities and outcomes.
- Ensure the project achieves the greatest possible impact including providing the necessary leadership to inspire and motivate the project team to implement performance objectives and mandates in a timely and cost-efficient way and meet the highest quality standards and value for money.
- Collaborate closely with the Fund Manager, the Independent Evaluator, senior Project staff, and with implementing partners and agencies and their respective advisors, to lead the design and operationalise an annual project planning cycle, which formulates comprehensive, integrated annual project workplans, outputs and budgets, taking into account Fauna & Flora's existing approaches to project implementation, and ensure appropriate monitoring and review processes are in place
- Provide leadership to all aspects of the project to ensure highest quality implementation, including final review of detailed budgets, workplans, performance frameworks, MEL plan, procurement and supply chain management plans etc.
- Oversee the inception, integration and delivery of fund activities against the workplan, targets and budgets, coordinating the inputs of regional and cross-cutting teams and partners as necessary and appropriate, taking into account their other programme commitments to ensure effective and timely completion of deliverables.
- Ensure projects are implemented in adherence to DEFRA, the Fund Manager, the Independent Evaluator, and Fauna & Flora's project cycle, operating standards, policies and procedures, to a high quality and to budget and donor requirements
- Manage project inputs from relevant technical and operational staff, consultants and implementing partners, ensuring appropriate contracts are in place where relevant
- Lead Fauna & Flora and donor technical report writing and editing, coordinating the inputs of team members, cross-cutting teams, specialists and partners, ensuring accurate and timely technical reports as per Fauna & Flora and donor requirements
- Work with Country Directors and Director of Operations to support BLF project in-country compliance, including ensuring that third-party approvals necessary for project operations are in place
- Oversee and ensure identification, minimisation and management of safeguarding and human rights issues and risks within BLF programme and the implementation of country-specific safeguarding priorities

Financial management

- Be responsible for the BLF programme budget, financial management and performance, utilising available resources efficiently and effectively
- Maintain oversight to ensure maintenance of project financial records by in-country staff that meet both Fauna & Flora's in-country and UK-based institutional auditing requirements and internal and donor reporting and auditing requirements

Monitoring, Evaluation & Learning (MEL)

- In collaboration with the MEL Advisor provide leadership and direction to ensure robust monitoring and evaluation strategies, frameworks, plans, systems and indicators to capture and monitor/evaluate project resources, performance and results

People management

- Ensure appropriate staff structures and resources are in place to deliver the BLF programme, working in close consultation with DoO, HR, and input to the recruitment and selection of regional, cross-cutting and other staff as appropriate
- Line manage assigned staff in BLF Operations Office in Phnom Penh through objective setting, continuous performance management, annual appraisal, training provision and personal development planning to enable the effective and timely delivery of the BLF programme, in line with Fauna & Flora best practice
- In line with the DoA and relevant country staff members, contribute to the recruitment of any international, UK or in-country staff and consultants required for the effective running of Fauna & Flora's components of the BLF
- Create and sustain a work environment of mutual respect where the project team strives to achieve excellence. Ensure a cohesive workplace for optimum staff retention.

Communications & Representation

- Coordinate with DEFRA, the Fund Manager, and the Independent Evaluator, to ensure smooth running of the Advisory and Steering Committees
- Represent Fauna & Flora and the BLF project at the national and sub-national level in relevant meetings with key counterparts including government, national and international NGOs, and other relevant stakeholders
- Lead team to provide proper coordination and guidance among local governments, community partners, NGOs and other key stakeholders
- Establish and maintain strong relationships and effective communication and coordination with relevant personnel from governmental ministries and divisions as well as with other relevant international projects or interventions and incorporate BLF priorities
- Represent Fauna & Flora at appropriate external meetings and fora, relevant conferences and international meetings as required, and particularly with the Fund Manager, and the Independent Evaluator
- Bring to the attention of the Communications Department newsworthy items arising from BLF's work and, as required, develop materials to support DEFRA, and Fauna & Flora's work on the BLF
- Assist in promoting project activities both internally and externally, liaising with and providing written material, and obtaining approval from DEFRA, to Fauna & Flora's Communications Department on project matters

Development

- Develop funding proposals that meet the co-financing requirements of the BLF's programme of work in the Lower Mekong Landscape as specified by project Theory of Change (ToC)

processes, ensuring alignment with parallel projects leading to a cohesive programme of work addressing both the ecological and social dimensions of the landscape, ensuring input from relevant Fauna & Flora staff and partners, and maximising the opportunities for capacity development

- Engage the relevant Asia-Pacific programme staff, cross-cutting team members and the FBP-AP to ensure proposal budgets are appropriate for project implementation, address priorities and gaps, consider matched funding requirements, and meet staff and field operational costs and institutional overhead requirements
- Proactively develop and nurture relationships with prospective and existing funders and donors, ensuring open and regular communication and hosting donor visits as required, with guidance from fundraising teams

Partnership management

- Provide leadership on shaping partnerships and strategic collaborations needed for delivery
- Oversee risk management areas with the Consortium partners on issues including but not limited to, governance, capacity, financial and grant management, pipeline, operations, health & safety, reputation, social safeguards
- Review and ensure up to date analysis of partner capacity and resilience, and in collaboration with Fauna & Flora Partnerships team develop and deliver a plan to support partner growth and development as required

Other duties:

- Undertake any other tasks commensurate with the position that may be requested of you, from time-to-time, by your Line Manager

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent programme management skills with proven experience in programme design, development, implementation and management • Excellent and collaborative project and adaptive management skills • Excellent leadership and people management skills, with ability to motivate and performance manage individuals to achieve excellence • Excellent relevant technical conservation skills • Excellent prioritisation and time management skills, with ability to work to multiple deadlines • Proven ability to collaborate effectively with partner organisations • Proven ability to analyse, interpret and manage risk in conservation programme delivery 	<ul style="list-style-type: none"> • Fluency in other languages spoken within Cambodia, Vietnam or Laos

	<ul style="list-style-type: none"> • Proven grant financial and budget management skills • Ability to plan and think strategically and to manage complex multi-stakeholder projects to deliver to deadlines • Problem solving, negotiation and conflict management skills • Excellent clear verbal and written communication and networking skills, including proposal writing and technical report writing • Fluency in English, both spoken and written • Microsoft Office skills and experience with data management systems 	
<p>Knowledge and experience</p>	<ul style="list-style-type: none"> • Previous experience as a Chief of Party, Team Lead, or other equivalent lead point of contact for a large statutory grant • Substantive experience managing diverse teams across cultures to deliver complex projects • Substantive experience in biodiversity conservation, rural development or relevant discipline • Proven experience in coordination and implementation of large-scale conservation/development management projects • Thorough understanding of the conservation and/or development landscape within Asia-Pacific • Substantial experience working on conservation projects in the field • Senior level experience in conservation programme development and management • Understanding of the statutory and regulatory frameworks within which an international NGO operates in Asia Pacific • Experience working with government agencies, partner NGOs and for-profit entities • Experience managing high-level statutory-funded programmes • Experience of building capacity, including training, coaching and mentoring others • Proven experience in securing funding and managing funder relationships 	<ul style="list-style-type: none"> • Master's degree or equivalent qualification in relevant discipline • Experience of working in South-east Asia, preferably Cambodia, Laos or Vietnam • An understanding of key issues impacting conservation and development in the region • Proven track record of working successfully with government counterparts preferably in Asia • An understanding of protected area management • Knowledge of biodiversity monitoring techniques • Experience of community development programmes

	<ul style="list-style-type: none"> • Experience of implementing and reporting on grant funding 	
Behavioural qualities	<ul style="list-style-type: none"> • Ability to work within a dynamic and often high-pressure environment, culturally sensitive and flexible and adaptable to change • Capable of dealing with challenges in a patient, creative, positive and constructive manner • Commitment to compliance and responsible management of donor funds • Demonstrable commitment to Fauna & Flora's mission, vision and values • Able to work effectively and diplomatically in a geographically dispersed and international team • Able to travel often for long periods of time in remote areas with basic living conditions 	

Fauna & Flora Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are inclusive, supportive & respectful
- We get things done

How to Apply

Applications, consisting of a covering letter, a full CV and contact details for two referees (who will not be approached without your permission), should be sent electronically to elisabeth.qish@fauna-flora.org.

In your cover letter, please indicate your salary expectations and explain why you feel you should be considered for this post, highlighting your relevant skills, knowledge and experience and how they meet the requirements of the role profile.

Please mark your application '**Team Lead BLF Lower Mekong Landscape, Asia-Pacific Programme**'.

The closing date for applications is **29 November 2023**.

Candidates selected for interview will be contacted by email or telephone. Please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

No agencies please.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Applicants with Disabilities

Fauna & Flora encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Leigh Thornycroft, Senior HR Adviser (International), by Email: leigh.thornycroft@fauna-flora.org.

Fauna & Flora values diversity and is committed to equality of opportunity