**WWF-[GEF or GCF] Project**

*[Project Name]*

**POSITION DESCRIPTION**

**Name :**

**Position Title : Safeguards Officer – [Department]**

**Reports to : Project Manager – [Department]**

# Major Function:

The WWF-GEF/GCF project, [Insert name of project here] is executed by the [Executing Entity], Government of [Country]. The project’s geographic scope is the [landscape/seascape], [country]. The project seeks to achieve the following objective: [objective]. Over the [expected duration, e.g. five-year] project period, the objective will be achieved through the implementation of four interconnected components, namely: 1) [component]; 2) [component]; 3) [component]; and 4) [final component]. [Add a few sentences about the aims of the project. i.e.: how it will help the environment and communities.]

The Safeguards Officer will be responsible for coordination and supervision of environment/social safeguarding related to execution of the Project. Responsibilities will include the execution of the Process Framework (PF) and Indigenous People Planning Framework (IPPF) through Indigenous People Plan (IPP) and Livelihood Restoration Plans (LRPs). This position is based in field and requires substantial travel to the remote project sites.

1. **Major Duties and Responsibilities:**
2. **Planning and Implementation**
   * Provide inputs to Project Manager to ensure safeguards compliance with reference to IPPF/PF during project planning
   * Provide technical support to the project team in clarifying the principles, procedures and organizational arrangements to apply the Indigenous Peoples Planning Framework (IPPF) and the Process Framework (PF) through any IPPs and LRPs
   * Support field staff and sub-grantees during project planning and implementation ensuring the rights of IPs to participate in and contribute to project is respected
   * Support Project Manager and Field Manager in developing and implementing Livelihoods Restoration Plan (LRP) incorporating it in the annual work plan
   * Work with Finance officer to ensure budget is aligned with the implementation needs of the IPPF and PF
3. **Free Prior Informed Consent (FPIC)** 
   * In coordination with Field Manager, conduct periodic assessments to identify indigenous and local communities in the project areas
   * Conduct meaningful consultation with indigenous peoples and local communities in the project areas and develop, in partnership with them, a process document outlining how the project will implement FPIC
   * Assess and evaluate various options and identify appropriate mitigation measures in partnership with any affected indigenous peoples and local communities
   * Support the Project Manager by leading the Free Prior Informed Consent (FPIC) process prior to annual project planning
4. **Capacity Building**
   * Support WWF [GEF or GCF] Agency in building capacity of project staff on WWF Environmental and Social Safeguard Integrated Policies and Procedures (SIPP)
   * Analyze the capacity gaps regarding environment and social safeguards of the project’s sub-grantees
   * Develop capacity building materials/sessions for sub- grantees, government line agencies and others based on the gap analysis
   * Provide technical support to Field Office to develop and implement the Grievance Readiness Mechanism (GRM) at user community level
5. **Coordination**
   * Coordinate with the PMU and Field Office in providing feedbacks on safeguard compliance
   * Facilitate information flow on project grievance mechanism to local Indigenous People’s Organizations, local Government, and Community Based Organizations
   * As a Member Secretary to Grievance Readiness Committee (GRC), liaison with PMU to address the grievance, complaints and suggestions received through GRM
6. **Communication**
   * Effectively communicate project safeguards issues and updates to PMU, Field Offices and WWF GEF Agency
   * Provide clear and transparent project related information to project-affected people: Indigenous Peoples, their affiliated organizations, local communities, sub-grantee and other key stakeholders
7. **Monitoring of Safeguards Compliance and Reporting**
   * Timely and periodic monitoring of safeguards compliance in close coordination with Senior Monitoring, Evaluation and Learning (MEL) Officer
   * Support Senior MEL Officer during Project Progress Reporting (PPR) in relation to safeguards components, specifically against IPP and LRP
   * Support Project Manager to monitor decisions and recommendations made by GRC
8. **Knowledge Management specific to Safeguards**
   * Provide contents and site-specific information to Communication Officer for the publication of the conservation newsletter and other project information materials as and when needed

**8. Any Other Duties**

* This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff
* Other tasks may be assigned as necessary according to organizational needs

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1. **Minimum Work Requirements:**

***Qualifications:*** A Bachelor’s degree in Social Work, Sociology, Anthropology, Applied Social Science, Environment Science or other related discipline.

***Experience:*** The candidate must have minimum 3 years of experience in safeguard works or related area. The individual should have sound knowledge in safeguards policies (national and GEF), Indigenous Peoples related issues, gender and social inclusion, livelihood, conservation policies and current development issues in Nepal. Experience working with field-based conservation and development initiatives, diverse community groups in various altitudinal gradients in the country and government agencies is desirable.

***Skills and Abilities***

* Excellent English and [country’s main language] language skills. Working knowledge of one local language will be an added advantage;
* Skilled in Microsoft office package;
* Excellent cross-cultural and people skills and ability to interact with locals, Indigenous Peoples, government officials, Community Based Organizations and NGO staff
* Adaptive Management Skills
* Strong communication, coordination and facilitation skills;
* Strong negotiating and analytical skills;
* Ability to work in a multidisciplinary and multicultural team.

The candidate should adhere to WWF’s core values of Results, Integrity and Respect, and our guiding principles, i.e., Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results. He/she should be an action oriented and results driven person. Demonstrated experience in managing program/project with good business acumen and high decision-making abilities is desired.

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1. **Supervisory Responsibility**

Any directly recruited staff, Field Mobilizers, or consultants.

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1. **Working Relationships**

**Internal:** Works closely with the Senior MEL Officer, Field Program Officer, GESI Associate, and other relevant staff. [Adjust as necessary to fit project’s PMU composition]

**External:** Works closely with implementing partners, local bodies, governmental and non-governmental representatives, community partners as well as other stakeholders. [Adjust as necessary to fit project’s SEP]

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**Accepted by**

**Employee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved by**

**Country Rep:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_